

# Northern Ireland Assembly Commission



## Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2019-20

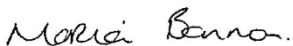
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Documents published relating to our Equality Scheme can be found at:

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/>

### Signature:



**This report has been prepared using a template circulated by the Equality Commission.**

**It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.**

**This report reflects progress made between April 2019 and March 2020**

## PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme

### Section 1: Equality and good relations outcomes, impacts and good practice

- 1 In 2019-20, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

*Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.*

**1 (a)  
Corporate  
Strategy**

During this reporting period, the Assembly was not conducting normal business from 1 April 2019 to 10 January 2020. This situation created a difficult environment for a number of Assembly Commission (“the Commission”) activities aimed at planning for the future. A draft Corporate Strategy and accompanying Corporate Plan, for 2018-23 had been developed following a comprehensive engagement process with staff and had been developed on the basis of a return to normal Assembly business. Following resumption of Assembly business on 11 January 2020, formal approval was sought, and confirmed, by the newly appointed Commission.

The Corporate Strategy contains two aims of specific relevance to promoting equality of opportunity and good relations:

Under the aim of “Building excellence and innovation in our services” –  
*“Ensuring high standards in equality, governance and regulatory compliance through effective and efficient processes.”*

Under the aim of “Strengthening engagement with the public”–  
*“Building connections with target groups including for example, support for greater female participation and the delivery of a Youth Assembly.”*

The accompanying Corporate Plan also sets out the following action:

- Create opportunities to include groups representing sections of the wider community within each yearly programme of events in Parliament Buildings, and
- Deliver the event programme and review opportunities to include different sections of the wider community by for example, considering marking specific defined days and/or theming recurring annual events.

In order to command confidence and facilitate compliance with statutory duties, a number of measures are also in place:

- All equality plans and monitoring reports are tabled at Secretariat Management Group (SMG) meetings and/or Commission meetings;
- The Equality Scheme, the Disability Action Plan, the Good Relations Action Plan and the Gender Action Plan are published on the Assembly website;
- Policy screening arrangements are in place, including a protocol for the sign off of screening forms;
- The screening template is kept under continuous review and screening guidance is updated as appropriate;
- All policies submitted (new and revised) to SMG and the Commission must include a screening form (this is built in to the SMG/Commission cover paper template);
- Policy screening forms are published on the Assembly website quarterly and stakeholders are sent a notification email:  
<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/publications/equality-screening-and-equality-impact-assessments-eqias/>;
- Public consultations are held on action plans, equality impact assessments (EQIAs), etc., in order to engage with the public and seek their views; and

- Training on equality issues is incorporated into the staff training schedule.

**1 (b)  
Disability  
Action Plan  
2016-2021**

The Disability Action Plan confirms the Commission's commitment to fulfilling the statutory obligations in compliance with Section 49A and 49B of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006). This Act places duties on public authorities, when carrying out their functions, to have due regard to the need to promote positive attitudes towards people with disabilities; and encourage participation by people with disabilities in public life.

Following a full public consultation, the Disability Action Plan was approved by the Commission in September 2016 for submission to the Equality Commission for Northern Ireland (ECNI). It spans a five-year period and can be added to during its lifetime. The full plan is available at this link:

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/equality-and-good-relations/disability-action-plan-2016-21/>

**Examples** of work undertaken in this reporting period include:

a. **Accreditations and Access Information**

The Commission has continued to maintain accreditation awards for the 'Louder than Words' and the Access Award (National Autistic Society) Standards. Accreditation standards can be accessed at the following link:

<http://www.niassembly.gov.uk/globalassets/documents/accessing-parliament-buildings/louder-than-words.pdf>.

Staff received a range of training including autism awareness and "Autism Champions" are in place.

An [accessibility webpage](#) is in place which contains accessibility information for visitors with a visual impairment, visitors who are deaf or hard of hearing, visitors with autism, information on public

tours, wheelchair access arrangements, the Assembly's Inclusive Customer Service Policy and other sources of additional help.

The web page entitled '[Autism and the Assembly](http://www.niassembly.gov.uk/visit-and-learning/autism-and-the-assembly/pb-video/)' continues to be maintained to provide information to the public on access arrangements when visiting the Assembly. In addition, a further web based video is available showing how to access Parliament Buildings. This details what is involved in the security check process and what to expect whilst visiting Parliament Buildings. This video was created for visitors on the autism spectrum, but others wishing to plan their visit have also found it useful. A subtitled version of the video is also available as is a printable version to download. The videos and printable version are available at <http://www.niassembly.gov.uk/visit-and-learning/autism-and-the-assembly/pb-video/>

### **Inclusive and Accessible Events: Guide and Checklist**

An 'Inclusive and Accessible Events: Guide and Checklist' is in place for secretariat staff. The guide and checklist have been developed for staff involved in the planning, organising and delivery of events at Parliament Buildings and at external venues. They are designed to help staff to organise events which are accessible and in which all attendees can fully participate. They will also help staff to take account of the different needs of attendees and to identify potential barriers to participation, particularly for those with disabilities.

#### **b. Physical works**

As described in last year's Annual Equality Report, the Commission completed a programme of work to further improve access in Parliament Buildings, in particular for the floors that are open to the public. This work involved relocating the existing shop and café, constructing an access ramp from the entrance lobby to the ground

floor and the automation of corridor doors in the basement, ground and first floors. In addition, the south lift was upgraded to fire evacuation standard to facilitate the evacuation of persons with a disability in the event of a fire.

The Commission continues to work with the Fire Officer on arrangements to safely evacuate disabled persons from the building, in the event of an emergency.

**c. Signage and Maintenance of Access Items used by the public.**

The Commission continues to maintain the quality of access items/facilities used by the public. This has included maintenance of the Assembly Quiet Room, 'Changing Places' facility, tactile 'tour map' of Parliament Buildings, iPad with subtitled version of the Assembly tour, Braille signage and other signage in Parliament Buildings including pictorial signage images.

For further details on all actions taken, see Part B of the Annual Report at page 40.

**1(c) Good Relations Action Plan 2016-2021**

Under section 75(2) of the Northern Ireland Act 1998, the Commission is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group. The Good Relations Action Plan sets out how the Commission proposes to fulfil this duty in relation to the functions for which it is responsible.

