

GENDER ACTION PLAN - TABLE OF ACTIONS 2016-18

| Theme 1 – Leadership and Development | | | | |
|---|--|--|---|---|
| Issue Identified | Action | Planned outcome/measurement | Lead | Timeline |
| Mentoring and Coaching | 1 Seek access to NICS Mentoring Programme aimed at all NIA grades. | Assembly Commission staff are afforded opportunity to participate in the NICS Mentoring Programme. Target uptake five staff. | Human Resources Office | Complete Launch October 2015 – programme duration 9 months. |
| | 2 Seek access to CO3 (Chief Executive Office Third Generation) mentoring project. | Assembly Commission staff are afforded opportunity to participate in the CO3 Mentoring Programme. Target uptake of five staff. | Human Resources Office | Complete Launch May 2015 – programme duration 12 months. |
| | 3 Join Business in the Community's Gender Project, which supports organisations to increase | Full participation in the Gender Project over its three-year duration, leading to the development of a bespoke action plan as part of a collaborative approach | Human Resources Office and Equality and | Ongoing Project commenced October 2015, for 3 years. |

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| | gender diversity, shift workplace behaviours and create enabling workplaces for men and women. | to address unconscious bias and create a truly inclusive workplace. | Good Relations Unit | (year one project plan attached at annexe d) |
| | 4 Commission staff participation in Women in Public Life Programme. | Assembly Commission staff are afforded the opportunity to participate in programme (five places available). | Politics Plus | Complete 2015/16 and 2016/17 |
| Gender balance in presenting to SMG and Commission | 5 Collect data at SMG and Commission level and produce yearly report on findings. | One year of complete data available at reporting year end detailing gender balancing. | Commission and Clerk/Chief Executive's Office (CCEO) | Complete 31 March 2017 |
| SMG and Commission Deputising Guides | 6 Develop briefing guides/procedures for deputising at SMG and Commission to ensure that deputies have a full understanding of how SMG works. | Revised submission guide along with revised templates to be published on AsslSt. | CCEO | Complete 1 April 2016 |
| Tabling of Papers at SMG and Commission | 7 Introduce process to enable authors of SMG/Commission papers to present them at meetings. | Revised SMG guidance and communication to include note to Directors on increasing number and range of staff attending and presenting to SMG/Commission | CCEO | Complete 1 April 2016 |

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| | 8 Make provision for HoBs to attend SMG at least once a year. | Revised SMG guidance and communication to include note to Directors on increasing number and range of staff attending and presenting to SMG/Commission | CCEO | Complete 1 April 2016 |
| Gender Balancing on Groups | 9 Develop guidance for HoBs and Directors on staff volunteering and representation on groups/panels. | Guidance presented to SMG following liaison with directors and feedback from Gender Action Implementation Group. | Equality and Good Relations Unit | Complete December 2016 |
| Training | 10 Explore opportunities to partner with organisations where the potential uptake of courses is low. | HR Office will continue to liaise with partner organisations as appropriate. | Human Resources Office | Complete and ongoing |
| | 11 Continue practice of offering, as far as possible, a range of dates/times for learning events and ensure that this is reflected in learning and development written procedures. | Learning and development written procedures reviewed to reflect practice, which will be applied consistently. | Human Resources Office | Complete monitor over lifetime of action plan |
| | 12 Ensure as far as possible that training events are arranged in Northern Ireland | Learning and development written procedures reviewed to reflect practice, which will be applied consistently. 95% of training events will be offered within Northern Ireland. | Human Resources Office | Review of procedures complete. Annual measurement |

