

Good Relations Action Plan 2016-21: Six-monthly Update – October 2017

Status Key:

-  Complete *OR* Complete for this six-month reporting period
-  In progress/Ongoing *OR* On schedule to be progressed in line with timeline
-  Overdue
-  Action suspended
-  New action
-  Amended action

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Aim 1: Dialogue and Consultation

Action taken to better promote equality of opportunity/good relations	Intended outcome/impact and how this will be measured	Good Relations Category	Progress update
1.1 Equality and good relations issues are discussed at Secretariat Management Group (SMG) and Assembly Commission meetings.	<p>Issues are progressed in line with the Good Relations Action Plan requirements and timings.</p> <p>Minutes of meetings are published on the Assembly website on a monthly basis.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Equality and Good Relations Unit and Corporate Support Unit</p> <p>Timeline: Regularly throughout 2016-2021 with the exception of Assembly recesses.</p> <p>Status: Complete for the reporting period</p>
1.2 Review of initiatives on how art and exhibitions might be used within Parliament Buildings	Consideration of new art initiatives to allow opportunities to reflect the wider community within Parliament Buildings.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Engagement</p> <p>Timeline: Long-term direction to be revisited by new Speaker and Commission in 2017/18</p> <p>Status: Complete for the reporting period</p> <p>Following successful exhibitions at Parliament Buildings and at venues across Northern Ireland, an exhibition exploring aspects of Northern Ireland's history and future (a collaboration between the Assembly and Belfast School of Art) will now be showcased in the new disability access area of Parliament Buildings. Two other exhibitions have also been held - an audio visual exhibition telling the stories of Cedar Foundation clients and an exhibition of the history of Parliament Buildings. Consultation with the Arts Council and the College of Art has taken place to look at proposals for a series of new art initiatives for 2018.</p>

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1.3 To draft a response to Assembly Commission questions within one week of receipt	To draft answers to Assembly Commission Questions for written and/or oral answer applicable to equality and good relations.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Equality and Good Relations Unit Timeline: As required during the 2016-2021 period Status: Complete for reporting period</p> <p>In this reporting period, one AQW was answered with input from the Equality and Good Relations Unit. The response was drafted within one week of receipt.</p>
<p>1.4 Identification of equality and good relations issues to be addressed</p> <p>Issues arising to be addressed or forwarded to the appropriate Directorate for consideration</p>	<p>Action Plan following on from 2014 staff survey will be reviewed.</p> <p>Use the results of future staff surveys to produce and implement action plans if required.</p> <p>Monitor the progress of the implementation of action plans on an annual basis.</p> <p>Staff surveys to be undertaken regularly between 2016 and 2021 and will include questions regarding equality and good relations issues.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Corporate Support Unit Timeline: Regularly during the 2016-21 period Status: Complete for reporting period</p> <p>The 2017 Staff survey opened on 14 June 2017 and closed on 7 July 2017 with a 90% response rate. The Internal Communications Group (ICG) agreed a staff survey report on 17 October 2017 following analysis of the results. This is to be presented alongside ICG's recommendations to SMG on 26 October 2017.</p> <p>It was agreed that questions on equality and good relations issues should be removed from the 2017 survey; instead a separate equality and good relations questionnaire will be issued in February 2018.</p>
1.5 Organise three teachers' conferences per year to increase teachers' knowledge of	All teachers at primary, secondary and A-Level will be invited to participate in conferences.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Education Team Timeline: Hold three conferences per year over the 2016-2021 period. Status: Complete for reporting period</p>

