

EQUALITY COMMISSION FOR NORTHERN IRELAND

Public Authority 2011 – 2012 Annual Progress Report on:

- **Section 75 of the NI Act 1998 and**
- **Section 49A of the Disability Discrimination Order (DDO) 2006**

This report template includes a number of self assessment questions regarding implementation of the **Section 75 statutory duties** from *1 April 2011 to 31 March 2012 (Part A)*.

This template also includes a number of questions regarding implementation of **Section 49A of the DDO** from the *1 April 2011 to 31 March 2012 (Part B)*.

Please enter information at the relevant part of each section and ensure that it is **submitted** electronically (by completing this template) and in hardcopy, with a signed cover letter from the Chief Executive or, in his / her absence, the Deputy Chief Executive to the Commission **by 31 August 2012**.

In completing this template it is essential to focus on the application of Section 75 and Section 49. This involves progressing the commitments in your equality scheme or disability action plan which should lead to outcomes and impacts in terms of measurable improvement for individuals from the equality categories. Such outcomes and impacts may include changes in public policy, in service provision and/or in any of the areas within your functional remit.

Name of public authority (Enter details below)

Northern Ireland Assembly Commission

Equality Officer (Enter name and contact details below)

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Part A: Section 75 Annual Progress Report 2011 - 2012

Executive Summary

- What were the key policy / service developments made by the authority during this reporting period to better promote equality of opportunity and good relations and what outcomes were achieved?

The Northern Ireland Assembly Commission (the Assembly Commission) continues to progress the equality agenda through all areas of its business with Assembly staff and with visitors to Parliament Buildings. This annual report records the activities and actions undertaken by the Commission in furtherance of its statutory obligations. It covers the period 1 April 2011 to 31 March 2012.

Snapshot of Key Developments

- Revised Equality Scheme was drafted, consulted on and submitted to the Equality Commission
- Disability Action Plan was drafted, consulted on and published
- Holywell Consultants completed a draft Internal Good Relations Audit for consideration by the Assembly Commission
- The Northern Ireland Assembly Human Resources Office continued to update policies

For details of further completed actions please refer to Section 2 and Section 8.

- What are the main initiatives planned in the coming year to ensure the authority improves outcomes in terms of equality of opportunity and good relations for individuals from the nine categories covered by Section 75?

Equality of Opportunity Planned Initiatives April 2012 to March 2013:	
1	The Northern Ireland Assembly (NIA) Human Resources (HR) Office to continue updating policies to ensure statutory compliance.
2	To complete an audit of access and services by the National Autistic Society and gain formal accreditation.

3	NIA HR office to continue implementing the Carecall Action Plan Report published in June 2011. This report followed a consultation exercise with NIA staff looking at staff satisfaction with the workplace.
4	The Internal Equality Working Group will continue to consider policies and improvements.
5	To prepare an annual disability staff audit for the 2012 period.
6	To continue a programme of Equality Impact Assessments.
7	To develop services in light of completed audits by RNID, RNIB, Disability Action and the National Autistic Society.
8	To facilitate a review of tours of Parliament Buildings by charities and interested parties to improve accessibility.
9	To develop and implement an accessible publications policy.
10	To participate in the Balmoral Show to engage with rural communities.
11	To continue to develop the use of new social media for engagement with the citizens of Northern Ireland.
12	Obtain planning permission for access ramps at the front of Parliament Buildings and construct said ramps.
13	To conclude public consultation on the Youth Assembly.
14	Identify best practice from other sources and adopt practice following consultation with Section 75 groups and internal stakeholders.
15	Complete RNIB self-assessment audit to maintain accreditation.
16	Obtain approval from Northern Ireland Fire and Rescue Service for revised GEEPS and PEEPS.
17	Assess prototype braille map of Parliament Buildings and order once approved for visitor use.
18	Gain safe space accreditation.
19	Introduce quarterly tours for people with hearing loss in conjunction with Action on Hearing Loss.
20	Implement and review 2012-2016 Good Relations Strategy.
21	Implement and review 2012-2016 Disability Action Plan.
22	Assembly Commission to continue to implement Good Relations Strategy actions.
23	Assembly Commission to agree strategy for decade of commemorations.
24	To offer refresher training to staff on policy screening.
25	To produce screening guidance for staff.
26	To continue to address issues raised in the Audit of Inequalities.
27	Speaker's Art Group to meet throughout the period to discuss art on display in Parliament Buildings.

28	Internal and external disability advisory groups to meet during the period.
29	To revise Secretariat Management Group and Assembly Commission submission forms to include details of policy screening where appropriate.
30	Provide further autism awareness training for staff.
31	To provide draft answers to Assembly oral and written questions regarding disability, equality and Good Relations.
32	Establish a Community Link Programme.
33	Continue 'Get Involved' projects.
34	Continue and develop the Education Programme with education visits to Parliament Buildings and an Outreach Programme with schools and colleges across Northern Ireland.
35	The Education Service has developed a working partnership with a London/Derry based peace and reconciliation group and will jointly organise a series of 'Let's Talk' events with schools on a cross-community basis.
36	The Education Service runs a Participative Democracy Partnership. This is undertaken with Youth Action NI, Public Achievement (WIMPS) and Save the Children NI and encourages the Youth Sector to engage with the democratic process. The second 'Youth Work is Political' conference will be held on 12 June 2012.
37	In 2012-13, the Education Service will work with NICCY to develop a joint education resource to encourage young people to participate in democracy.
38	To participate in the Mela Festival to engage with ethnic minority communities.

The above list is not exhaustive as many events that will improve outcomes are under consideration or organised throughout the year.

New / Revised Equality Schemes

- Please indicate whether this reporting period applies to a new or revised scheme and (if appropriate) when the scheme was approved?

Following consultation between 25 July 2011 and 21 October 2011 and submission to the Equality Commission on 19 December 2011, a Revised Equality Scheme was approved by the Equality Commission on

28 March 2012. Consequently, this report refers to the final year of the 2007-2011 Equality Scheme.

Section 1: Strategic Implementation of the Section 75 Duties

- Please outline evidence of progress made in developing and meeting *equality and good relations objectives*, performance indicators and targets in corporate and annual operating plans during 2011-12.

Please refer to Appendix 1 for details of the NIA Corporate Plan 2011/2012 performance against objectives in relation to Equality and Good Relations as at 31 March 2012.

Section 2: Examples of Section 75 Outcomes / Impacts

Given the renewed focus of Section 75 aiming to achieve more tangible impacts and outcomes and addressing key inequalities; please report in this section how the authority’s work has impacted on individuals across the Section 75 categories. Consider narrative in the following structure:

Please note the second, separate table for outreach events.

