







Continuing Gender Action Plan 2019-23 – October 2019 update

Status Key:

-  Complete for this six-month reporting period
-  In progress/ongoing OR on schedule to be progressed in line with timeline
-  Overdue
-  Action suspended / not commenced
-  New action
-  Amended action

Continuing Gender Action Plan 2019-23 – October 2019 update

Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
Gender balance in presenting to SMG and Commission	<p>1) Continue to collect data at SMG and Commission level until April 2019 and produce reports on findings. (Figures for Assembly Community Connect to be included on resumption of full business.)</p>	<p>One further year of complete data collected and analysed for 2018-19. The 2016-17 and 2017-18 reports are available on AssISt).</p> <p>Final overview analysis report of all three years of data.</p>	<p>Lead: Commission and Clerk/Chief Executive's Office/RaISe</p> <p>Timeline: RaISe report for 18-19 to be prepared by July 2019</p> <p>Final overview analysis to be prepared by end of Oct 2019</p> <p>Status: On schedule to be progressed within timeline</p> <p>2018-19 data included in the Annual Report to the Equality Commission. Final overview analysis report will be completed by end Oct 2019</p>
Gender Balancing on Groups	<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>Timeline: Final overview analysis of data to be prepared by end of Oct 2020</p> <p>Status: On schedule to be progressed within timeline</p>

Continuing Gender Action Plan 2019-23 – October 2019 update

Theme 1 – Leadership and Development			
Issue Identified	Action	Planned outcome/measurement	Progress update
			Data for 2018-19 gathered from Directorates in April 2019 and forwarded to RaISe.
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: Next review to be conducted in late 2019. Status: In progress

Continuing Gender Action Plan 2019-23 – October 2019 update

Theme 2 – Communication and Engagement			
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 for reporting period</p> <p>Two meetings were held with senior women to discuss the need for or interest in a Senior Women's Network. A range of views were expressed but there was no consensus. Attendees did however consider that such a Network may be of merit and that this should be piloted. This will be piloted in the autumn. The agreed action may need to be amended based on this pilot.</p>
Awards	5) Consider third party recognition awards and apply for awards as appropriate.	Application process completed and submission made.	<p>Lead: Gender Action Implementation Group.</p> <p>Timeline: Issue of awards to be considered on resumption of full Assembly business.</p> <p>Status: Action Not Commenced</p>

Continuing Gender Action Plan 2019-23 – October 2019 update

Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	
	6) Apply for Bronze Diversity NI Charter Mark	<p>Bronze Diversity NI Charter Mark achieved.</p> <p>Actions identified to progress to Silver Diversity NI Charter Mark within two years</p>	<p>Lead: Equality and Good Relations Unit/HR.</p> <p>Timeline: Bronze by October 2019.</p> <p>Silver by end 2021.</p> <p>Status: Complete for reporting period</p> <p>One member of the Equality Unit attended a Diversity Mark best practice event in August. This was an opportunity to hear best practice tips from other members, and the steps to silver and gold awards from two of the Diversity Mark independent assessors.</p> <p>The Commission's application will be submitted in advance of the Diversity Mark quarterly deadline of 31 October 2019. The application should be considered by the independent panel after the October deadline has passed.</p>
<p>Menopause Policy</p> <p><i>Action added October 2019</i></p>	7) Develop a Menopause Policy to provide support and assistance to staff and managers	Menopause Policy is developed and issued to staff.	<p>Lead: Human Resources Office.</p> <p>Timeline: December 2020.</p>

Continuing Gender Action Plan 2019-23 – October 2019 update

Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	Status:
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.</p> <p>Timeline: Ongoing for lifetime of the plan.</p> <p>Status: Complete for reporting period</p> <p>Initial review of a range of HR policies undertaken to ensure they use no references or wording that would infer or result in less favourable treatment for LGBT (or any other protected group), and that complaints-type policies include a clear ban on discrimination, bullying and harassment related to sexual orientation.</p> <p>Meeting held with Stonewall representative, Equality Unit and HR to confirm approach and proposed next steps in the completion of the Workplace Equality Index.</p>

Continuing Gender Action Plan 2019-23 – October 2019 update

Theme 2 – Communication and Engagement			
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	Lead: Human Resources Office. Timeline: March 2020. Status: To be progressed within timeline
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	Lead: Human Resources Office. Timeline: On approval/issue of Transgender Policy. Status: To be progressed within timeline
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.	Lead: Equality and Good Relations Unit with assistance from HR. Timeline: In line with QUB requirements. Status: Complete for reporting period Interviews have taken place with a number of Secretariat staff in July & August, with one final interview scheduled in October. The Commission will be the first organisation involved in the project to complete the interview/data gathering stage, which is expected

Continuing Gender Action Plan 2019-23 – October 2019 update

Theme 2 – Communication and Engagement			
Issue Identified	Action	Planned outcome/measurement	
			to be concluded for all organisations in early 2020.

Continuing Gender Action Plan 2019-23 – October 2019 update

Reporting and Monitoring			
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.	<p>Lead: Equality and Good Relations Unit.</p> <p>Timeline: Every six months, generally March and October every year.</p> <p>Status: Complete for reporting period</p> <p>Included on the agenda for SMG meeting on 23 October 2019.</p>
	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.	<p>Lead: Equality and Good Relations Unit.</p> <p>Timeline: Annually by 31 August.</p> <p>Status: Complete for 2018-19</p> <p>Annual report submitted to the Equality Commission on 3 July 2019. The Closure Report for the 2016-18 Gender Action Plan, including the final status update for each action, was appended to the annual report.</p>

Continuing Gender Action Plan 2019-23 – October 2019 update

<p>Central administration and co-ordination of work of Gender Action Implementation Group</p>	<p>14) 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;</p> <p>Support provided to business areas where necessary;</p> <p>Progress of business areas tracked against targets; and</p> <p>Written updates to SMG on progress against specific actions every six months.</p>	<p>Lead: Equality and Good Relations Unit.</p> <p>Timeline: Ongoing for lifetime of the plan.</p> <p>Status: Complete for reporting period</p> <p>The Gender Action Implementation Group met in June 2019. Minutes are available here on Assist.</p> <p>Six-monthly monitoring updates are provided to SMG (see action 11 above).</p>
--	---	---	--