

Gender Action Plan 2019-23 – March 2022 Update

| Status Key | No of actions |
|--|---------------|
| Complete <u>or</u> Complete for this six-month reporting | 9 |
| In progress/ongoing <u>or</u> On schedule to be progressed in line with timeline | 2 |
| Overdue | 3 |
| Total number of actions | 14 |

| Theme 1 – Leadership and Development | | | |
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| Issue Identified | Action | Planned outcome/measurement | Progress update |
| Gender balance in presenting to SMG and Assembly Commission | 1) Continue to collect data at SMG and Assembly Commission level until April 2019 and produce reports on findings. (Figures for Assembly Community Connect to be included on resumption of full business.) | One further year of complete data collected and analysed for 2018-19. The 2016-17 and 2017-18 reports are available on AsslSt). Final overview analysis report of all three years of data. | <p>Lead: Commission and Clerk/Chief Executive's Office/RaSe</p> <p>Status: Complete</p> <p>Action complete, RaSe reports presented to SMG in March 2020 update.</p> <p>At its October 2020 meeting, SMG agreed that, as an ongoing practice resulting from this action, the Equality and Good Relations Unit should periodically email Heads of Business to encourage them to consider inviting team members involved in working on</p> |

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| | | | <p>specific projects/papers to appear with them when presenting at SMG meetings.</p> <p>A reminder email to that effect was issued to Heads of Business on 13 September 2021 and further reminder emails will be scheduled for September of each year.</p> |
| <p>Gender Balancing on Groups</p> | <p>2) Monitoring of checklist returns on staff volunteering and representation on groups/panels.</p> <p>To be completed by HoBs and Directors utilising guidance issued by the Equality Unit</p> | <p>Monitoring data to be collected for two further years: 2018-19 and 2019-20. (Two returns were received for the first reporting period, January 2017 to March 2018).</p> <p>RaISe to analyse three years of data, including any findings in the final analysis report on gender balance in presenting to SMG and Commission.</p> | <p>Lead: Equality and Good Relations Unit/RaISe and relevant Directors/HoBs</p> <p>Status: Complete.</p> <p>RaISe analysis available on AssISt.</p> <p>At its October 2020 meeting, SMG agreed that, as an ongoing practice resulting from this action, the Equality and Good Relations Unit should periodically email Heads of Business to remind them to consult the gender</p> |

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| | | | balance checklist when forming new internal groups or panels. A reminder email to that effect was issued to Heads of Business on 13 September 2021 and further reminder emails will be scheduled for September of each year. |
| Continued focus on equal pay | 3) 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 | Lead: Human Resources Office Timeline: Ongoing. Status: Complete Analysis has been completed by NISRA and was considered by SMG in February 2022. |

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| Theme 2 – Communication and Engagement | | | |
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| Issue Identified | Action | Planned outcome/measurement | |
| Senior Women’s Network | 4) Implement Senior Women’s Network (AG4 and above) to meet at least twice a year. | To have in place a network that enables issues to be identified, discussed and – if appropriate – solutions proposed or raised at the appropriate platform; and where good practice can be shared and highlighted. | <p>Lead: Gender Action Plan Implementation Group.</p> <p>Timeline: Every six months.</p> <p>Status: Complete</p> <p>This action has been superseded by a number of other measures, outlined in the previous update, which have been put in place and address the original issue identified and the planned outcome. These included:</p> <ul style="list-style-type: none"> - Arranging for Assembly Commission staff to have the option of joining the NICS Women’s Network; -Ongoing role of the cross-Directorate Gender Action Implementation Group in identifying and considering gender issues across the Assembly Commission; - Ongoing provision of opportunity for staff to participate in external |

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| | | | coaching and mentoring programmes; -Implementation of the Assembly Commission’s People Manager Programme. |
| Awards | 5) Consider third party recognition awards and apply for awards as appropriate. | Application process completed and submission made. | Lead: Gender Action Plan Implementation Group. Timeline: Each award has a related timeline. Status: Complete See Stonewall and Diversity NI updates below. |
| | 6) Apply for Bronze Diversity NI Charter Mark | Bronze Diversity NI Charter Mark achieved. Actions identified to progress to Silver Diversity NI Charter Mark within two years | Lead: Equality and Good Relations Unit/HR. Timeline: Bronze by October 2019. Status: Complete Following consideration, the decision has been taken not to proceed with the application to |