	Outline change in policy or practice which have resulted in outcomes	Tick if result of EQIA
Persons of different religious belief	<ul style="list-style-type: none"> • Good Relations Action Plan implemented and revised strategy under consideration for 2012-2016 • Internal Good Relations Audit completed • Completion of Fair Employment Monitoring Return • Increased number and profile of Harassment Contact Officers • Continued implementation of a fair and equitable Pay policy with a focus on shortened pay scales • Continued implementation of HR 	

	<p>Strategy 2009-2012</p> <ul style="list-style-type: none"> • Creation of Health and wellbeing Committee • Outreach events (see below) 	
Persons of different political opinion	<ul style="list-style-type: none"> • Internal Good Relations Audit completed • Completion of Fair Employment Monitoring Return • Continued implementation of a fair and equitable Pay policy with a focus on shortened pay scales • Increased number and profile of Harassment Contact Officers • Continued implementation of HR Strategy 2009-2012 • Creation of Health and wellbeing Committee • Outreach events 	
Persons of different racial groups	<ul style="list-style-type: none"> • Continued implementation of a fair and equitable Pay policy with a focus on shortened pay scales • Increased number and profile of Harassment Contact Officers • Continued implementation of HR Strategy 2009-2012 • Creation of Health and wellbeing Committee • Outreach events 	
Persons of different age	<ul style="list-style-type: none"> • Consultation on Youth Panel's proposal for a Youth Assembly completed. • Education Website completed. • Education e-zine distributed. • Consultation by Education Committee with young people on 	

	<p>School Council Enquiry.</p> <ul style="list-style-type: none"> • Education programme continued to be developed. • During the period, the Education Service visited 45 schools across NI, delivering its programme to over 3,000 young people. • Outreach events. • Continued implementation of a fair and equitable Pay policy with a focus on shortened pay scales. • Increased number and profile of Harassment Contact Officers • Continued implementation of HR Strategy 2009-2012. • Creation of Health and wellbeing Committee. 	
<p>Persons with different marital status</p>	<ul style="list-style-type: none"> • Developed a fair and equitable Pay policy with a focus on shortened pay scales • Continued implementation of a fair and equitable Pay policy with a focus on shortened pay scales • Increased number and profile of Harassment Contact Officers • Continued implementation of HR Strategy 2009-2012 • Creation of Health and wellbeing Committee • Outreach events 	
<p>Persons of different sexual orientation</p>	<ul style="list-style-type: none"> • Continued implementation of a fair and equitable Pay policy with a focus on shortened pay scales • Increased number and profile of Harassment Contact Officers • Continued implementation of HR Strategy 2009-2012 	

	<ul style="list-style-type: none"> • Creation of Health and wellbeing Committee • Outreach events 	
Men and women generally	<ul style="list-style-type: none"> • Continued implementation of a fair and equitable Pay policy with a focus on shortened pay scales • Increased number and profile of Harassment Contact Officers • Continued implementation of HR Strategy 2009-2012 • Creation of Health and wellbeing Committee • Outreach events • Continued implementation of Employment Equality Plan. 	
Persons with and without a disability	<ul style="list-style-type: none"> • Annual staff disability audit completed. • Disability Advisory Group meetings held and outcomes put in place. • Achievement of the RNID Charter mark • Continued implementation of a fair and equitable Pay policy with a focus on shortened pay scales • Increased number and profile of Harassment Contact Officers • Continued implementation of HR Strategy 2009-2012 • Creation of Health and wellbeing Committee • Outreach events 	
Persons with and without dependents	<ul style="list-style-type: none"> • Continued Implementation of flexible working policy • Continued implementation of a 	

	<p>fair and equitable Pay policy with a focus on shortened pay scales</p> <ul style="list-style-type: none"> • Increased number and profile of Harassment Contact Officers • Continued implementation of HR Strategy 2009-2012 • Creation of Health and wellbeing Committee • Outreach events 	
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The following table is a snapshot of the work of the NIA Outreach team for the reporting period. It does not cover all visitors to Parliament Buildings but work aimed at increasing capacity for engagement with the political process in Northern Ireland.

	Group Name	No of attendees	Gender	Age	Religion	Race	Marital status	Dependents	Sexual Orientation	Political Opinion	Disabilities
27/04	Probus	36		x							
11-13/05	Balmoral Show	4645									
19/05	Vital Links	23									
01/05	Leading Ladies	48	X	X	X	X	X	X	X	X	X
28-29/05	Moira Game Fair	820									
30/05	Family Fun Day	1100									
16/06	Youth Works	42	X	X	X				X		
16/06	Youth Action	20		X							
29/06	Human Rights Consortium	28	X	X	X	X	X	X	X	X	X
19/07	Youth Works	29	X	X	X				X		
2/08	Charity Commission	14									
3/08	Belfast Talks Back	80			X					X	
6/08	Poc Fada	250			X					X	
25/08	Vital Links	28	X	X				X	X	X	X
28/08	MELA	1822				X					
05/09	REAL Network	14									X
09/09	Playboard session	18		x				x			
16/09	Playboard session	15		x				x			
19/09	Positive Relations	50	x								
21/09	Vital Links (PESP)	35									
22/09	REAL Network	14									x
23/09	Playboard	12									
30/09	Playboard	14									

7/10	Newry Community Conference	38								
11/10	East Belfast Community Development Agency	20							x	
14/10	Playboard									
14/10	Cookstown Community Conference	32								
24/10	African Caribbean Society of Northern Ireland	35				x				
26/10	Vital Links (PESP)	20								
10/11	Vital Links	22								
11/11	Consumer Council	24								
21/11	Women into Public Life	16	x							
25/11	Pensioners' Parliament	80	x							x
1/12	Co-operation Ireland	25							x	
2012										
12/1	Vital Links	20								
13/1	Bytes Project	16		x						
25/1	Tor Bank	15								x
08/2	Youth Link NI	14								x
13/2	WEA	13								x
23/2	CDHN									
01/3	Positive	56	x							

	Relations										
08/3	Vital Links	25									
15/3	Belfast YMCA	35									x
20/3	Women into Public Life	42	x								
30/3	Get Involved Conference Carrickfergus	55								x	
31/3	Earth Hour	150									
17/4	CDHN	18									
20/04	WEA	4									x
24/4	PESP	14									
26/4	Constituency day	25								x	

Please give examples of changes to policies or practices using **screening or EQIA**, which have resulted in **outcomes or impacts for individuals**. If the change was a result of an EQIA please indicate this and also reference the title of the relevant EQIA.

1. Improved accessibility to car parking facilities
2. Confirmation of statutory compliance and good practice through consultation for new HR policies.
3. The Assistance to Study policy will be monitored by NIA HR across Section 75 groups.
4. The Health and Wellbeing Strategy resulted in the first Health and wellbeing Fair for staff on 20 April 2012

- Please give examples of **outcomes or impacts on individuals** as a result of any **action measures** undertaken as part of your Section 75 action plan:

Complete measures from the current action plan are listed below:

• Inequality Identified	Section 75 Categories	Performance Indicators	Action Measures	Lead Responsibility	Timescale
Access to Parliament Buildings (Theme 1a of Audit of Inequalities)	Disabled people	Improved facilities for partially sighted visitors	Colour contrast materials in toilet facilities.	Facilities Manager	Complete
Access to Services (Theme 1b of Audit of Inequalities)	Disabled people	Improved environment for those with Autism	Mystery shop and feedback session to be held with representative groups and their users	Facilities Manager	Complete