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| | | | | at 31 March each year. |
| | 13 Explore option, where possible, of sharing training materials with all secretariat staff so that staff who are unable to attend training courses can access materials. | Procurement process for learning activities will be developed to include clause consenting to sharing of training materials internally via Moodle (Virtual Learning Environment) | Human Resources Office | Complete March 2016 |
| | 14 Dignity at Work Policy and Equal Opportunities Policy will continue to be kept under review to ensure compliance with legislation and that the interests of all categories, including gender, are addressed. | Policies will be kept under review on an ongoing basis in light of developments in legislation. Policies will be subject to full review by 31 March 2018, if not required before that date. | Human Resources Office | Complete/ ongoing Full review by 31 March 2018 |
| Continued focus on equal pay | 15 The Assembly Commission will continue to conduct an equal pay review every two years and address issues arising. | Equal pay reviews will be conducted every two years and gender-related statistically significant differences in pay (as determined by NISRA) will be considered by SMG. | Human Resources Office | Complete/ ongoing December 2015 and 2017 |
| Implementation of relevant AERC | 16 Bring AERC recommendations to Women in Politics Working Group and advise Gender Action Implementation | Relevant impact from AERC recommendations is planned for and managed within Assembly Secretariat. | Clerking/Gender Action | Complete March 2016 |

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|-------------------------------|---|-----------------------------|----------------------|----------|
| Review Recommendations | Group of any potential impact on Secretariat. | | Implementation Group | |

Theme 2 – Communication and Engagement

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|---|--|--|--|------------------------|
| Issue Identified | Action | Planned outcome/measurement | Lead | Timeline |
| Gender Leadership Network | 17 Consider models for a Gender Leadership Network, including model of Assembly Leadership Forum (ALF). | Research paper; identify models of good practice to promote the position of women in the workplace | RaISe | Complete March 2017 |
| Awards | 18 Explore the area of awards as discussed in the Working Paper from the European Commission's Network to Promote Women in Decision-Making in Politics and the Economy (copy circulated). | Research paper; identify models of good practice to promote the position of women in the workplace | RaISe | Complete March 2017 |
| Utilise Existing Assembly Networks | 19 Explore potential for coaching and mentoring opportunities through Assembly Community Connect and the Business Trust, including potential for gender fellowships, where women from NIA shadow the work of women within the Business Trust/CO3. Members of the Business Trust and ACC could also contribute to a Gender Leadership Network, if created. | Female employees are provided with fellowship/shadowing opportunities through Assembly Community Connect and the Business Trust. | Outreach with assistance from Human Resources Office | In progress 2017-18 |

Theme 3 – Life Balance/Health and Well-being

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|--|---|--|------------------------|--|
| Issue Identified | Action | Planned outcome/measurement | Lead | Timeline |
| Job Share Register | 20 Implement Job Share register | Job Share register and associated guidance issued to staff enabling them to register interest in job sharing arrangements. | Human Resources Office | Complete March 2016 |
| Caring Responsibilities Guidance | 21 Develop caring responsibilities guidance for managers and staff (subject to formal consultation) and include in staff handbook. Guidance should promote holding of meetings between 10am-4pm as far as possible | Caring Responsibilities Guidance is developed and issued to staff. | Human Resources Office | In progress Complete by June 2018 |
| Job sampling | 22 Address job sampling through implementation of Job Shadowing Policy | Job Shadowing Policy is developed and issued to staff. | Human Resources Office | Complete Introduced in October 2015 and will be kept under review |

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| Issue Identified | Action | Planned outcome/measurement | Lead | Timeline |
| | | | | throughout lifetime of plan |
| Childcare Scheme | 23 Consider issues arising from review of childcare scheme | Issues identified and information provided to SMG and Commission as appropriate. | Human Resources Office | Complete June 2016 |
| Gather staff views on life balance | 24 Continue to conduct staff surveys and review questions to ensure that gender aspects are included | Continued measurement of staff opinion and survey outcomes published on AsslSt | Secretariat Management Group (SMG)/Internal Communications Group (ICG) | Complete/ ongoing |
| Domestic violence policy | 25 Development of policy for Secretariat staff | Domestic Violence Policy is developed and issued to staff | Human Resources Office | On target March 2018 |
| Development of a Transgender Policy | 26 Develop a Transgender Policy to address both managing and supporting staff and dealing with visitors to Parliament Buildings | Transgender Policy is developed and issued to staff | Human Resources Office | On target in reporting period March 2018 |