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| | | | achieve the Diversity NI Charter Mark. |
| <p>Menopause Policy</p> <p><i>Action added October 2019</i></p> | <p>7) Develop a Menopause Policy to provide support and assistance to staff and managers</p> | <p>Menopause Policy is developed and issued to staff.</p> | <p>Lead: Human Resources Office/Equality and Good Relations Unit</p> <p>Timeline: December 2020.</p> <p>Status: Overdue</p> <p>Original timeline not met due to resourcing issues.</p> <p>The policy development process commenced in June 2021, with the research phase. However, staffing issues led to a delay in the submission of the first draft. Work has commenced on the draft policy and guidance and it is anticipated that it will be complete at the end of the Summer recess 2022. The draft policy has been issued to the Human Resource Office for comment and a further meeting with the Deputy Head of Human</p> |

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| | | | Resources and the Equality Manager took place in April 2022. |
| Transgender – Inclusion in the Workplace | 8) Participate in the Stonewall Diversity Champions Programme. | Through participation in this programme, the Assembly Commission would have access to a programme which offers organisations tailored one-to-one support to help build workplaces that are inclusive of lesbian, gay, bisexual and transgender (LGBT) people. | <p>Lead: Equality and Good Relations Unit with assistance from HR Office.</p> <p>Timeline: Ongoing for lifetime of the Plan.</p> <p>Status: Complete.</p> <p>The purpose of joining the Stonewall Diversity Champions programme was to be able to access assistance and support in the development of the Transgender Policy and Guidance. As this is now complete, membership for 2022 was not renewed.</p> |

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| Issue Identified | Action | Planned outcome/measurement | |
| Development of a Transgender Policy | 9) 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 | <p>Lead: Human Resources Office and Equality Unit.</p> <p>Timeline: March 2020.</p> <p>Status: Not achieved</p> <p>The draft Transgender Policy and Guidance was developed and on 27 May 2021 was approved by SMG for consultation with staff and a small number of Transgender groups. The draft policy and guidance was issued by HR to TUS for consultation in September 2021 and staff consultation commenced on 4 October and concluded on 29 October 2021.</p> <p>The final version of the policy and guidance was tabled at the February 2022 SMG meeting and is currently under consideration by SMG.</p> |

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| Raise awareness around transgender issues | 10) 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 | <p>Lead: Human Resources Office.</p> <p>Timeline: On approval/issue of Transgender Policy.</p> <p>Status: Overdue</p> <p>Learning and Development will work with the Equality Unit on training content, quality assurance and source general online training for all staff and specific training for front-facing staff once the draft Transgender Policy is approved.</p> |
| Research | 11) Participate in QUB PhD Project 'Gender equality in the UK and Germany: HR Management in light of conflicting constitutional logics' | Through participation in the project, the Assembly Commission will have feedback via anonymised employees' insights on gender equality in the organisation and relevant HR policies, which could be used to inform any further actions that may be required. | <p>Lead: Equality and Good Relations Unit with assistance from HR Office.</p> <p>Timeline: In line with QUB requirements.</p> <p>Status: Ongoing</p> <p>Due to COVID-19 restrictions, the Gender research project '<i>Gender equality in the UK and Germany: HR Management in light of conflicting constitutional logics</i>' was</p> |

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| | | | delayed. However, a research summary was received from the QUB researcher on 15 September 2021. The research has now concluded and a meeting is to be arranged between the Chief Executive, the Director of Corporate Services and the QUB researcher to discuss findings. |

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| Reporting and Monitoring | | | |
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| Issue Identified | Action | Planned outcome/measurement | |
| Regular monitoring of progress against identified actions | 12) Provide progress update to SMG every six months | Every six months, following liaison with business areas, provide summary of directorate activity to SMG/, charting progress against targets and including any additional actions. | Lead: Equality and Good Relations Unit. Timeline: Every six months, generally March and October every year. Status: Complete for reporting period |
| | 13) 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. | Lead: Equality and Good Relations Unit. Timeline: Annually by 31 August. Status: Ongoing Work on the annual equality progress report for the 2021-22 period has commenced and Directorate activity against Action Plan targets will be included. |
| Central administration and co-ordination of work of Gender Action | 14) Co-ordinate and oversee the roll-out of implementation of the Action Plan | Co-ordination of meetings and work of the Implementation Group; Support provided to business areas where necessary; | Lead: Equality and Good Relations Unit. Timeline: Ongoing for lifetime of the Plan. |

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| Implementation Group | | Progress of business areas tracked against targets; and Written updates to SMG on progress against specific actions every six months. | Status: Complete for reporting period The GAPIG met on 23 February 2022. Agreed minutes are available here on Assist. Six-monthly monitoring updates were provided to SMG. |
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