• Inequality Identified	Section 75 Categories	Performance Indicators	Action Measures	Lead Responsibility	Timescale
	Young People	Increased access to the political process	'Making a Law' animation with subtitles Develop a bespoke visitor programme for Key Stage	Education Team	Complete.
		Encourage joint participation	Cross community school hub events and video conferencing events	Education Team	Ongoing. First cross community events held.
Participation (Theme 1d of Audit of inequalities)					
	Ethnic minority groups	To encourage increased participation in politics amongst Northern Ireland's ethnic minority communities	'Get Involved' campaign and participation at Mela Festival in Botanic Gardens Commonwealth Day event in Parliament Buildings	Outreach Manager Outreach Manager	Complete Complete

- Please give examples of **outcomes or impacts on individuals** as a result of any **other Section 75 processes** e.g. consultation or monitoring:

The Assembly Youth Panel published a report on the creation of a Northern Ireland Assembly. The report went out to consultation between 11 May 2012 and 1 September 2012. The report is available at:

<http://www.niassembly.gov.uk/Visit-and-Learning/Youth-Assembly/Youth-Panel-Report/>

Holywell Consultancy consulted with interested parties between June 2010 and June 2011 as part of the Assembly Internal Good Relations Audit. Holywell Consultancy used interviews, focus groups, observation, online survey and desk research to inform the report. The Assembly Commission began detailed consideration of the report in November 2011 and the Northern Ireland Assembly Good Relations Strategy 2012-2016 is out to consultation until 16 June 2012.

Section 3: Screening

- Please provide an update of new / proposed / revised *policies screened* during the year.

For those authorities that have started issuing of screening reports in year; this section may be completed in part by appending, to this annual report, a copy of all screening reports issued within the reporting period.

Where screening reports have not been issued, for part or all of the reporting period, please complete the table below:

Title of policy subject to screening	What was the screening decision? E.g. screened in, screened out, mitigation, EQIA...	Were any concerns raised about screening by consultees; including the Commission?	Is policy being subject to EQIA? Yes/No If yes indicate timeline for assessment.
Upper Car Park Access Policy	Screened Out	None	No

Health and wellbeing Strategy and Action Plan	Screened Out	None	No
Assistance to Study Policy	Screened Out	None	No

Section 4: Equality Impact Assessment (EQIA)

Please provide an update of policies subject to EQIA during 2011-12, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2012-13.

- EQIA Timetable: April 2011 - March 2012

Title of Policy EQIA	EQIA Stage at end March 2012 (Steps 1-6)	Outline adjustments to policy intended to benefit individuals and the relevant Section 75 categories due to be affected.
Engagement Strategy	3	
Good Relations Strategy	3	
Reward policy / Terms and Conditions	1	
Recruitment	1	

Procurement	<u>1</u>	
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Where the EQIA timetable for 2011-12 (as detailed in the previous annual S75 progress report to the Commission) has not been met, please provide details of the factors responsible for delay and details of the timetable for re-scheduling the EQIA/s in question.

- 4.1 The Engagement Strategy EQIA is due to complete in 2012-2013.
 - 4.2 The Good Relations Strategy EQIA has been delayed due to the procurement, undertaking and conclusion of an internal Good Relations audit and a planned external Good Relations audit.
 - 4.3 The Reward policy/ Terms and Conditions and Recruitment policies have been subject to a major review following the separation of the Northern Ireland Assembly from the Northern Ireland Civil Service. Policies having been rewritten with screening and full staff and Trade Union consultation. The revised policies have all been screened out.
 - 4.4 The Assembly Procurement Policies have been revised to ensure continuing compliance with the Public Contracts Regulations 2006 (and subsequent amendments) and the EU Public Sector Directive 2004/18/EC. Contract conditions oblige service providers to support Assembly Commission in its commitments under disability and equality legislation.
- Ongoing EQIA Monitoring Activities: April 2011- March 2012

Title of EQIA subject to Stage 7 monitoring	Indicate if differential impacts previously identified have reduced or increased	Indicate if adverse impacts previously identified have reduced or increased

Please outline any proposals, arising from the authority's monitoring for adverse impacts, for revision of the policy to achieve better outcomes the relevant equality groups:

N/A

2012-13 EQIA Timetable

Title of EQIAs due to be commenced during April 2012 – March 2013	Revised or New policy?	Please indicate expected timescale of Decision Making stage i.e. Stage 6

Section 5: Training

- Please outline training provision during the year associated with the Section 75 Duties / Equality Scheme requirements including types of training provision and conclusions from any training evaluations.

Course title	Date	Attendees
Autism Awareness Training (National Autistic Society)	19/12/2011	43
Autism Awareness Training	23/03/2011	42
Automated External Defibrillator Training	04/11/2011	26
Deaf Awareness (Action on Hearing Loss (RNID))	01/04/2011	12
Deaf Awareness	08/04/2011	12
Disability Action	22/07/2011	16
DSE Risk Assessment Workshop/Risk Assessment Workshop	19/08/2011	9
Environmental Management Systems Awareness Training	29/09/2011	7
Environmental Management Systems Awareness Training	30/09/2011	10

Equality, Good Relations and Diversity Awareness	22/09/2011	4
First Aid at Work	18/07/2011	11
First Aid at Work	01/08/2011	13
First Aid at Work Refresher	05/01/2012	2
Foundation Training in Mediation for Workplace Disputes (OCN Level 3)	31/10/2011	2
Manual Handlers Training Certificate	20/09/2011	2
Visual Awareness Training (RNIB)	01/04/2011	11
Visual Awareness Training	08/04/2011	11

Much of the above training was predominately targeted at staff tasked with security and usher roles within Parliament Buildings to develop staff sensitivity and awareness when fulfilling Section 75 Duties. Courses were, however, open to all.

Section 6: Communication

- Please outline how the authority communicated progress on delivery of the Section 75 Duties during the year and evidence of the impact / success of such activities.

Communications Office

6.1 The redevelopment of the Assembly Commission website was completed during this period. Consultation was undertaken with the External Disability Advisory Group with updates on the redevelopment presented at each meeting during the period. Full details of work on disability issues, equality and Good Relations are available on the site. There is a feedback link for suggestions on the website:

<http://www.niassembly.gov.uk/ABOUT-THE-ASSEMBLY/Please-help-us-improve-our-website/>

6.2 The draft Communications Strategy recognises the need to offer a variety of methods of communication for both Section 75 and hard to reach groups, including young people. Efforts to improve

communications are ongoing, particularly with regard the use of social media and targeted communications with Section 75 stakeholders.

- 6.3 The Communications Office has taken the lead in publicising the ways in which the NIA has become more welcoming to Section 75 groups. It highlighted when new disabled changing facilities were opened briefingspecialist as well as general media and has produced leaflets about the NIA in minority languages.

Community Outreach

- 6.4 During the reporting period the Commission continued its commitment towards Equality and Good Relations by developing the Community Outreach Programme further. The 'Get Involved' initiative provided information to the community and voluntary sector, general public and Section 75 groups via presentations, conferences and attendance at events with a high footfall.
- 6.5 A regular 'Get Involved' newsletter was also developed and distributed to over 200 people.