Following a public consultation which ended in June 2016, the Good Relations Action Plan for the period 2016-21 was approved by the Commission in October 2016. The full action plan and information on the consultation can found at this link:

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/good-relations-action-plan/>

A progress update on all actions is provided to SMG every six months and to the Commission annually. The latest good relations updates can be found by accessing the link above.

An example of good relations work during the current period is as follows:

### **Assembly Commission Approach to Centenaries**

The “Perspectives On” series of events was established as part of the approach and principles agreed by the Commission in 2012 to govern how centenaries would be marked within Parliament Buildings. Events marked since this time have included the Ulster Covenant, Female Suffrage, the Dublin Lockout, the Outbreak of World War 1, the Easter Rising and the Battle of the Somme.

The Commission agreed in November 2018 to initiate its approach on Historic Anniversaries for the current Assembly mandate despite the current political situation. At the meeting of the newly appointed Commission, in January 2020, it was agreed to hold an event at the end of the year to mark the 100<sup>th</sup> anniversary of the Government of Ireland Act which set up Northern Ireland.

#### **1 (d) Gender Action Plan 2019-2023**

The continuing Gender Action Plan (GAP) 2019-23 was agreed by the Commission on 11 April 2019. This continuing GAP follows on from the Gender Action Plan 2016-18 which was a cross-directorate plan which set out actions and measures to promote gender equality within the Northern Ireland Assembly Secretariat.

Actions in the continuing GAP 2019-23 fall under three themes: leadership and development; communication and engagement; life balance/health and well-being. The full action plan can be found at this link:

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/gender-action-plan/>

Progress against targets in the action plan are overseen by the Gender Action Plan Implementation Group, which reports on progress to the SMG and the Commission every six months. Six-monthly monitoring reports can be found on via the link detailed above. During the reporting period two six-monthly reports were tabled at SMG and the Commission in October 2019 and March 2020.

## **Examples of continuing GAP actions and activities**

### **Stonewall Diversity Champions Programme**

Action: Participation in the Stonewall Diversity Champions Programme.

During the reporting period an initial review of a range of HR policies was undertaken to ensure they use no references or wording that would infer or result in less favourable treatment for LGBT (or any other protected group), and that complaints-type policies include a clear ban on discrimination, bullying and harassment related to sexual orientation.

A meeting was held between a Stonewall representative and the Assembly's Equality Unit and HR to confirm the Commission's strategic approach and proposed next steps in the completion of the Workplace Equality Index.

### **Gender Balance Research**

Action: Continue to collect gender data at SMG and Commission level until April 2019 and produce reports on findings.

During the reporting period a Research report entitled '*Gender balance of staff presenting at Secretariat Management Group and*



*Northern Ireland Assembly Commission meetings 2016/17-2018/19'* (31 October 2019) was completed and published. This can be read via the link <http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/gender-action-plan/march-2020/>

### **Queen's University Belfast (QUB) PhD Project Research**

Action: Participate in QUB PhD Project 'Gender equality in the UK and Germany: HR Management in light of conflicting constitutional logics'

Through participation in the project, the Commission will have feedback via anonymised employees' insights on gender equality in the organisation and relevant HR policies, which could be used to inform any further actions that may be required.

During the reporting period the PhD project was ongoing with Assembly secretariat staff interviews concluded and interviews carried out across other participating public institutions in the UK and Germany.

### **Equal Pay Review**

Action: The Assembly Commission will continue to conduct an equal pay review every two years and address issues arising

Equal pay reviews will be conducted every two years and gender-related statistically significant differences in pay (as determined by NISRA) will be considered by SMG.

During the reporting period NISRA completed their analysis and a paper will be provided to SMG in April 2020.

### **1 (e) External Lighting Policy at**

Under the external lighting policy, the façade of Parliament Buildings is "colour washed" to recognise a set number of days

## Parliament Buildings

agreed by the Commission. The policy has been reviewed and was approved by the newly appointed Commission at its meeting in January 2020. This policy is available on the Assembly website at the link below <http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/parliament-buildings-special-lighting-policy-2020/>

During this reporting period, the building was lit on the following days:

<b>Date</b>	<b>Occasion</b>	<b>Colour Parliament Buildings was lit</b>
12 July 2019	12 <sup>th</sup> July Public Holiday	Orange
02 September 2019	Organ Donation Week	Pink
11 November 2019	Remembrance Day	Red
08 March 2020	International Women's Day	Purple
17 March 2020	St Patricks Day	Green

## 1 (f) Events and Tours

Events and public tours play an important part in ensuring that Parliament Buildings is a welcoming space and that the Assembly and its work is accessible to all. Tours and events are fully accessible.

Data collection during this reporting period (2019-2020) is available below:

Functions held (circa)	300
Function guests (circa)	20,400
Tours held – sponsored and public (circa)	700

Tour guests (circa)	17,200
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**1 (g)  
Speakers  
Events**

During this reporting period, the Speaker was involved with the following events:

**17 June 2019** - The Speaker made welcoming remarks at a YMCA awards event at Parliament Buildings to mark the Assembly's support for the YMCA's cross-community political education programme; to congratulate this year's group of young people on their commitment to and successful completion of the programme; and to encourage their continued interest in politics.

**25 September 2019** – The Speaker hosted an event to mark Chinese National Day.

**27 November 2019** – The Speaker hosted his annual Christmas Reception to launch a Giving Tree for the Saint Vincent de Paul and the Salvation Army to provide support to those facing hardship.

**7 February 2020** – The Speaker hosted the first ever Northern Ireland Anti-Bullying Young People's Forum at Parliament Buildings. Around 100 young people aged between 15 and 19, and from schools and colleges across Northern Ireland, came together to consider a range of issues related to bullying.

**6 March 2020** – The Speaker hosted a special debate in the Assembly Chamber to mark International Women's Day with more than 90 young women representing 33 schools and youth organisations. The young women delivered speeches on issues ranging from women's health and education to the need to increase and better support female participation in politics, the workplace and society as a whole.

**9 March 2020** – The Speaker hosted an event to mark Commonwealth Day in Parliament Buildings. The theme was "Delivering a Common Future: Connecting, Innovating,

Transforming' and focused on a range of innovative projects that have transformed lives by connecting local communities with those from across the Commonwealth. The event included a number of cultural performances by people from other Commonwealth countries living in Northern Ireland.

**10 March 2020** - The Speaker hosted an event to mark Seachtain na Gaelige (Irish Language Week) which involved young people from three local schools giving Irish language performances in Parliament Buildings.