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the way the Assembly works and how to participate	<p>An estimated total of 70 teachers will attend 3 conferences per year</p> <p>Increased understanding in teachers' knowledge of how the Assembly works and how to participate will be measured via questionnaire and other means of feedback.</p>		19 teachers attended a Key Stage 2 event in June 2017 and 40 teachers attended an A-Level Conference on 3 October 2017.
1.6 The Assembly delivers its education programme in a format which provides for schools from different backgrounds to learn together	Schools from different backgrounds will have had the opportunity to learn together by attending education programmes together.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Education Team</p> <p>Timeline: Throughout the lifespan of the Good Relations Action Plan.</p> <p>Status: Complete for reporting period</p> <p>Over 9,000 pupils from across schools in Northern Ireland participated in the education programme in the six months ending October 2017.</p>
1.7 The Assembly focuses on engagement with disenfranchised groups	<p>Increased engagement with minority ethnic communities to inform groups how to utilise resources available through Assembly Community Connect & partner organisations.</p> <p>Target members and representative organisations of minority ethnic communities to attend 'How the Assembly Works' sessions to encourage a 5% increase in participation.</p>	Persons of different racial group.	<p>Lead: Engagement Manager</p> <p>Timeline: Annually throughout the lifespan of the Good Relations Action Plan.</p> <p>Status: Complete for reporting period</p> <p>Data collected from training programs showed that of those who took part in training, 90% stated they were white with 5% stating they were black and 5% other.</p>
1.8 Hold focus meetings and engage with sectoral and voluntary groups to inform committee business	Hold at least two meetings and engagement activities per month, when the Assembly is sitting, with groups which will inform committee business.	All good relations groups	<p>Lead: Engagement Manager</p> <p>Timeline: At least 24 meetings annually throughout the lifespan of the Good Relations Action Plan</p> <p>Status: Ongoing</p>

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	<p>Continue to develop a database to register voluntary and community organisations by sector</p> <p>Use database to gather information to inform committee business.</p>		<p>As the Assembly has not been sitting, training has been delivered on request.</p> <p>The database has been developed and individuals and organisations continue to register with ACC.</p>
1.9 Legal Services Office continues to provide advice as necessary	The provision of legal advice to the NI Assembly Commission, and to staff, in relation to obligations under S75(2) of the NI Act 1998.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Legal Services Office</p> <p>Timeline: As required during 2016-2021</p> <p>Status: Complete for the reporting period</p> <p>Legal advice provided upon request within the reporting period.</p>

Aim 2: Promotion of Good Relations

Action taken to better promote equality of opportunity/good relations	Intended outcome/impact and how this will be measured	Good Relations Category	Progress update
2.1 Maintain the display of Speaker's gifts within in the Assembly and Senate Rotundas in Parliament Buildings	Display of Speaker's gifts is accessible to the visiting public and maintained.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Speaker's Office</p> <p>Timeline: Throughout the lifespan of the Good Relations Action Plan.</p> <p>Status: Complete for the reporting period</p>

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2.2 Participation and inclusion of external groups in identified events held at Parliament Buildings	<p>Speaker's and other Assembly events to be used to include external guests and organisations to highlight issues and work in the wider community. Events will vary each year but will typically include:</p> <ol style="list-style-type: none"> 1. Christmas event 2. St Patrick's Day event 3. Community Relations Week 4. International Women's Day 5. Chinese New Year 	Persons of different religious belief, political opinion or racial group.	<p>Lead: Speaker's Office/ Outreach Timeline: Throughout the lifespan of the Good Relations Action Plan. Subject to review on election of a new Speaker. Status: Complete for the reporting period Planned events for St Patrick's Day cancelled during this period due to early dissolution of the Assembly and the election. Plans currently in progress for Christmas event.</p>
2.3 To further develop capacity of Assembly Commission Members on issues concerning Good Relations and Equality	<p>Development of a mechanism to enable Members to discuss good relations issues.</p> <p>Invite guest speakers and a facilitator to assist Members to discuss contentious issues through dialogue and understanding. Members' knowledge of good relations and equality issues is increased.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Equality and Good Relations Unit, Corporate Support Unit and Learning and Development Timeline: A Group will be established and terms of reference completed – 2016 Training needs will be assessed and training developed - 2016 Facilitator(s) and guest speakers will be identified - 2016 Programme of issues will be confirmed - 2016 Training will be completed - 2016 A Programme will be timetabled with facilitator and guest speakers on good relations issues 2017 – 2021 Status: Action suspended Subject to review when new Commission is appointed</p>