Education

- 6.6 The Education Service launched its website in October 2011. The website was designed with the Council for Curriculum, Examinations and Assessment (CCEA) to improve communication with young people and support teaching and learning about the Assembly. The education service has developed links with C2K, the ICT schools network management body.
- 6.7 The Education Service is producing a series of videos on the work of the Assembly.
- 6.8 The Education Service is using social media and youth and education networks to communicate the work of the Youth Panel and its Proposals for a Youth Parliament.
- 6.9 The Education Service hosted three conferences in Parliament Buildings: one each for Primary, secondary and AS level Politics teachers.

6.10 The Assembly Commission has referred to its statutory duties through a number of Assembly written and oral questions it has answered during this reporting period. Full details on who asked the questions and the answers provided are available on the Assembly Commission website or from the Equality Manager.

AQW 567/11-15	To ask the Assembly Commission to detail (i) the progress made on the development of a new Assembly website and a timescale for its delivery; and (ii) what plans it has to (a) extend the search options available to the public through the Assembly Website for Assembly Questions, and other Plenary business; and (b) create search options for the Official Report.
AQW 880/11-15	To ask the Assembly Commission what progress has been made in establishing the North South Parliamentary Forum.
AQO 245/11-15	To ask the Assembly Commission what was the outcome of its recent negotiations with the Department of Finance and Personnel in relation to resolving the car parking problem at Parliament Buildings.
AQO 238/11-15	To ask the Assembly Commission why it has not yet extended the lower east car park.
AQO 243/11-15	To ask the Assembly Commission to outline how it manages information in a way that makes it easily accessible to retrieve and interpret.
AQO 247/11-15	To ask the Assembly Commission for an update on the Northern Ireland Youth Assembly.
AQO 237/11-15	To ask the Assembly Commission whether an assurance can be given that live-streaming of committee meetings on the website will continue.
AQO 248/11-15	To ask the Assembly Commission for an update on increasing car parking facilities in the vicinity of Parliament Buildings.
AQO 235/11-15	To ask the Assembly Commission to outline its strategy for engaging with young people.
AQO 244/11-15	To ask the Assembly Commission for an update on the establishment of the North-South Parliamentary Forum.
AQO 237/11-15	To ask the Assembly Commission whether an assurance can be given that live-streaming of committee meetings on the website will continue.

AQO 235/11-15	To ask the Assembly Commission to outline its strategy for engaging with young people.
AQO 243/11-15	To ask the Assembly Commission to outline how it manages information in a way that makes it easily accessible to retrieve and interpret.
AQO 247/11-15	To ask the Assembly Commission for an update on the Northern Ireland Youth Assembly.
AQW 2000/11-15	To ask the Assembly Commission to detail (i) the works that were carried out on the Lower East car park at Parliament Buildings during summer 2011; (ii) the number of spaces that were added to the car park; and (iii) how this will affect the number of cars that previously parked along the northern part of the car park.
AQW 2001/11-15	To ask the Assembly Commission to what extent have they have resolved the issue of inadequate car parking in and around Parliament Buildings; and for its assessment of whether there are adequate car parking facilities for Assembly (i) staff; and (ii) visitors.
AQW 2632/11-15	To ask the Assembly Commission why the script used for official tours of Parliament Buildings has no reference to the memorial tablets to former Members who were murdered by the IRA; and if it will amend the script to include a reference to the memorials.
AQW 3536/11-15	To ask the Assembly Commission when Assembly Secretariat staff will be able to benefit from the tax efficient Childcare Voucher Scheme.
AQW 3560/11-15	To ask the Assembly Commission how many times Ulster-Scots was spoken in Assembly plenary sessions over the last twelve months; and to detail the cost of translation for this period.
AQW 4764/11-15	To ask the Assembly Commission what plans are being made to mark and celebrate Her Majesty's Diamond Jubilee.
AQO 963/11-15	To ask the Assembly Commission how many people attended the fuel poverty event hosted by the Committee for Social Development in the Long Gallery on Wednesday 16 November 2011, and what was the cost of the event.
AQO 967/11-15	To ask the Assembly Commission how it intends to implement measures to address the needs of the Irish language community in Parliament Buildings.

AQO 958/11-15	To ask the Assembly Commission to detail the number and type of engagements and outreach initiatives that have been undertaken with organisations that are based in East Londonderry, since May 2011.
AQO 970/11-15	To ask the Assembly Commission why the plaques naming those murdered by the IRA are not mentioned during the guided tours of Parliament Buildings.
AQO 959/11-15	To ask the Assembly Commission for an update on the establishment of a Northern Ireland Youth Assembly.
AQO 960/11-15	To ask the Assembly Commission to detail why there are inadequate car parking facilities for staff and visitors.
AQO 969/11-15	To ask the Assembly Commission how it monitors the feedback from visitors to Parliament Buildings.
AQO 971/11-15	To ask the Assembly Commission whether it will consider extending the official tour of Parliament Buildings to include a visit to Lord Craigavon's tomb.
AQO 966/11-15	To ask the Assembly Commission to outline the measures it has taken to address the key findings of the 2009 Public Attitudes Survey.
AQW 5171/11-15	To ask the Assembly Commission (i) what provision is made to meet Members' childcare requirements; (ii) for its assessment of the adequacy of this provision; and (iii) what improvements are planned to encourage more parents, and particularly women, to become MLAs.
AQW 5211/11-15	To ask the Assembly Commission what action it is taking to ensure that users of web browsers, other than Internet Explorer, can view the live and recorded proceedings of the Assembly over the internet.
AQO 967/11-15	To ask the Assembly Commission how it intends to implement measures to address the needs of the Irish language community in Parliament Buildings.
AQO 969/11-15	To ask the Assembly Commission how it monitors the feedback from visitors to Parliament Buildings.
AQO 970/11-15	To ask the Assembly Commission why the plaques naming those murdered by the IRA are not mentioned during the guided tours of Parliament Buildings.
AQO 971/11-15	To ask the Assembly Commission whether it will consider extending the official tour of Parliament Buildings to include a visit to Lord Craigavon's tomb.

AQW 6192/11-15	To ask the Assembly Commission to publish an inventory of works of art which it holds identifying those items on display, and the location of those items that are not on display.
AQW 6688/11-15	To ask the Assembly Commission what was the cost of the obelisk marking the Hillsborough Agreement which has been placed in the Members' Lobby of Parliament Buildings; why the obelisk was considered necessary, and why it was placed in the Members' Lobby.
AQW 7068/11-15	To ask the Assembly Commission to detail (i) the groups from Fermanagh and South Tyrone that have visited Parliament Buildings since 2007; (ii) how this number compares with the number of visitors from other constituencies; and (iii) what action the Commission is taking to improve engagement within Fermanagh and South Tyrone.
AQW 7197/11-15	To ask the Assembly Commission, in light the Diamond Jubilee of Her Majesty Queen Elizabeth II, whether the Commission will require the return of the Assembly's portrait of Her Majesty so that it can be suitably displayed within Parliament Buildings.
AQW 7303/11-15	To ask the Assembly Commission what actions are being taken to make Parliament Buildings more welcoming to people from a nationalist or republican background; and how it will ensure that these political traditions will be reflected.
AQW 7310/11-15	To ask the Assembly Commission, pursuant to AQW 6192/11-15, where each of the works of art described as being 'currently in offsite storage' is stored.
AQW 7311/11-15	To ask the Assembly Commission, pursuant to AQW 6192/11-15, whether this represents the totality of the inventory of art works which the Commission inherited on coming to office; and, if not, what has become of the other art works.
AQW 7312/11-15	To ask the Assembly Commission where the mahogany table, upon which the Royal Assent to the Act of Union between Great Britain and Ireland was signed, and which was formerly in the Great Hall, is now located.
AQW 7313/11-15	To ask the Assembly Commission where the vase, made to commemorate the coronation of HM the Queen in 1953, and which formerly stood beside the staircase in the Great Hall, is now located.
AQW 7385/11-15	To ask the Assembly Commission what items of silverware are currently held by the Assembly; and where these items