**1 (h)  
Education  
Service**

The role of the Assembly's Education Service is broadly to support young people's understanding of the Northern Ireland Assembly and democracy. The Education Service delivered a programme of activities during the reporting period to a wide range of groups, including schools from all sectors (Key Stage 1 to Key Stage 5), universities, general youth groups and teachers (see Annex 1).

All areas of delivery are designed to raise awareness and understanding of the work of the Assembly through the various educational curriculum streams and to encourage young people to participate in the democratic process.

The Education Service promotes its activities widely. It tailors programmes to individual groups, working with teachers, youth leaders etc. to ensure the best possible experience for participants. The service is free.

During this reporting period, the Education Service continued to deliver programmes that have a cross-community aspect. Participating groups included schools collaborating as members of School Learning Communities and Shared Education Partnerships; and groups participating in T:BUC (Together Building a United

Community), NCS (National Citizen Service) and Youth In Government programmes, which bring together young people from a variety of backgrounds in summer-school residential settings. The Education Service also worked with a number of cross-community groups as part of the Politics in Action programme, which involved 8 groups of schools from across Northern Ireland who met with MLAs to explore issues such as gender inequality, mental health and shared education.

### **Awareness raising**

The Education Service continued to market its services to all schools via mailshot, email (using Mail Chimp), social media (Twitter) and its dedicated website (latest news articles) <http://education.niassembly.gov.uk/>, and worked with the school network provider C2K to advertise opportunities for young people.

The Education Service also raises awareness of its programmes and the work of the Assembly through three annual teacher conferences. In addition, a group of 30 trainee teachers from Queens University Belfast participated in a tailored education programme in October 2019.

### **Resources**

During the reporting period, the Education Service's website partner, Council for the Curriculum, Examinations and Assessment (CCEA), continued to convert all web activities/resources to HTML to make them accessible on all platforms. Accessibility has also been improved by the subtitling of all video material on the website. A review/audit of the website was completed during the reporting period and all required amendments were made. The Assembly partnership with CCEA is in place until 2022, ensuring that Education Service online resources will continue to be up to date in

terms of technology and content that supports the curriculum.

<http://education.niassembly.gov.uk/video-gallery> .

## **Engagement**

In addition to its inward and outreach visits programmes, the Education Service organised several special events during this reporting period. They included:

- Working with the Office of the Attorney General for Northern Ireland on a special 'Living Law' programme for students from 20 non-selective and integrated schools. This year's event was held on 6 February 2020 and was attended by 73 young people. The young people met with the Attorney General, staff from the Office of the Legislative Counsel and MLAs to find out more about careers in the justice system.
- Working in partnership with the National Children's Bureau and the Northern Ireland Anti-Bullying Forum the Education Service delivered a special debate chaired by the Speaker to mark Anti-Bullying Week. The event was held on 7 February 2020 and brought together 100 young people aged 15-19 from across Northern Ireland. Under the theme 'Change Starts with us', the young people met with expert witnesses in committee sessions to discuss where and why bullying takes place and what can be done to tackle the issue. In the afternoon, the young people participated in an Assembly-style debate chaired by the Speaker and attended by MLAs and the Commissioner for Children and Young People, Koulla Yiasouma.
- Working with the Speaker's Office and the Assembly Women's Caucus, the Education Service organised a special debate in the Assembly Chamber, chaired by the Speaker, to mark International Women's Day on 6 March 2020. The theme for 2020 was "Balance for Better" and 105 young women from 35 schools/youth organisations, including a special school, participated in the event. One of the main

aims of the event was to maximise the diversity of young women attending and to encourage them to speak on the floor of the Assembly on a related topic about which they were passionate. In addition, and to help remove barriers to attendance, the Assembly offered assistance towards the cost of travel and provided support in the form of research material. On the morning of the event, the young people met with MLAs from the Women's Caucus to discuss the motions for debate and learn from the female MLAs about their experiences as women in public life. Following these workshops, the Speaker chaired the debate in the Assembly Chamber.

- Working with the YMCA on a programme for 25 young people from a range of different schools, which included meeting with the Speaker and other MLAs and participating in an Assembly-style debate.
- Working with 'Politics in Action' on a shared education programme. In total 200 young people participated in eight groups. The 8-month programme included a visit to the Northern Ireland Assembly to question MLAs on a range of issues chosen by the young people including climate change, shared education and mental health.
- Working with Eco-Schools programme in partnership with Keep Northern Ireland Beautiful, which runs the Eco-Schools Green Flag Award programme in Northern Ireland. The Education Service's programme for School Eco-Councils is promoted on the Keep Northern Ireland Beautiful website.

Examples of youth groups and specialist adult groups that participated in the Education Service's programmes during the reporting period are provided at Annex 2.

The Education Service tailors its programmes to meet the needs of groups. Examples include:

- A special legislation focused event for the University of Ulster Transitional Justice Institute/School of Law students on 7 November 2019, with a range of speakers from different business areas of the Assembly and the Office of the Legislative Counsel.
- A health-focused outreach visit to 200 nursing students at Queen's University Belfast in October 2020.
- A programme focusing on children's rights is available for rights respecting schools visiting Parliament Buildings.
- The Education Service programme is available in Irish.

Three teacher conferences were held during the reporting period, attended by 58 teachers from schools across Northern Ireland.

The Education Service represents the Commission at the NICCY Participation Forum, which meets twice-yearly to encourage communication and cooperation on youth participation initiatives. Chaired by the Children's Commissioner, the Forum also includes Departmental Children's Champions and representatives from youth organisations.

On 20 November 2019, the Education Service attended the NICCY celebration event to mark 30 years of the UNCRC (United Nations Convention on the Rights of the Child). This event was held in W5 and was attended by over 1,500 young people. The Education Service facilitated short workshops on children's right to education.

In January 2020, the Education Service hosted two final-year students from Stranmillis University College for a two-week alternative placement.



## **Disability**

One of the Education Officers is an autism champion and visitor information for people with autism is available on the Education Service website, which continues to adhere to WC3 usability standards. All new video material posted on the website is subtitled. Our website partner, the CCEA, continues to convert resources to HTML to make it accessible on all platforms.

An annual mailshot was sent to all schools in early September. The Education Service offers a bespoke service to special schools to ensure that the programme meets the needs of different groups in this sector. The Education Service figures by school type can be found at Annex 1.