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2.4 To agree a Language Policy	<p>Prepare a paper on language policy for the Assembly Commission</p> <p>Development of a clear and concise policy with measurable standards and present to the Assembly Commission for agreement.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Equality and Good Relations Unit Timeline: 2017 Status: In progress Language paper presented to SMG in January 2017 and March 2017. Paper ready for presentation to Assembly Commission at a future date.</p>
2.5 Implementation and communication of Good Relations Action Plan to staff	<p>Communication of Policy and Action Plan to all staff.</p> <p>Staff training updated to cross-reference with Good Relations Action Plan.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Equality and Good Relations Unit Timeline: 2016 Status: Complete for this reporting period Staff, MLAs and support staff notified by email in November 2016 of approval of Good Relations Action Plan.</p> <p>Online section 75 training provided to all staff in 2016. Liaison ongoing with Training and Development to identify further training opportunities. (See also actions 4.3 and 4.4)</p>
2.6 Reconsideration of Civic Occasions Protocol <i>(Action added March 2017)</i>	<p>Reconsideration of the draft protocol that was presented to the Assembly Commission in March 2016.</p> <p>Intended outcome is the provision of clear guidance with regard to the flying of the Union flag at Parliament Buildings to mark civic occasions, eg, the accession of a new Monarch; the death of a serving or former First or Deputy First Minister; and a time of designated national disaster.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Director of Parliamentary Services/ Equality and Good Relations Unit Timeline: Following publication of final report by Commission on Flags, Identity, Culture and Tradition Status: On schedule to be progressed in line with timeline Awaiting outcome of final report by Commission on Flags, Identity, Culture and Tradition <i>Please note that responsibility has transferred from Director of Facilities to Director of Parliamentary</i></p>

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			<i>Services as Facilities Director post no longer exists.</i>

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Aim 3: Equality of Service Provision

Action taken to better promote equality of opportunity/good relations	Intended outcome/impact and how this will be measured	Good Relations Category	Progress update
3.1 Continue to utilise applicable codes and guidance from the Equality Commission NI as it relates to the recruitment of staff	Commission policies continue to reflect best practice in recruitment and continue to ensure equality of opportunity for all potential job applicants.	Persons of different religious belief, political opinion or racial group.	Lead: HR Team Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021. Status: Complete for this reporting period
3.2 The Assembly focuses on engagement with disenfranchised groups	To work with the National Assembly for Wales and the Flemish Parliament to make a joint application to Erasmus+ to deliver a trans-national youth project.	Persons of different religious belief, political opinion or racial group.	Lead: Education Team Timeline: Project length anticipated 12 months (Estimated Sept 2016 - Sept 2017) Status: Complete Application unsuccessful
3.3 Continue programme of local events to encourage young people from all backgrounds to meet and discuss issues with their MLAs	To hold 'Let's Talk' events for young people from all constituencies.	Persons of different religious belief or political opinion	Lead: Education Service Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021. Status: Action suspended Suspended due to political situation.
3.4 Identify best practice from other sources and adopt practice following consultation with section 75 groups and internal stakeholders (Learn and share good practice from other areas)	<p>Work with relevant teams and staff to promote the sharing of learning and outcomes from joint projects.</p> <p>Continue participation on, for example, inter-parliamentary groups and civil service groups to document models of best practice.</p> <p>Increased understanding of the good relations issues affecting the Northern Ireland Assembly.</p>	Persons of different religious belief, political opinion or racial group.	Lead: Equality and Good Relations Unit Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021. Status: Complete for this reporting period.