	are currently located.
AQW 7496/11-15	To ask the Assembly Commission, pursuant to to AQW 7197/11-15, what plans the Commission has to equip Parliament Buildings suitably to mark the Diamond Jubilee of Her Majesty Queen Elizabeth II.
AQW 7763/11-15	To ask the Assembly Commission whether consideration has been given to the procurement of paintings, statues and other art and antiques that reflect nationalist and republican history, given the make-up of the existing materials on display.
AQW 7764/11-15	To ask the Assembly Commission what is the total value of the art and antique works, which are owned by the Assembly, that are not currently on display; and whether any consideration has been given to the sale of some of these works.
AQW 8108/11-15	To ask the Assembly Commission, in relation to the tour of Parliament Buildings (i) what reference is made to the old Stormont Parliament of 1921-72; and (ii) whether the views that nationalists held of the old Stormont Parliament are referred to, in order to provide a balanced overview.
AQW 8378/11-15	To ask the Assembly Commission to detail (i) the video-conferencing facilities available at Parliament Buildings; (ii) on how many occasions the facilities have been used in each of the last four years; and (iii) what plans are in place to improve the uptake of the facilities to save on unnecessary travel for MLAs and staff.
AQW 8949/11-15	To ask the Assembly Commission if it would undertake a survey of Members and staff in Parliament Buildings to assess the demand for crèche facilities.
AQW 8950/11-15	To ask the Assembly Commission whether it will consider providing crèche facilities at Parliament Buildings to encourage more women to get involved in politics.
AQW 9069/11-15	To ask the Assembly Commission what consideration has been given to commissioning a piece of art to mark the retirement of former President Mary McAleese, given her key role in the peace process and that she is a native of Belfast.
AQW 9109/11-15	To ask the Assembly Commission why staff who work outside Parliament Buildings are unable to join a Childcare Voucher Scheme and are excluded from its Childcare Scheme.

AQW 9110/11-15	To ask the Assembly Commission to detail (i) the current annual cost of administering the Childcare Scheme; (ii) the number of staff who benefit from the Scheme; (iii) the number of staff who work outside Parliament Buildings and could avail of a Childcare Voucher Scheme; and (iv) the savings for (a) employees; and (b) the Commission if staff who work outside Parliament Buildings were able to avail of a Childcare Voucher Scheme if one were introduced.
AQW 9111/11-15	To ask the Assembly Commission (i) when it was first approached by staff or MLAs in relation to enabling staff who work outside Parliament Buildings to avail of a Childcare Voucher Scheme; and (ii) why there has been a delay in introducing such a scheme.
AQW 9141/11-15	To ask the Assembly Commission whether laptops can now be accommodated in the Assembly Chamber.
AQW 9483/11-15	To ask the Assembly Commission why the Royal Standard was not flown during the visit of Her Royal Highness Princess, Anne to Parliament Buildings on 7 March 2012.
AQO 1691/11-15	To ask the Assembly Commission whether it will arrange an exhibition in Parliament Buildings of all the items of art and artefacts that belong to the Assembly and which are currently in storage or on loan.
AQO 1680/11-15	To ask the Assembly Commission when the first formal meeting of the North-South Parliamentary Forum will be held.
AQO 1692/11-15	To ask the Assembly Commission, in light of the Good Relations Strategy, what consideration has been given to ensuring that Parliament Buildings reflects both sections of the community in historical terms.
AQO 1686/11-15	To ask the Assembly Commission what measures it intends to implement in Parliament Buildings to address the needs of the Irish Language Community.
AQO 1679/11-15	To ask the Assembly Commission what video-conferencing facilities are available in Parliament Buildings.
AQO 1689/11-15	To ask the Assembly Commission for an update on the establishment of the North-South Parliamentary Forum.
AQO 1687/11-15	To ask the Assembly Commission to outline the number and type of engagements and outreach initiatives that have been undertaken, since January 2011, with organisations in the South Down area.

AQO 1690/11-15	To ask the Assembly Commission what consideration has been given to the flying of the Irish National Flag in order to better represent Nationalist and Republican communities who use Parliament Buildings.
AQO 1686/11-15	To ask the Assembly Commission what measures it intends to implement in Parliament Buildings to address the needs of the Irish Language Community.
AQO 1687/11-15	To ask the Assembly Commission to outline the number and type of engagements and outreach initiatives that have been undertaken, since January 2011, with organisations in the South Down area.
AQW 10114/11-15	To ask the Assembly Commission to detail (i) the number of defibrillators available at Parliament Buildings; (ii) where they are located; and (iii) how many members of staff are trained in their use.
AQO 1680/11-15	To ask the Assembly Commission when the first formal meeting of the North-South Parliamentary Forum will be held.
AQO 1689/11-15	To ask the Assembly Commission for an update on the establishment of the North-South Parliamentary Forum.
AQO 1690/11-15	To ask the Assembly Commission what consideration has been given to the flying of the Irish National Flag in order to better represent Nationalist and Republican communities who use Parliament Buildings.
AQO 1692/11-15	To ask the Assembly Commission, in light of the Good Relations Strategy, what consideration has been given to ensuring that Parliament Buildings reflects both sections of the community in historical terms.

Business Community

6.11 The Commission has increased its communication to the business community via the Northern Ireland Assembly and Business Trust (NIABT). The Trust communicates to this group via seminars, newsletters and social media. A new NIABT website has been developed to improve access to information.

6.12 The NIABT held a breakfast event at the Balmoral Show on 11 May 2012.

- 6.13 The NIABT held a City of Culture Reception in Parliament Buildings on 18 October 2011.
- 6.14 Regional NIABT events took place in Derry / Londonderry (Procurement Seminar and visit to ILEX on 29 and 30 September 2011) in Craigavon and Omagh on 22 March 2012 to encourage a greater regional spread in membership and activities.
- 6.15 The NBIABT hosted a Young Directors Networking Event on 28 February 2012

Section 7: Data Collection & Analysis

- Please outline any systems that were established during the year to supplement available statistical and qualitative research or any research undertaken / commissioned to obtain information on the needs and experiences of individuals from the nine categories covered by Section 75, including the needs and experiences of people with multiple identities.

7.1 Assembly Commission Research Team

The Research Team undertook research to provide evidence for the Engagement EQIA that is currently in progress.

