

DRAFT

Northern Ireland Assembly Commission
Values Plan 2021-2023

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Professional
p
Integrity
c
Impartiality

Corporate Values are the fundamental beliefs upon which an organisation’s operations and behaviours are based. Our Values were developed in consultation with staff in 2018 as part of the Corporate Strategy 2018 – 2023 and Corporate Plan 2019-23.

Different Roles, Common Goals

No matter our individual responsibilities as one team we will demonstrate:

- Professionalism in everything we do
- Respect for each other, Members and the public
- Impartiality and integrity in all our work

The Corporate Plan 2019-23 outlines high level objectives under four elements: **People, Culture, Engagement and Services**. Under the **People** element of the Corporate Plan, one of the objectives is **‘Promoting and Developing our Values’**.

For Values to be embedded in everyday working life, staff need to see them demonstrated and, prioritised in everyday decision making and actions.

This plan outlines our approach to promoting and embedding our Values by taking a ‘Values lens’ to everything we do. It raises awareness and visibility of our Values at every opportunity, during conversations, meetings and events, to keep them relevant and central to Assembly life. It is underpinned by the Communication Principles set out in the Internal Communications Strategy, developing a Values narrative for an engaged workforce who will meet the opportunities and challenges of the organisation.

For Values to help form, shape and change behaviours, they must be integrated throughout the complete staff journey, both formally and informally - from information about our Values supplied at the application stage, as part of discussions within the Getting On-Board programme, as part of recognition and performance conversations, within learning and development sessions, through to staff engagement.

 TARGETED AND TIMELY	 RELEVANT	 CONSISTENT
 JOINED-UP	 ACCESSIBLE AND INCLUSIVE	 IN PLAIN ENGLISH
 VALUES DRIVEN	 OPEN AND TRANSPARENT	 TWO-WAY
 AGILE	 AMBITIOUS	 INNOVATIVE



As part of the consultation on the draft Internal Communications Strategy, two specific questions about Our Values were included in the “Let’s Talk” Internal Communications staff sessions and on-line menti survey.

Questions about Our Values “Let’s Talk” Internal Communications – June/July 2021
<p>How do you demonstrate the values in your day to day working life? Summary of findings - Maintaining neutrality, treating everyone with the same respect. Call out when values are not demonstrated. Recognising that homeworking is straining relationships and putting pressure on our values. Ideas include the need for more definition to aid understanding, doing a “Let’s Talk” on values and integrating them into the format of the newsletter.</p>
<p>How can we promote them better and embed them in everyday life? Summary of findings - Make them more visible and meaningful. There could be guidance on the values and they should be advertised and celebrated. Others said staff need to feel valued. Values could be integrated into the Regular Performance Conversations, staff training and when holding meetings and updates.</p>

Exploring Values – Embedding Values – Visible Values

Exploring Values

	Actions	Milestones	Target Date	Achieved Yes/No	Project Lead / Project Partner
1	Create opportunities to discuss Assembly Values during meetings, working groups, Consultations, “Let’s Talk” sessions and events	Deliver “Let’s Talk” Working Groups sessions.	May 21	Yes	Working Group Chairs / All Staff
		Deliver Consultation/“Let’s Talk” Internal Communications sessions.	May 21	Yes	Comms / All Staff
		Deliver Consultation/“Let’s Talk” Style Guide sessions.	Nov 21	Yes	Comms / All Staff
		Arrange “Let’s Talk” Learning and Development sessions.	Nov 21	Yes	HR / All Staff
		Feature questions about Values in the 2021/22 Staff Survey.	Nov 21	Yes	ICG / All Staff
		Include discussion about Values at Guest Contributor Team Meetings.	Ongoing		Guest Contributors / Comms
2	Develop Values narrative/variety of content and publish on range of comms platforms	Feature in Monthly Note to Staff.	Ongoing	Yes	Clerk/Chief Executive / Comms
		Produce quarterly article in Staff Newsletter.	Quarterly		Comms / Directors*
		Publish relevant articles on AssISt for staff.	Ongoing		All BAs / Comms

Embedding Values

	Actions	Milestones	Target Date	Achieved Yes / No	Project Lead / Project Partner
3	Apply a 'Values lens' to the Staff Journey	Ensure visibility of values and consistent messaging to staff and applicants via general information on the recruitment web pages, through the Getting On-Board Programme and Postmaster Reminders for Regular Performance Conversations.	Ongoing		Comms / HR
		Consider how Values can feature in regular meetings, Big Picture and Regular Performance conversations.	Ongoing		Line Managers / HR
		Host a "Let's Talk" Values session with a follow up article published in the Staff Newsletter.	Ongoing		All Business Areas / Comms
		Host Quarterly Directorate Meetings with Values to be discussed.	Ongoing		Directors
		Host bi-annual Staff Briefings and include Values in content.	July / Dec	Yes	Clerk/CE / Comms
		Host an annual event to recognise long service.	April 22		SMG
		Host quarterly/annual event to recognise and celebrate corporate achievements.	Mar 22		Clerk/CE / Comms / All Business Areas

Visible Values

	Actions	Milestones	Target Date	Achieved Yes / No	Project Lead / Project Partner
4	Develop and produce a range of merchandise and digital collateral to advertise and celebrate Assembly Values	Produce Behaviour Code Poster targeting staff, work colleagues and visitors. Position throughout Parliament Buildings.	Mar 21	Yes	HR / Comms
		Produce values poster for all staff. Position throughout common areas – tea rooms, Blue Flax, Training Room 135.	Feb/ Mar 22		Comms / HR
		Produce pop up banners / merchandise for L&D Training Room.	Feb/ Mar 22		Comms / HR
		Create digital collateral for PCs, Postmasters, PowerPoint, the Performance Management Portal and AsslSt.	Ongoing		Comms