## **Irish Language**

One of the Education Officers is an Irish language champion who can deliver a tour and presentation in Irish to visiting groups. Groups can also meet with MLAs who speak Irish. On 10 March 2020, during Irish Language week “Seachtain na Gaelige”, an event took place in the Long Gallery and participating schools were offered a tour in Irish. Work on translating the primary section of the website is well-progressed, but was paused to allow the outworking of changes following the reduction in the number of Assembly Members in 2017 and any possible changes following the ‘New Decade, New Approach’ (NDNA) agreement. Given the focus of the Assembly and Executive on the COVID-19 response there has been a delay in the political (as opposed to the institutional) consideration of those aspects of NDNA which relate to the Assembly. Consequently the work on the translation of the primary section of the website will now be finalised.

**1 (i)  
Engagement  
& Outreach**

The Engagement Office is responsible for advancing and encouraging the public's awareness and understanding of the Assembly and the broad political situation in Northern Ireland. It provides the business community, voluntary sector and delegations from across the world with the opportunity to engage with and learn more about the legislature.

**Assembly Community Connect (ACC) Programme**

The ACC programme works to enhance connections between the Assembly and the community through education and outreach, and it provides free training, information and support for local community groups.

Due to the political situation during the reporting period, the demand for activity was relatively low: 10 ACC events were held, including events for those with a disability, including sight and mobility issues, those from different faiths and those with differing religious and political opinions.

**Assembly Corporate Strategy**

The Assembly's Corporate Strategy 2018-2023 and associated Corporate Plan 2019-2023 include a key strand of strengthening engagement with the public. In addition, equality screening of all engagement policies and activities is undertaken as required. The public engagement strand of the Corporate Plans is monitored by a dedicated Strategy Steering Group

## **Inward international delegation visits to the Northern Ireland Assembly**

A number of inward international delegation visits to the Northern Ireland Assembly took place during the reporting period. Details are included at Annex 4.

### **1 (j) Research and Information Service (RaISe)**

During this period the RaISe carried out research relevant to equality which included:

#### **Secretariat Staff Survey 2019. Gender Report (17 February 2020)**

This Research Paper presents the findings of the Northern Ireland Assembly Commission: Secretariat Staff Survey 2019 disaggregated by gender. These findings will inform the work of the Gender Action Implementation Group in progressing the Northern Ireland Assembly Commission's Gender Action Plan.

#### **Section 75-related questions asked in the Census and a selection of government surveys in Northern Ireland (8 January 2020)**

This Briefing Note presents Section 75-related questions asked in the Northern Ireland Census and a selection of government surveys in Northern Ireland.

This Note details questions asked in the 2011 Northern Ireland Census as well as new and revised questions proposed for inclusion in the up-coming Census to be held on 2021.

#### **Northern Ireland Assembly Visitor Survey (Good Relations) Autumn 2019 results (7 January 2020)**

This paper presents the findings of the Northern Ireland Assembly Visitor Survey (Good Relations) which was conducted in Autumn

2019. The purpose of this survey is to inform the Northern Ireland Assembly Commission's Good Relation Strategy by gathering the views of visitors to Parliament Buildings on a range of good relations issues.

The survey was administered by tours and events staff working within Parliament Buildings. The data was analysed by the RaISe.

### **Gender balance of staff presenting at Secretariat Management Group and Northern Ireland Assembly Commission meetings 2016/17-2018/19 (31 October 2019)**

This Briefing Note presents statistics on the gender balance of staff presenting at Secretariat Management Group (SMG) and Northern Ireland Assembly Commission meetings for the three-year period 2016/17- 2018/19. This information will inform the work of the Northern Ireland Assembly Secretariat's Gender Action Implementation Group. The briefing note is available via the following link <http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/gender-action-plan/march-2020/>

#### **1 (k) Audit of Inequalities**

An audit of inequalities is a systematic approach to identify inequalities across the nine Section 75 categories which are relevant to a public authority's functions and which will inform the development of an action plan to promote equality of opportunity and good relations. The audit of inequalities is additional and complementary to the development of an equality scheme.

An audit of inequalities was carried out in 2016 by RaISe with input from Directorates. This audit updated a review carried out in 2015 of the 2011 Audit of Inequalities. The 2016 audit is available at this link:

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/>

Information on the 2011 audit of inequalities and the 2015 review can be found here:

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-scheme-2016---2021/equality-scheme-2012-2016/>

The 2016 audit examined a range of areas, including access to Parliament Building, outreach and gender issues. The audit of inequalities action plan is included in the 2016-21 Equality Scheme, and a progress update on actions is included at Annex 3 of this report.

### **Audit of Inequalities 2020**

Work is underway to carry out a review of the current audit of inequalities and to also identify any new inequalities. This is a strategic look at inequalities relevant to the role and functions of the Commission. Work relating to the Audit of Inequalities 2020 research will be undertaken by the Equality Unit with input from RaISe and Directorates. It will then inform the Commission's equality and good relations documents and action plans.

### **1 (I) Equality Staff Survey**

An equality staff questionnaire was developed by the Assembly's Equality Unit. The anonymous online survey was launched on 30 October 2018 with a closing date of 20 November 2018. A total of 102 responses were received, a response rate of 31%.

RaISe analysed and collated the responses and prepared a report presenting the survey findings on 30 January 2019. During the reporting period, a cross-directorate working group was established to consider the issues raised and to assess the likely impacts for the Commission. Following this work, a meeting of the group took place

on 12 December 2019 and a further meeting was scheduled. However due to the resumption of normal Assembly business on 11 January 2020 and the social distancing and working from home arrangements arising from Covid-19, this meeting will now take place in the coming months.

**1 (m)**  
**COVID-19**

Due to COVID-19, the Spring of 2020 saw unprecedented events, leading to significant changes in how the Assembly operated and conducted its business. Within the reporting period (March 2020), the SMG focused on the health, safety and well-being of staff, and kept them informed about on-going COVID-19 developments.