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	<p>Best practice is implemented and communicated.</p> <p>Increased collaboration on a regional and national basis to discuss good relations issues.</p>		
<p>3.5 Advertisement of committee stage of Bills in each of the main daily newspapers offering opportunities to all sections of the community to submit evidence</p>	<p>Improved access opportunities for people to contribute to policy development and legislative scrutiny processes.</p>	<p>Persons of different religious belief, political opinion or racial group.</p>	<p>Lead: Clerking and Reporting Timeline: Throughout the lifespan of the Good Relation Status: Complete for the reporting period. Mechanism in place for advertisement of Committee Stage of Bills. No advertisements were placed in this reporting period.</p>
<p>3.6 Plans in place to encourage Committees to actively engage with the community by meeting regularly outside of Parliament Buildings</p>	<p>Improved opportunities for all sections of the community to contribute to policy development and legislative scrutiny processes.</p> <p>Statutory Committees to aim to hold external meetings periodically throughout the mandate.</p>	<p>Persons of different religious belief, political opinion or racial group.</p>	<p>Lead: Clerking and Reporting Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021. Status: Complete for the reporting period. Plans in place re external meetings. No meetings held in this reporting period.</p>
<p>3.7 Lighting of Building</p>	<p>To light the exterior of Parliament Buildings on days as agreed by the Assembly Commission</p>	<p>Persons of different religious belief, political opinion or racial group.</p>	<p>Lead: Head of Building Services Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021. Status: Complete for reporting period New LED floodlighting system installed and building lit on agreed days.</p>

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3.8 Continued Implementation of the 'Perspective on...' series	To hold inclusive events to mark anniversaries within the 'Decade of Centenaries' as agreed by the Assembly Commission including in 2016 the Easter Rising and the Battle of the Somme.	Persons of different religious belief, political opinion.	<p>Lead: Speaker's Office Timeline: Anniversaries to be marked in the 2016-2021 mandate to be agreed by the new Commission following the election. Status: Complete for this reporting period Initial paper taken to the Assembly Commission to agree dates for the 2016-22 mandate but further consideration and agreement prevented by early dissolution of the Assembly. In line with the policy, proposals of dates for the 2017-22 mandate being prepared for consideration on appointment of a new Commission. This approach will be reviewed in late 2017 to take account of political developments and potential centenaries which could be marked in 2018.</p>
3.9 Outreach Parliaments	To facilitate 2 BEM Parliaments per year in order to engage people from minority groups.	Persons of different racial group.	<p>Lead: Engagement Manager Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021. Status: Action suspended This action has been suspended as the partner organisation, NICEM, no longer exists. The capacity will need to be re-established within the sector to facilitate further BEM Parliaments. It may be a number of years before this action can be revisited. Action 3.15 was added in March 2017 to increase engagement with BEM groups.</p>
3.10 Assembly Community Connect (ACC)	Increased engagement database of s75 groups by 20%; inform groups how to utilise resources available through Assembly	All S75 groups, including persons of different religious	<p>Lead: Engagement Manager Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021.</p>

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	Community Connect & partner organisations.	belief, political opinion or racial group.	<p>Status: Ongoing The ACC database continues to grow. An ACC communications and marketing plan is being developed to improve how we inform groups how to utilise resources available.</p> <p>Research completed through the ACC 'Measuring Success' Report also identified ways to help inform groups of how to utilise resources more effectively. These will be implemented when the political situation is resolved.</p>
3.11 Monitoring the outcome of the EQIA on the Flying of the Union Flag at Parliament Buildings	Monitoring includes regular consideration of a range of sources such as complaints, research and related policies etc.	Persons of different religious belief, political opinion.	<p>Lead: Equality and Good Relations Unit Timeline: Annually Status: Ongoing</p> <p>The visitor survey is generally carried out three times a year and contains a question about flags, symbols and emblems in Parliament Buildings. RaISe produces a report on survey findings, annually or as required.</p> <p>The February and July surveys were postponed because of the reduction in the number of Events and Outreach activities during this period and the absence of Committee meetings. The next survey will be carried out in October 2017(see also action 6.3).</p> <p>At the Commission meeting held on 3 March 2016 the Clerk/Chief Executive provided Members with an update on the mitigating measures and</p>