- Please outline any use of the Commission's Section 75 Monitoring Guide.

The Section 75 Monitoring Guide was provided to staff trained in monitoring and is the key companion document for monitoring.

Section 8: Information Provision, Access to Information and Services

- Please provide details of any initiatives / steps taken during the year, including take up, to improve access to services; including provision of information in accessible formats.
- 8.1 The Publications Office advertises on request and publishes printed Assembly documents in alternative formats e.g. large print, Braille, audio cassette and compact disc. However, there were no such requests or complaints received during the period 1 April 2010 to 31 March 2011.
 - 8.2 The Assembly has maintained its Action on Hearing Loss 'Louder than Words' Charter accreditation.
 - 8.3 Video conferencing has been installed in the Education room to allow more interaction with schools that cannot come to Parliament Buildings. Staff and MLAs are encouraged to use this facility.
 - 8.4 Approval was gained from the Assembly Commission to seek planning permission for permanent ramps at the front door.
 - 8.5 A 'Changing Places' facility was installed in Parliament Buildings and staff has worked with other Departments to share information to allow them to install similar facilities.
 - 8.6 Work continues on the accessibility audits that were carried out by RNIB and Disability Action. Actions relating to Stormont Estate were passed to the Stormont Estate Manager for consideration.
 - 8.7 A review of the Health and Safety Manual is currently taking place with a view to providing leaflets for visitors.
 - 8.8 A new Fire Safety leaflet has been prepared for all staff and visitors.
 - 8.9 All Security Guards, Ushers and front of house staff were trained in Communication tactics and Autism Awareness.

- 8.10 A welcome message was added to the screen at reception in a range of languages and this is reviewed and updated each year.
- 8.11 A new leaflet is being drawn up in conjunction with HSENI and IOSH for MLAs and their staff on health and safety and Fire related issues. It is hoped that this will be launched by the summer of 2013.
- 8.12 Detailed work began with the National Autistic Society to improve accessibility to Parliament Buildings for people on the autistic spectrum.
- 8.13 Detailed work began with RNIB to produce tactile maps of Parliament Buildings.
- 8.14 A new sign is being created for the external entrance to Parliament Buildings which will highlight various organizations with which we have received accreditation. This will include signage advising that we welcome assistance dogs.
- 8.15 Staff is reviewing the current access/egress arrangements in place for staff and visitors to Parliament Buildings.
- 8.16 The Education Service delivered the Education Programme in Parliament Buildings to 595 visiting groups, comprising over 18,000 participants.
- 8.17 During the period, the Education Service visited 45 schools across NI, delivering its programme to over 3,000 young people.
- 8.18 Three teacher training conferences were held in Parliament Buildings – for Primary, Secondary and AS-Level Politics teachers.
- 8.19 In March 2012, the Education Service facilitated workshops on behalf of the Education Committee to gather the views of Primary and Secondary pupils, in relation to its Inquiry into School Councils.
- 8.20 The Education Service has been working with the Marine Task Force on a project to teach young people about the legislative process through the passage of the Marine Bill through the Assembly.

- 8.21 Video-conferencing: the Education Service procured video conferencing equipment to enable young people in schools to 'meet' with MLAs without the expense of travelling to Parliament Buildings. This equipment is available for use by all in the Assembly.
- 8.22 The Education Service established a Participative Democracy Partnership with Youth Action NI, Public Achievement (WIMPS) and Save the Children NI, aimed at encouraging the Youth Sector to engage with the democratic process. The PDP held its first annual 'Youth Work is Political' conference in June 2011. A 'Let's Talk: supporting young people to engage with the media' event was held on 29 February 2012.
- 8.23 In 2011-12, the Education Service facilitated work experience in Parliament Buildings for 28 young people from a range of secondary level schools across NI.

Section 9: Complaints

- Please identify the number of Section 75 related complaints:
 - received and resolved by the authority (including how this was achieved);
 - which were not resolved to the satisfaction of the complainant;
 - which were referred to the Equality Commission.

No Section 75 complaints were received in the period April 11 to March 12.

No complaints were referred to the Equality Commission.

Section 10: Consultation and Engagement

- Please provide details of the measures taken to enhance the level of engagement with *individuals* and representative groups during the year.
- Please outline any use of the Commission's guidance on consulting with and involving children and young people.

- 10.1 The 2011 Christmas Event on 2 December 2011 at Parliament Buildings was dedicated to people who face the daily challenge of living with mental health issues and recognised the support given by carers. The Office of the Speaker worked with the various Mental

Health groups to identify individuals and groups who should be invited. Approximately 130 people attended.

- 10.2 This year's St Patrick's Day Celebration on 15 March 2012 at Parliament Buildings recognised the contribution of those people who are actively involved in supporting sport in a voluntary capacity. The Office of the Speaker worked with the Department of Culture Arts and Leisure to identify suitable sporting associations, networks and individuals who could be approached to provide nominees to attend the event including Disability Sports NI and Special Olympics Ulster. Approximately 110 people attended.
- 10.3 The Assembly Commission consultee list was comprehensively updated before and during the consultation process for both the Disability Action Plan and the Revised Equality Scheme.
- 10.4 As part of the consultation process for the Disability Action Plan and the Revised Equality Scheme, consultation visits were undertaken to the offices of various representative groups including those working in the LGBT sector and Disability Action.
- 10.5 Internal consultations were undertaken by the Secretariat Human Resources Office for all new and revised HR related policies.

Section 11: The Good Relations Duty

- Please provide details of additional steps taken to implement or progress the good relations duty during the year. Please indicate any findings or expected outcomes from this work.
- 11.1 Holywell Consulting completed an Internal Good Relations Audit in July 2011 for consideration by the Assembly Commission.
- 11.2 Good Relations statements included in the Assembly Commission Corporate Plan 2011-2012 and all Directorate Plans.
- 11.3 The Equality Team met with representatives of the LGBT sector on 9 November 2011 and at a Civil Service Equality Group meeting on 18 October 2011.

- 11.4 The Speaker continues to display gifts in public areas of Parliament Buildings.
- 11.5 The Assembly continues to use new media (including Facebook, Flickr and YouTube and Twitter) to inform and consult.
- 11.6 Education Team held conferences as forums from Teachers from all sectors to come together. An A level, a GCSE and a Primary conference were held during the reporting period.
- 11.7 The new Assembly website went live in December 2011 with improved accessibility and enhances features such as easy to use Committee meetings listen again and live streaming.
- 11.8 A new panel of crafters were chosen to sell goods in gift shop in Parliament Buildings reflecting the diversity of Northern Ireland.
- 11.9 The Speaker's Art Initiative met through the period to consider exhibitions for Parliament Buildings to reflect the diversity of Northern Ireland.
- Please outline any use of the Commission's Good Relations Guide.

The Guide was used when developing the Good Relations Action Plan. The drafting of the plan continued during this reporting period.

Section 12: Additional Comments

- Please provide any additional information/comments.

Part B: 'Disability Duties'
Annual Report 1 April 2011 / 31 March 2012

1. How many action measures for this reporting period have been

5

Fully
Achieved?

4

Partially
Achieved?

5

Not
Achieved?