In response to the emergency, SMG created a COVID-19 Response Group and developed additional, more regular internal communications to maintain motivation and update staff on developments. During this period, the Assembly Commission decided to restrict public access to Parliament Buildings. The building was closed to visitors and only permanent Assembly pass-holders and those essential to the delivery of Assembly business had access to the building.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2019-20 (*or append the plan with progress/examples identified*).
- a) A progress report on the Good Relations Action Plan 2016-21 is prepared every six months. All updates, including the most recent from March 2020, are available on the Assembly website at <http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/good-relations-action-plan/>
  - b) An update on the Disability Action Plan 2016-21 is available at Part B of this Annual Progress Report at page 40.
  - c) A progress update on the Audit of Inequalities Action Plan is at Annex 3 of this Annual Progress Report.
  - d) A progress report on the continuing Gender Action Plan is prepared every six months. All documents relating to the GAP, including six monthly updates, are available on the Assembly website at <http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/gender-action-plan/>.

**3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2019-20 reporting period? (*tick one box only*)

x Yes  No (go to Q.4)  Not applicable (go to Q.4)

Please provide any details and examples:

Yes. The Commission's Equality Scheme sets out our commitments with regard to the screening of policies. During this reporting period, screenings of nine new and/or revised policies took place.

Our Equality Scheme also sets out arrangements for assessing and monitoring the impact of policies. During this reporting period we have continued to monitor policy impact and, where appropriate, revise or add additional measures to action plans. Additional actions are noted on action plans where appropriate and are annexed to this report.

**3a** With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

Please provide any details and examples:

Further mainstreaming of equality and good relations through a range of activities and through corporate planning processes is discussed at section 1. This mainstreaming will make a difference to individuals through policy provision and service delivery. For example, a review of HR policies that has commenced as part of the Commission's participation in the Stonewall Diversity Champions Programme will ensure the use of gender-neutral language. Development of a Transgender Policy will shortly commence which will ensure not only that staff are supported but also that the Assembly is seen as a diverse and welcoming organisation for staff and visitors.



**3b** What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)*

As a result of the organisation's screening of a policy *(please give details):*

As a result of what was identified through the EQIA and consultation exercise *(please give details):*

As a result of analysis from monitoring the impact *(please give details):*

x As a result of changes to access to information and services *(please specify and give details):*

The Commission's 2016-2018 Gender Action Plan set out actions and measures to promote gender equality within the Assembly Secretariat. It was a cross-Directorate plan which covered the entire organization. At its meeting on 25 September 2018, and following on from discussions at previous Gender Action Implementation Group (GAIG) meetings, and discussions at the Business in the Community (BiTC) Gender Champions Programme, the GAIG agreed to add an additional action into the 2016-2018 Gender Action Plan which was to "*submit a paper to SMG/Assembly Commission recommending the NI Assembly Commission become a member of the Stonewall Diversity Champions Programme*". As part of this paper, reviews were conducted in the following areas:

- a) current action plans and accreditations by section 75 category within the Secretariat;
- b) sexual orientation training within the Secretariat over a 5 year period (2014-2018);
- c) a review of the work of other legislatures in this area; and
- d) a comparison of other memberships offering similar service provisions e.g. benchmarking

The Commission formally joined the Stonewall Diversity Champions Programme in January 2019 and policy work was timetabled in relation to this area.

Other (please specify and give details):

## Section 2: Progress on Equality Scheme commitments and action plans/measures

### Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

- 4 Were the Section 75 statutory duties integrated within job descriptions during the 2019-20 reporting period? (*tick one box only*)
- Yes, organisation wide
  - Yes, some departments/jobs
  - No, this is not an Equality Scheme commitment
  - No, this is scheduled for later in the Equality Scheme, or has already been done
  - Not applicable

Please provide any details and examples:

Yes, organisation wide. Job Specifications used by the Commission are generic in nature and may not make specific reference to Section 75. However, the list of duties reflects compliance with Commission policies which inherently include Section 75 duties. The Section 75 statutory duties were also covered in new Recruitment and Selection training which covered the development of Job Specifications.

- 5 Were the Section 75 statutory duties integrated within performance plans during the 2019-20 reporting period? (*tick one box only*)
- Yes, organisation wide
  - Yes, some departments/jobs

- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

Yes, organisation wide. The Performance Management System assesses performance in relation to the work carried out by staff and also in relation to the Commission's Skills and Behaviours Framework. Within the context of the Framework, staff are required to promote a positive and productive working environment; foster an environment where staff feel respected and valued; and uphold the goals of professionalism, respect, impartiality and integrity as set out in the Corporate Strategy 2018-2023.

6 In the 2019-20 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan
- No, the organisation's planning cycle does not coincide with this 2017-18 report
- Not applicable

Please provide any details and examples:

Yes, through organisation wide annual business planning. The Commission has a Corporate Strategy for 2018-2023 in place. The Strategy commits staff to demonstrating: **professionalism** in everything we do; **respect** for each other, Members and the public; and **impartiality** and **integrity** in all our work. Within the 'Building Excellence and Innovation in our Services' element of the strategy, the Commission commits to ensuring high standards in equality, governance and regulatory compliance through effective and efficient processes.

### Equality action plans/measures

7 Within the 2019-20 reporting period, please indicate the **number** of: **(26 Actions in total)**

Actions completed:

19

Actions in progress:

2

Actions suspended:

5

Please provide any details and examples (*in addition to question 2*):

An update on the Audit of Inequalities Action Plan is attached at Annex 3 of this report which includes status updates for the reporting period.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2019-20 reporting period (*points not identified in an appended plan*):

Not applicable.

9 In reviewing progress on the equality action plan/action measures during the 2019-20 reporting period, the following have been identified: (*tick all that apply*)

- Continuing action(s), to progress the next stage addressing the known inequality
- Action(s) to address the known inequality in a different way
- Action(s) to address newly identified inequalities/recently prioritised inequalities
- Measures to address a prioritised inequality have been completed

### Arrangements for consulting (Model Equality Scheme Chapter 3)

10 Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: (*tick one box only*)

All the time

Sometimes

Never

11 Please provide any **details and examples of good practice** in consultation during the 2019-20 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

Not applicable

**12** In the 2019-20 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions
- Telephone consultations
- Other *(please specify)*:

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

Please refer to question 17.

**13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2019-20 reporting period? *(tick one box only)*

- Yes                       No                       Not applicable

Please provide any details and examples:

During the 2019-20 reporting period, the Assembly's Equality Manager in consultation with the ECNI and the NICS explored the development of several e-learning packages in both equality (Section 75) and Good Relations. There was unforeseen delays to this work but the Commission would hope to have these published and released to staff during 2020/21.