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			<p>provided a draft civic occasions protocol (see also action 2.6).</p> <p>Monitoring of the impact of the policy was issued to Commission Members on 16 August 2017 as part of the Annual Equality Progress Report.</p>
3.12 Access to information	The Education Service has an Irish Language Champion and the education programme can now be delivered in Irish. Based on previous years' numbers, the programme will be delivered to approx. 3 Irish medium schools during the academic year.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Education Service</p> <p>Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021.</p> <p>Status: Complete for this reporting period</p> <p>The availability of an education programme in Irish continues to be advertised to schools. No Irish-medium schools requested a visit or outreach visit during this reporting period.</p>
3.13 Keep under review the use of Irish in recruitment ads	Review per recruitment competition any feedback received on the use of Irish in advertisements as relating to the recruitment process.	Persons of different religious belief, political opinion.	<p>Lead: HR Team</p> <p>Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021.</p> <p>Status: Complete for reporting period</p>
3.14 Continued operation of alternative placement programme to trainee teachers ie Stranmillis College (Final year students)	To allow the Assembly to ensure that its current education programmes continue to be compatible with teacher training best practice. Max 3 places per year lasting 2 weeks each January.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Education Team</p> <p>Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021.</p> <p>Status: Complete for reporting period</p> <p>Organised for 15 – 26 January 2018</p>
3.15 Deliver 'Get Involved' conference to BEM groups	Deliver one conference every year to BEM groups.	Persons of different racial group.	<p>Lead: Engagement Manager</p>

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<i>(Action added March 2017)</i>			Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-21. Status: Action suspended Suspended due to the political situation The BEM conference would involve MLAs so not being run at the moment.

Aim 4: Training and Development

Action taken to better promote equality of opportunity/good relations	Intended outcome/impact and how this will be measured	Good Relations Category	Progress update
4.1 Personal learning records to include details of equality and good relations training undertaken. <i>Action amended in March 2017 update: Previous action was: '4.1 Personal Development Plans include equality issues/updates.'</i> <i>This action has been amended to more accurately reflect the monitoring of staff learning.</i>	Ongoing learning in relation to equality takes place. <i>Additional outcomes/impacts and measurements:</i> Learning and Development Team to update personal learning records on iTrent with mandatory equality and good relations training. Staff can also add additional equality and good relations training to their personal learning plans, and this training will also be monitored by the L&D team.	Persons of different religious belief, political opinion or racial group.	Lead: HR Team Timeline: Annually throughout lifespan of the plan Status: Complete for reporting period

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<p>4.2 Induction training monitored and reported on</p>	<p>Monitoring of mandatory staff training which includes the promotion of good relations as part of the induction process for any external appointments that occur.</p>	<p>Persons of different religious belief, political opinion or racial group.</p>	<p>Lead: HR Team Timeline: As required Status: Complete for reporting period</p>
<p>4.3 To provide good relations support to staff</p> <p>To support mainstreaming of good relations at Directorate level</p>	<p>Good Relations input into training programmes as required.</p> <p>Meet with relevant staff to provide good relations support and information for services within the Assembly secretariat.</p> <p>Increased confidence in tackling good relations issues by staff.</p> <p>Good relations agenda is mainstreamed with Assembly staff.</p>	<p>Persons of different religious belief, political opinion or racial group.</p>	<p>Lead: Equality and Good Relations Unit Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-21. Status: Complete for reporting period. Online Section 75 training made available to all staff in April 2016, and to new staff as they join the organisation. Further support and information to be provided to staff as required. See also action 4.4.</p>
<p>4.4 Develop an e-learning good relations package for staff training</p>	<p>E-learning package is developed to enable staff to better understand good relations and its relevance to their role in the Assembly.</p> <p>Mandatory completion of e-learning takes place by all Assembly staff.</p> <p>Monitoring of mandatory training takes place to ensure all staff complete training and it is complete to a satisfactory standard.</p>	<p>Persons of different religious belief, political opinion or racial group.</p>	<p>Lead: Equality and Good Relations Unit and Learning and Development Timeline: 2018 Status: On schedule to be progressed in line with timeline Online mandatory Section 75 training, which included good relations, was made available to all staff in April 2016, and is made available to new staff as they join the organisation. Training is under development.</p>

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Aim 5: Management Information and Data