2. Please outline the following detail on all actions that have been fully achieved in the reporting period.

2 (a) Please highlight what **public life measures** have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

Level	Public Life Action Measures	Outputs ¹	Outcomes / Impact ²
National ³			
Regional ⁴	To continue the quarterly meetings of the external Disability Advisory Group and review the membership	Three meetings during period.	Input on access, policies, signage, tours and new Assembly website.
	Equality Scheme consultation	25 July 2011 – 21 October 2011	Input on equality issues including access to Parliament Buildings and the political process

¹ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

² **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

³ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

⁴ **Regional**: Situations where people can influence policy decision making at a middle impact level

	<p>Disability Action Plan consultation</p> <p>Get Involved Initiative</p> <p>Get Your Voice Heard</p> <p>Vital Links project</p>	<p>25 July 2011 – 21 October 2011</p> <p>Presentations, events and conferences.</p> <p>As above</p> <p>As above</p>	<p>Input on equality issues including access to Parliament Buildings and the political process</p> <p>Communication with groups covering all Section 75 groups to build capacity.</p> <p>As above</p> <p>As above</p>
Local ⁵	<p>Establish an Internal Disability Working Group comprising Assembly staff Access and Participation Group</p> <p>Annual Access Audit</p> <p>The Committee for Education Inquiry into School Councils</p>	<p>Access and Participation group established and held one meeting during the period</p> <p>Completed for the period</p> <p>Focus group in Parliament Buildings involving three Special Schools.</p>	<p>Input on access, policies, signage, tours and staff welfare.</p> <p>Input from Secretariat staff on access issues.</p> <p>Disabled students provided feedback direct to the Committee for Education</p>

⁵ **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

	The Committee for Employment and Learning	Committee Meeting at Parkanaur Residential College.	Evidence taken from disabled witnesses and their carers and tutors on vocational and educational training courses available to residents.
	The Committee for Employment and Learning	Now Masterchef event	Provide work experience in Parliament Buildings for disabled young people

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2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	Provide disability awareness training for staff particularly security and ushers.	Autism awareness training provided by National Autistic Society	85 members of staff received training during the period. Very positive feedback on facilities and staffing received from NAS event.
2	Provide disability awareness training for staff particularly security and ushers.	Deaf awareness training provided by Action on Hearing Loss (formerly RNID)	24 members of staff received training during the period.
3	Provide disability awareness training for staff particularly security and ushers.	Disability awareness training provided by Disability Action.	16 members of staff received training during the period.
4	Provide all staff with awareness training in duties and responsibilities under the DDA 1995 and update as required.	All current permanent staff receive this mandatory training on induction.	<p>Visitor feedback monitored</p> <p>Staff disability audit conducted annually – the numbers of staff declaring a disability has increased each year.</p> <p>No new permanent staff recruited during the period.</p>

5	Provide disability awareness training for staff particularly security and ushers.	Visual awareness training provided by RNIB	22 members of staff received training during the period.
6	Provide all staff with awareness training in Equality, Good Relations and Diversity Awareness	Training provided by Bray Leino.	The last 4 members of permanent staff requiring this training received it.

2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
1	Improve access to education materials	Education Services website launched in collaboration with CCEA.	Education material relevant to the Assembly and Northern Ireland schools curricula available to all. For example subtitles have been provided for videos.
2	To upgrade the Assembly website and to ensure that as a minimum it meets the minimum standard of accessibility	Assembly website relaunched following consultation with Disability Advisory Group Increased use of new media	Information on Assembly business more accessible including live streams of Committee meetings.

	for public sector websites (AA of the W3C Web content Accessibility Guidelines). Where possible, we will aim to go beyond this and achieve AAA compliance.	including Facebook and Twitter	

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2 (d) What action measures were achieved to ‘**encourage others**’ to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1			
2			
3			
4			

2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
2			
3			

3. Please outline what action measures have been **partly achieved** as follows:

	Action Measures partly achieved	Milestones ⁶ / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Develop pages on the Assembly's Intranet site to include articles of interest and links to relevant outside organisations	Work underway to create a pre visit video with accessibility issues explained and detailed. Communication and access guides on Building Services pages	Improved access signage and directions available to disabled visitors and for staff use.	Video to be created and links provided: delayed due to relaunch of website.
2	Provide clear details of how a person with a disability can access Parliament Buildings.	Maps and contact numbers for special requirements published.		Pre visit video and guides for persons with a disability in production. Some guides on the Intranet for staff reference.
3	Implement and review the Access Audit action Plan that resulted from 2010 access audits conducted by Disability Action and RNIB	Spatula flushes in place on Parliament Buildings toilets. Door handles altered for ease of	Improved access to and within Parliament Buildings	Some work can only be completed in summer recess: access ramps to front of Parliament

⁶ **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.

		use		Buildings and improved use of blistered and coloured paving.
4	Review Action on Hearing Loss Louder than Words Charter Mark standards to ensure that the Assembly remains compliant	Review undertaken and actions mostly completed.	Improved access and facilities for people with hearing loss.	Review is ongoing and will be complete before Action on Hearing Loss deadline
5	Produce a draft Accessible Publications Policy	Policy drafted and consulted on with the Disability Advisory Group	Single policy to ensure all NIA publications (regardless of medium) are accessible.	

4. Please outline what action measures have not been achieved and the reasons why?

	Action Measures not met	Reasons
1	Publication of Accessible Publications Policy	Policy drafted and consulted on but consultation took longer than anticipated.
2	Ensure that the staff magazine 'Life on the Hill' contains positive imagery of persons with a disability	Deadline June 2012

3	Provide briefing guides for staff on the practical day to day implementation of the DDA	Deadline May 2012
4	To develop the Equality pages on the Assembly's Internet site.	Consultee list on the site and practicalities of central consultees section being reviewed.
5	Review of DDA Training	Assembly Commission is working with their training partners, Bray Leino to develop an online capability for refresher training periodically after formal induction training. Deadline May 2012.

5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

- Visitor book in Parliament Buildings shop
- Customer feedback form for visitor, educational trips etc
- Annual Disability Audit
- Mystery Shopper tour feedback
- Disability Advisory Group feedback on new policies and developments
- Staff suggestion box
- Screening of new policies
- Annual reviews of audits (eg by RNIB, Action on Hearing Loss) and standards
- Pre-consultation meetings with groups. In 2011-2012 pre-consultation meetings were held with LGBT groups in Belfast and Disability Action amongst others.

(b) Quantitative

- Measuring website and new media traffic
- Customer feedback form
- Annual disability Audit
- Distribution of materials at outreach events for example the distribution of leaflets

6. As a result of monitoring progress against actions has your organisation either:
▪ made any **revisions** to your plan during the reporting period or
▪ taken any **additional steps** to meet the disability duties which were **not outlined in your original** disability action plan / any other changes?

No

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			
4			

5			
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7. Do you intend to make any further **revisions to your plan** in light of your organisation's annual review of the plan? If so, please outline proposed changes?

N/A due to recent completion. Plan will be reviewed at least annually.