**14** Was the consultation list reviewed during the 2019-20 reporting period? *(tick one box only)*

- Yes                       No                       Not applicable – no commitment to review

**Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)**

[Insert link to any web pages where screening templates and/or other reports associated with Equality Scheme commitments are published]

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/publications/equality-screening-and-equality-impact-assessments-eqias/>

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/>

- 15** Please provide the **number** of policies screened during the year (*as recorded in screening reports*):

9
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- 16** Please provide the **number of assessments** that were consulted upon during 2019-20:

9	Policy consultations conducted with <b>screening</b> assessment presented.
	Policy consultations conducted <b>with an equality impact assessment (EQIA)</b> presented.
	Consultations for an <b>EQIA</b> alone.

- 17** Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

Internal consultations, including consultation with Trade Union Side (TUS), Directorates and SMG, in relation to HR policies, was carried out during the reporting period on:

1. Staff Hours at Work Policy
2. Apprenticeship and Placement Framework
3. Whistleblowing Policy
4. Flexible Working and Partial Retirement Policy
5. Capability Policy

## 6. Recruitment and Selection Policy Statement and Procedures

Other policies screened during the reporting period:

### 7. Parliament Buildings Special Lighting Policy

Consultation took place internally with all relevant business areas in the Assembly's Secretariat. This included Building Services, Usher Services, Office of the Speaker, the Clerk/Chief Executive and Directors. During those consultations and discussions there were no issues raised or suggestions made that the revised policy would need further equality investigation. In addition, the Commission has had various discussions on the 2014 lighting policy (which this revised policy will replace) and increasingly expressed a desire that the policy should be made more permissive. Again, no issues were raised or suggestions made that the revised policy would need further equality investigation. This revised policy was agreed by the Commission's Secretariat Management Group on 20 November 2019 and no issues were raised or suggestions made by that Group that the revised policy would need further equality investigation. Finally, advice and guidance was sought from the Commission's Equality Manager prior to carrying out equality screening and on the outcome of that screening.

### 8. Risk Management Strategy

Revisions to the strategy were developed in consultation with Clerk/CE, Directors and Head of Internal Audit. The Strategy is reviewed by SMG on an annual basis and presented to the Secretariat Audit and Risk Committee.

### 9. Data Protection Policy

Consultation was carried out with an internal Working Group involving the Head of HR; Head of Legal Services, (Acting) Head of Internal Audit, Head of Security and Head of Finance.

The policy was also discussed with directors on 10 December 2019 before consideration at SMG of 17 December 2019. Previous papers have issued to SMG on 22 May 2018; 25 April 2018; 11 December 2017; and 18 January 2017.





- 22** Please provide any details or examples of where the monitoring of policies, during the 2019-20 reporting period, has shown changes to differential/adverse impacts previously assessed:

Not applicable

- 23** Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development:

Monitoring arrangements are built into our action plans. For example, six-monthly progress updates on both the Gender Action Plan and the Good Relations Action Plan are provided to SMG and the Commission. Monitoring is also carried out informally on an on-going basis. Research carried out during the reporting period (see section 1) has also contributed in helping to analyse monitoring data further, for example, the '*Gender balance of staff presenting at Secretariat Management Group and Northern Ireland Assembly Commission meetings 2016/17-2018/19*'. In addition, information arising from monitoring is considered when reviewing service delivery and existing action plans, and when developing policies.

#### **Staff Training (Model Equality Scheme Chapter 5)**

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2019-20, and the extent to which they met the training objectives in the Equality Scheme.

The Learning & Development (L&D) team facilitated a range of learning activities which met the training objectives in the Equality Scheme during 2019-20. During the period of this report, there has been a range of formal and informal courses completed. For example, 3 staff who were supported in obtaining British Sign Language Level 3 and 32 staff completed a 6-week course in Mental Health Awareness (Living Life to the Full) based on approaches used in cognitive behavioural therapy.

In addition, a range of Masterclasses/short awareness courses were delivered in 2019/20, namely:

Session Title		Date	Number
Mental Health awareness	Masterclass	03/05/2019	10
Self Esteem	Masterclass	15/05/2019	17
Mental Health awareness	Masterclass	16/05/2019	8
Zumba Masterclass	Masterclass	16/05/2019	7
Mindful Eating	Masterclass	17/05/2019	11
Domestic Violence and Abuse	Masterclass	30/05/2019	15
Yoga	Masterclass	06/09/2019	13
Disability Awareness	Masterclass	10/09/2019	9
Active Wellness for Sedentary Lifestyles	Masterclass	04/10/2019	10
Emotional Wellbeing & Suicide Prevention	Masterclass	08/10/2019	10
Trusted Colleague Training	Training	09/10/2019	10
Building Personal Resilience	Masterclass	17/10/2019	12
Releasing your inner coach	Masterclass	08/11/2019	11
An introduction to mindfulness	Masterclass	15/11/2019	14
Being an effective parent	Masterclass	22/11/2019	17
Bereavement & Grief	Masterclass	05/12/2019	9

The Assembly Secretariat further utilises an e-learning platform created by the Centre for Applied Learning (CAL) called LInKS to deliver a range of short voluntary e-learning packages to staff. During the period of this report, the following relevant courses were released and completed:

E-Learning Course Title	Release Date	Completions
Autism Spectrum Disorder (ASD) Awareness	Aug-19	2

Managing Personal Stress and Resilience - NI Assembly	Aug-19	4
Line Managers Role in Managing Stress - NI Assembly	Sep-19	1
Positive Mental Health Toolkit for Line Managers	Sep-19	1
Positive Mental Health Toolkit for all Staff	Jan-20	3

In addition to these courses, the Assembly's Equality Manager in consultation with the ECNI and the NICS is currently exploring the development of several e-learning packages in both equality (Section 75) and Good Relations. The Secretariat would hope to have these published and released to staff in 2020/21.

- 25 Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

The majority of feedback received to on-line evaluation forms has been positive in relation to all Masterclasses delivered within Parliament Buildings. It appears that the sessions are of an appropriate length and the topics are of interest to staff. All learning activities delivered both internally and externally are evaluated by means of questionnaire using the Assembly's e-learning Moodle platform. Staff members are asked to respond to a range of questions, one of which is to detail the aspects of the training they had found most beneficial. A selection of qualitative comments provided as part of the evaluations are provided below:

- **Mental Health Awareness (May 2019)**
  - 'Great opportunity to mull over issues and get talking about mental health in a learning context. I will certainly use the negative/positive spiral thing in my life'.
  - 'Practical techniques to help with self-reflection and to take affirmative action to make changes.'
  