Action taken to better promote equality of opportunity/good relations	Intended outcome/impact and how this will be measured	Good Relations Category	Progress update
5.1 Direct staff to screening training as required	<p>Screening guidance in place for staff.</p> <p>Training provided as required.</p> <p>Increased knowledge and skills to address good relations issues.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Equality and Good Relations Unit and Learning and Development</p> <p>Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021.</p> <p>Status: Complete for reporting period</p>
5.2 Continued use of 'social media' to engage with people of NI and hear their views on the Assembly and political issues	<p>We will have listened to the people of NI and provided different groups with a democratic understanding and the opportunity to develop mutual positions in a shared (cyber) space.</p> <p>Education Service uses Social Media (Twitter) daily to inform users of its services and initiatives.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Education Team</p> <p>Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021.</p> <p>Status: Complete for reporting period</p> <p>We continue to use Twitter to inform users and have discussions with groups around democracy and good relations.</p>
5.3 To monitor user comments collected from feedback processed in place for all engagement activities	Feedback is used, where appropriate, to help inform decisions and build the promotion of equality and good relations into the delivery of services.	Persons of different religious belief, political opinion or racial group.	<p>Lead: Engagement Manager</p> <p>Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021.</p> <p>Status: Complete for reporting period</p> <p>ACC completed the 'Measuring Success' Report, which assessed feedback from 700 attendees to ACC events. It highlighted feedback which will be used to develop strategies to ensure a better service for all. Equality data was collected and will be used as a benchmark for future equality targets.</p> <p>Plans are currently being developed for a project to support those with a disability to have greater engagement with the Assembly. Through</p>

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			consultation with disability groups, feedback has been gathered which will form the basis for the service which will be provided.
5.4 Maintain an inventory and monitor the condition of all artefacts belonging to the Assembly	All artefacts belonging to the Assembly are kept and maintained in an appropriate manner. Artefacts will be monitored on an annual basis.	Persons of different religious belief, political opinion or racial group.	Lead: Head of Building Services Timeline: Throughout the lifespan of the Good Relations Action Plan 2016-2021. Status: Complete for reporting period Inventory of artefacts and artwork compiled. All items maintained appropriately.

Aim 6: Monitoring

Action taken to better promote equality of opportunity/good relations	Intended outcome/impact and how this will be measured	Good Relations Category	Progress update
6.1 Good Relations Action Plan is updated to include additional relevant actions that arise during the lifespan of the plan.	Monitoring relevant sources to ensure any additional actions are added as appropriate. Continue engagement with Assembly Directorates to discuss any potential issues for inclusion. Produce a monitoring report of progress and any additional action every six months and table at SMG meetings.	Persons of different religious belief, political opinion or racial group.	Lead: Equality and Good Relations Unit/All Directorates Timeline: Throughout the lifespan of the Action Plan as required. Status: Complete for reporting period. Input from business areas, including information on additional actions, is sought every six months for progress update for SMG/Commission. Additional actions are highlighted in the six-monthly update. The first update (March 2017) is published on the Assembly website.

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6.2 To provide adequate staff resources to allow the implementation of all programme activities	Directorate budget includes, where relevant, for strategic development, implementation and monitoring.	Persons of different religious belief, political opinion or racial group.	<p>Lead: All directorates</p> <p>Timeline: Budgeting as necessary in line with Assembly policies throughout the lifespan of the Action Plan as required.</p> <p>Status: Complete for reporting period</p> <p>Actions were agreed with business areas during development of action plan, and budgets should take account of any planned activity under plan. Regular budget meetings and six-monthly updates to SMG/Commission give business areas an opportunity to review commitments.</p>
6.3 To continue implementation and reporting to SMG of Assembly Visitor's survey	<p>Conduct a Visitor's survey 3 times a year (generally February, June and October).</p> <p>Assembly research collate data and produce a report for Equality and Good Relations Unit to be submitted to SMG with good relations six-monthly monitoring reports.</p>	Persons of different religious belief, political opinion or racial group.	<p>Lead: Equality and Good Relations Unit and RaISe</p> <p>Timeline: Throughout the lifespan of the Action Plan as required.</p> <p>Status: Ongoing</p> <p>The visitor survey is generally carried out three times a year by Events, Outreach and RaISe – February, July and Sept/October. RaISe produces a report on survey findings annually or as required. The February and July surveys were postponed because of the reduction in the number of Events and Outreach activities during this period and the absence of Committee meetings. The next survey will be carried out in October 2017.</p>