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NI ASSEMBLY SECRETARIAT CORPORATE BUSINESS PLAN 2011/2012
Performance Monitoring Report year ending 31 March 2012

1 SUPPORTING ASSEMBLY BUSINESS

Corporate Objective		Planned outcome	Target date	Responsibility	Comments	Position at 31 March 2012
1.1	To ensure the effective operation of the Assembly	Effective support provided for all plenary business	31 March 2012	Director of Clerking and Reporting		Complete
		Effective support provided for all Committee business	31 March 2012	Director of Clerking and Reporting		Complete
		Effective support to the Speaker on legislative issues	31 March 2012	Director of Clerking and Reporting		Complete
1.2	To support Members in fulfilling their Assembly duties	Development and delivery of Members' support programme, to meet the needs of Members	31 March 2012	Director of Clerking and Reporting	Prospectus of current development opportunities being prepared.	Not Complete

Appendix 1

1.3	To support the Assembly in enhancing its effectiveness as the devolved legislature for Northern Ireland	Development of proposals for enhancing effectiveness in the 2011/2015 mandate	30 September 2011	Director of Legal Services		Complete
1.4	To make preparations for the 2011/15 Assembly mandate	Implementation of Election Plan	5 May 2011	Director of Clerking and Reporting		Complete
		A smooth transition to the new Assembly mandate	30 June 2011	Director of Clerking and Reporting		Complete

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2 ENGAGING THE PUBLIC

Corporate Objective		Planned Outcome	Target date	Responsibility	Comments	Position at
2.1	To improve public engagement with, and understanding of the role of, the Assembly	Engagement Strategy reviewed and recommendations relating to 2011/12 implemented	31 March 2012	Director of Information & Outreach	The Engagement Strategy has been reviewed. Progress continues to be made on a number of key initiatives including the Youth Assembly.	A number of recommendations were implemented during 2011/12 including providing weekly media briefings, providing scheduled public tours, redevelopment of the Assembly websites and the development of proposals for a Youth Assembly.
2.2	To continue to support and create partnership arrangements with stakeholders	Effective ongoing support for existing and new parliamentary partnerships	31 March 2012	Director of Information & Outreach		Complete
2.3	To promote Good Relations	Good Relations Strategy actions relating to 2011/12 implemented	31 March 2012	Director of Corporate Services		Complete
2.4	To improve access to the Assembly and its services	Assembly website redeveloped	30 September 2011	Director of Information & Outreach		Complete
		Disability Action Plan reviewed and revised Action Plan implemented	31 March 2012	Director of Corporate Services		Complete

Corporate Objective		Planned Outcome	Target date	Responsibility	Comments	Position at
		Revised Equality Scheme implemented	31 March 2012	Director of Corporate Services		Complete

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3 SUPPORTING AND DEVELOPING OUR STAFF

Corporate Objective		Planned Outcome	Target date	Responsibility	Comments	Position at
3.1	To ensure the effectiveness of internal communications	Recommendations from Staff Survey 2010 Action Plan implemented	31 March 2012	Clerk/DG and Directors	Awaiting reply from Clerking & Reporting	Complete (Legal, CS & Information & Outreach & Facilities)
		Revised Internal Communications Strategy and associated Action Plan implemented	31 March 2012	Director of Information & Outreach		Complete
		2012 Staff Survey undertaken	31 March 2012	Director of Information & Outreach		Complete
3.2	To continue to develop a dedicated, professional and motivated group of staff to meet the needs of the Assembly	HR Strategy revised and implemented	31 March 2012	Director of Corporate Services	Progress continuing. Work being taken through ERG Policy sub-group. Decision taken by SMG on	Complete
		Review of agreed schedule of Secretariat Terms and Conditions of Employment and HR Policies completed	31 March 2012	Director of Corporate Services		Not Complete
	To continue to develop a dedicated, professional and motivated group of staff to meet the needs of the Assembly (Cont'd)	Corporate Learning and Development Action Plan for 2011/2012 implemented	31 March 2012	Director of Corporate Services		Complete
		Development of a new Competency Framework				

Corporate Objective	Planned Outcome	Target date	Responsibility	Comments	Position at	
		Effective operation of the Joint Agreement between the Commission and the Trade Union Side	31 March 2012	Director of Corporate Services	15.9.11 to defer development pending definition of OD Strategy.	Not Complete
			31 March 2012	Director of Corporate Services		Complete

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4 ENSURING THE EFFECTIVE GOVERNANCE OF THE SECRETARIAT

Corporate Objective		Planned Outcome	Target date	Responsibility	Comments	Position at
4.1	To ensure the effective, efficient and economic use of resources	To operate within the approved budget including an underspend within 3% of the total budget Programme of efficiency reviews planned for 2011/12 completed	31 March 2012 31 March 2012	Director of Corporate Services Clerk/DG		Complete
4.2	To support services through the effective delivery of IT support	ICT Strategies reviewed and implemented	31 March 2012	Director of Information & Outreach	The ICT Strategies now fall under the scope of the Information Management Programme which was approved by the Commission and will be implemented over the period 2012 – 2016.	Complete
4.3	To enhance sustainable business practice within the Assembly Secretariat	Sustainable Development Strategy implemented, including ISO accreditation, and environmental performance monitored	31 March 2012	Director of Facilities		Complete

Corporate Objective		Planned Outcome	Target date	Responsibility	Comments	Position at	
4.4	To ensure good governance arrangements including statutory compliance	Compliance with statutory duties monitored and reviewed annually	31 March 2012	Clerk/DG			
	To ensure good governance arrangements including statutory compliance (Cont'd)	Unqualified Audit Opinion achieved	31 March 2012	Director of Corporate Services			Complete
		Support provided for the Independent Financial Review Panel	31 March 2012	Director of Corporate Services			Complete
		Support provided for the NI Assembly Commissioner for Standards	31 March 2012	Director of Clerking and Reporting			Complete
		Compliance with Procurement regulations	31 March 2012	Director of Corporate Services			Complete
4.5	To have effective risk management arrangements in place	Risk Registers reviewed	Monthly	Clerk/DG and Directors		Complete	
		Assurance Statements completed by Corporate Risk Owners	Twice yearly	Clerk/DG and Directors		Complete	
4.6	To ensure effective information	Information Management Strategy developed and	31 March 2012	Director of Information & Outreach	The Information Management Programme has been approved	Not Complete	

Corporate Objective		Planned Outcome	Target date	Responsibility	Comments	Position at
	management and services	action plan implemented			by the Commission and will be implemented over the period 2012 to 2016.	

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5 ACCOMMODATING THE ASSEMBLY

Corporate Objective		Planned Outcome	Target date	Responsibility	Comments	Position at
5.1	To provide appropriate facilities management services	Accommodation Strategy reviewed and recommendations relating to 2011/12 implemented	31 March 2012	Director of Facilities		Complete
		Plan and timetable developed for repairs to roof of Parliament Buildings	30 June 2011	Director of Facilities	Time table to be developed when design team appointed in July 2012	Not Complete
		Completion of disposal strategy for Ormiston House	31 March 2012	Director of Facilities	House for sale. Awaiting confirmation of planning approval.	Not Complete
		Development and implementation of strategy for future support services	31 March 2012	Director of Facilities	On target for 7 July 2012	Not Complete