- **Building Self-esteem (May 2019)**

- 'This course was fantastic, all of the scenarios and examples Bridin introduced were brilliant'.
  - 'The trainer was excellent. She put everyone at ease and was really good at enlisting responses from participants. I thought the event was excellent'.
  - 'Recognising and identifying external factors that impact on our body self-esteem.'
- **Emotional Wellbeing and Suicide Prevention (Oct 2019)**
    - 'How to listen to your emotions and pinpointing the source of emotional pain. References to services on offer was also really beneficial'.
- **Mindfulness (Nov 2019)**
    - 'Practical approach and practical exercises'.
    - 'Remembering to breathe and keep focusing'.

In relation to future planning and as part of the corporate Learning and Development Framework, further awareness/information short courses have been scheduled for 2020-21 relating to equality matters. The L&D team will continue to support and provide relevant training to the organizational champions, namely Mental Health First Aiders, Autism Champions and Harassment Contact Officers. In 2019, the Commission approved an Apprenticeship and Placement Framework, which includes a programme to provide opportunities for individuals with a disability to avail of short-term supported work placements within the Assembly Secretariat. These placement opportunities will support individuals with learning, physical or sensory disabilities, autism and mental ill health to develop and/or enhance their employability and social skills in a collaborative and creative work environment. The L&D team would be hopeful that these opportunities could be initiated within 2020/21.

**Public Access to Information and Services (Model Equality Scheme Chapter 6)**

**26** Please list **any examples** of where monitoring during 2019-20, across all functions, has resulted in action and improvement in relation **to access to information and services**:  
The Commission Complaints Policy has been in place for three years making it easier for members of the public to notify the Assembly regarding any complaint relating to the delivery of services by Assembly staff and/or perceived failures in complying with the Assembly's Equality Scheme. There is a Complaints Officer to deal with issues raised by the public and to log complaints on a Complaints Register.

SMG receive regular reports from the Complaints Officer including data on the nature and volume of complaints received. These reports are published on the Assembly website, in line with our Publication Scheme.

The Commission will also receive an annual summary report detailing the numbers and categories of complaints received in the previous year. The report will include any improvements made to the policy or procedures.

The Complaints Policy and Procedure is published on the Assembly's website at <http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/complaints-procedure/>

As discussed at Section 1(b) above, examples are provided which aim to further improve public access to information and services, these include:

1. Maintenance of accreditations and the provision of access information
2. An accessibility webpage
3. 'Autism and the Assembly' webpage
4. Continuation of physical works to Parliament Buildings
5. Maintenance of signage and access items used by the public, for example, the changing places room.

### **Complaints (Model Equality Scheme Chapter 8)**

27 How many complaints **in relation to the Equality Scheme** have been received during 2019-20?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

Not applicable

### Section 3: Looking Forward

28 Please indicate when the Equality Scheme is due for review:

March 2021.

29 Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide details)*

During the next reporting period we will continue to implement the actions in our Equality Scheme, Audit of Inequalities, Disability Action Plan, the Good Relations Action Plan and the Continuing Gender Action Plan. Examples of areas on which we will focus also includes:

- Development of a new Audit of Inequalities Action Plan
- Review of the Equality Scheme and development of a new action plan
- Development of a new Good Relations Action Plan
- Development of a new Disability Action Plan
- Continued implementation of the Stonewall Diversity Champions Programme including development of a Transgender policy
- Findings from QUB Gender research

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2020-21) reporting period? *(please tick any that apply)*

Employment

Goods, facilities and services

- Legislative changes
- Organisational changes/ new functions
- x Nothing specific, more of the same
- Other (please state):

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## PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

**1. Number of action measures for this reporting period that have been: 51 action measures in total**

**38**

Fully achieved

**7**

Partially achieved

**6**

Not achieved

2. Please outline below details 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 <sup>i</sup>	Outcomes / Impact <sup>ii</sup>
	National <sup>iii</sup>	N/A		
1	Regional <sup>iv</sup>	Continue to hold meetings twice a year, or as agreed by the group.  Review current membership with a view to developing a list of additional representatives to be invited to participate on the group.	Meetings have not taken place in this reporting period due to limited agendas, however the Equality Unit has continued to engage with members during the reporting period as required.	<b>Fully Achieved.</b>
2	Local <sup>v</sup>	Erasmus+ Application for future youth engagement project.	Apply to Erasmus+ for funding for a second	<b>Fully Achieved.</b> Unfortunately, due to the

			<p>youth engagement project.</p> <p>If successful in securing funding, design recruitment process to promote the opportunity to people with a disability.</p> <p>If successful in securing funding, set target for number of participants with disabilities.</p>	<p>limited availability of funds, this application was unsuccessful.</p>
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2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
3	Ensure staff receive training and guidance on disability equality legislation and disability awareness.	Monitoring of records to ensure that each member of staff receives training.	<p><b>Fully Achieved.</b></p> <p>Statistics on successful completion are provided by CAL to the L&amp;D team on a monthly basis.</p>
4		Quality assurance of equality training packages and provision of feedback and any equality training courses.	<p><b>Fully Achieved.</b></p> <p>The Assembly's Equality team and Legal Services 'quality proof' all on-line learning materials in advance of publication. L&amp;D are exploring options to evaluate CAL e-learning packages as this is not currently available. Evaluations are conducted with all other disability related courses as required utilizing the Moodle platform.</p>