Theme 3 – Life Balance/Health and Well-being

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| Raise awareness around transgender issues | 27 Provide training to staff on transgender issues once policy developed. | Staff are trained and equipped with knowledge to manage transgender issues in the workplace in accordance with Commission Policy. | Human Resources Office | On target in reporting period September 2018 |

Reporting and Monitoring

| Issue Identified | Action | Planned outcome/measurement | Lead | Timeline |
|--|---|---|----------------------------------|---|
| Regular monitoring of progress against identified actions | 28 Provide progress update to SMG and the Assembly Commission every six months | Every six months, following liaison with business areas, provide summary of directorate activity to SMG/Commission, charting progress against targets and including any additional actions. | Equality and Good Relations Unit | Complete/ongoing Every six months from Commission approval of final plan |
| | 29 Report to the Equality Commission annually on progress | As part of annual report to the Equality Commission, provide full update of directorate activity against action plan targets. | Equality and Good Relations Unit | Complete/ongoing 31 August every year |

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| <p>Central administration and co-ordination of work of Gender Action Implementation Group</p> | <p>30 Co-ordinate and oversee the roll-out of implementation of the action plan</p> | <p>Co-ordination of meetings and work of the Implementation Group once established;</p> <p>Support provided to business areas where necessary;</p> <p>Progress of business areas tracked against targets;</p> <p>and written updates to SMG/Commission on progress against specific actions every six months.</p> | <p>Equality and Good Relations Unit</p> | <p>Complete/ongoing until 2018</p> |
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Additional Actions Identified Through Business in the Community (BiTC) Gender Project Audit

| Issue Identified | Action | Planned outcome/measurement | Lead | Timeline |
|--|--|--|------------------------|--|
| Capture gender information on staff experience of working in the Assembly | 31 Monitor future staff survey results on the basis of gender | Evidence will exist which will show staff experience of working in the Assembly, broken down by gender. This evidence will be captured through the bi-annual staff survey. | RalSe | Implementation September 2017, ongoing over lifetime of plan |
| Encourage employment applications from under-represented groups | 32 Continue to use welcome statements as part of external recruitment, as appropriate | Increase in the number of applications by under- represented groups where a welcome statement has been used. Monitoring will be undertaken by the Human Resources Office. | Human Resources Office | Ongoing over lifetime of action plan |
| Encourage employment applications from those with caring responsibilities | 33 Proactively discuss flexible working options with panels as part of the recruitment planning process | Where post has been identified as suitable, an increase in the number of applicants expressing an interest in flexible working. Monitoring will be undertaken by the Human Resources Office. | Human Resources Office | Implementation September 2017, ongoing over lifetime of plan |
| Increased awareness of HR policies that promote equality and diversity | 34 To increase awareness of HR policies and the links across equality policies through: promotion of relevant policies to staff; learning activities and regular policy | Increased awareness of policies will be monitored by Human Resources Office through the evaluation of learning activities | Human Resources Office | Ongoing over lifetime of action plan |

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| | reminders; and refresher training at least every two years | | | |
| Exchange of information and ideas | 35 To use networking to facilitate exchange of information and ideas (eg KESS seminars, subject-specific working groups and focus groups for policy development) | Positive impact of networking activities to be monitored by individual business areas | All business areas | Ongoing over lifetime of action plan |
| Increased awareness of corporate issues | 36 Through publication of articles on AsslSt and interaction with senior managers, to provide information to staff on corporate matters | Increased awareness of staff on the work of SMG to be measured in future staff surveys | ICG | December 2017 |
| Unconscious bias training | 37 To provide training to staff on unconscious bias | Improved understanding of unconscious bias will be monitored by Human Resources Office through evaluation of training activity | Human Resources Office | March 2018 |
| Promotion of Women in the Workplace | 38 To consider the research papers on models for a Gender Leadership Network and Awards for promoting women in the workplace | Actions agreed to progress issues identified in research papers | Gender Action Plan Implementation Group | June 2018 |