5		<p>Provide specific training sessions for staff on mental health issues. Examples of training programmes include:</p> <p>Mental Health 1<sup>st</sup> Aiders</p>	<p><b>Fully Achieved.</b></p> <p>During this reporting period, the L&amp;D team continue to support 18 staff who have now trained as Mental Health 1<sup>st</sup> Aiders. This facility will increase awareness of critical intervention when dealing with a colleague's mental health and wellbeing issues.</p> <p>The L&amp;D team have also released 4 eLearning courses on Mental Health through the LInKS platform.</p> <p>During this reporting period, the L&amp;D team also facilitated the following events to all staff:</p> <ul style="list-style-type: none"> <li>• 2 x Mental Health Awareness Sessions (3 &amp; 16 May 2019)</li> <li>• 2 x Living Life to the Full course. This course is a 6 week programme teaching skills in Cognitive Behaviour Therapy to assist staff in the promotion of good mental health. (April - June 19)</li> <li>• Building Self Esteem short course (May 19)</li> <li>• Emotional Wellbeing &amp; Suicide Prevention (Oct 19)</li> <li>• Building Personal Resilience short course (Oct 19)</li> <li>• Introduction to Mindfulness short course (Nov 19)</li> <li>• Bereavement &amp; Grief Awareness short course (Dec 19)</li> </ul>
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			<ul style="list-style-type: none"> <li>Module 5 of the People Manager Programme on Mental Health Awareness (Feb 20)</li> </ul> <p>The Assembly L&amp;D team have supported an Art &amp; Craft lunchtime club for staff during this year.</p>
6		<p>Provide auditory and visual awareness programmes to front-line staff.</p> <p>Provide opportunities for staff to obtain Level 1 sign language training.</p> <p>Consider scope for provision of Level 2 sign language training.</p>	<p><b>Fully Achieved.</b></p> <p>6 staff achieved BSL Level 2 certification in 2018. 3 staff achieved BSL Level 3 certification in 2019.</p>
7		<p>Deaf awareness training to be provided to all frontline staff as required.</p>	<p><b>Fully Achieved.</b></p> <p>The L&amp;D team delivered 2 x 'Introduction to Makaton' workshops to 29 staff members in May 2018.</p>
8		<p>Autism awareness training to be provided to relevant staff, including refresher training for the Assembly's appointed Autism Champions as required.</p>	<p><b>Fully Achieved.</b></p> <p>An E-Learning course titled 'ASD Awareness' is now available for all staff through the CAL LINKS site. The L&amp;D team are developing a training support training programme for the Assembly's Autism Champions.</p>
9		<p>Provide relevant Master classes to staff to update their understanding of working with individuals with communication difficulties.</p>	<p><b>Fully Achieved.</b></p> <p>The L&amp;D team delivered a Disability Awareness workshop to 9 staff in Sept 2019.</p>

10		Evaluate training to determine if course objectives were met and staff knowledge has increased through the staff iTrent system, through for example completed questionnaires.	<p><b>Fully Achieved.</b></p> <p>Evaluation questionnaires completed on the Moodle platform allow for analysis of increased knowledge of the subject area. Part of the CAL on-line module requires staff members to undertake a quiz to demonstrate required learning and to pass the module.</p>
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2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
11	Provide guidance for visitors and staff on further disability access arrangements in relation to participation in Assembly business and events, e.g. Committees, Plenary Session, seminars.	<p>Incorporate familiarisation of Parliament Buildings access arrangements.</p> <p>Develop Q&amp;A guide for disability arrangements for visitors to Parliament Buildings, covering events, Committee meetings, Plenary sittings, Gallery rules etc.</p> <p>Issue guidance to Disability Advisory Group for feedback.</p> <p>Develop guidance for staff organising events, including Committee stakeholder events, seminars, receptions etc.</p>	<p><b>Fully Achieved.</b></p> <p>Inclusive Customer Service Policy in place since March 2017.</p> <p>The Inclusive Customer Service Policy, which was developed in consultation with the Equality Commission, was approved by SMG in December 2016. The policy highlights the facilities available at Parliament Buildings for customers with a disability, and includes a Q&amp;A section on how they can engage with the work of the Assembly, including Committees, Plenary sessions, etc.:</p> <p><a href="http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/inclusive-customer-service-policy/">http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/inclusive-customer-service-policy/</a></p> <p>The Inclusive and Accessible Events guide and checklist were approved by SMG in December</p>

		<p>Include checklist of issues to consider, including signage, accessibility, presentation etc.</p> <p>Issue guidance to Disability Advisory Group for feedback.</p>	<p>2018. The guide and checklist were issued to all staff in January 2019 and made available on the Assembly's intranet.</p>
12	Inclusive and Accessible Events: Guide and Checklist.	<p>A guide and checklist have been developed for staff involved in the planning, organising and delivery of events at Parliament Buildings and at external venues.</p>	<p><b>Fully Achieved.</b></p> <p>The guide and checklist will help staff to organise events which are accessible and in which all attendees can fully participate. They will also aid staff to take account of the different needs of attendees and to identify potential barriers to participation, particularly for those with disabilities.</p>
13	Sign language policy.	<p>Develop proposals to progress a sign language policy, and include consideration of DCAL's work on sign language.</p> <p>Work with relevant agencies in the development of this policy and stakeholders.</p> <p>Present proposals to the Assembly Commission.</p> <p>Gather information on practice in other legislatures as regards sign language provision for Plenary debates and Committee meetings</p> <p>Continue to arrange, where appropriate and by prior arrangement, for a sign language</p>	<p><b>Fully Achieved.</b></p> <p>Sign Language Policy in place, which includes details of how to book a sign language interpreter. (Guidance approved by SMG in December 2016).</p>

		<p>interpreter to be in the Public Gallery to provide service during a relevant debate.</p> <p>Continue to arrange, where appropriate and by prior arrangement, for a sign language interpreter to attend relevant Committee meetings.</p> <p>Develop guidance on when it is appropriate to arrange the services of a sign language interpreter for use in the Public Gallery (in line with the scheduled development of a sign language policy).</p>	
14	Committee Gallery Rules.	<p>In January 2016, rules for visitors to Committee Galleries were amended to enable building users with a disability to use electrical devices if required.</p> <p>Keep rules under review.</p>	<b>Fully Achieved.</b>
15	Continue Assembly Community Connect (ACC) training to people with disabilities.	<p>Deliver bespoke 'How the Assembly Works' sessions to disability groups on request.</p> <p>Deliver training regionally on request.</p>	<p><b>Fully Achieved.</b></p> <p>ACC activities were curtailed due to the political situation and the fact that the Assembly was not sitting. Activities due to be launched in March 2020 have been delayed due to Covid-19 restrictions. However, ten ACC events were delivered during this time and were accessible for those with disabilities, with one event held specifically for Disability Action.</p>

16	Continue to use web-based material to promote positive attitudes towards disability.	Continue to provide web-based videos showing how to access Parliament Buildings. Monitor/respond to any customer complaints/compliments in relation to access to information about services.	<b>Fully Achieved.</b> Dedicated accessibility web page available at 'Visit and Learning' section of Assembly website, which includes video showing what to expect when visiting Parliament Buildings.
17	Employer-supported volunteering.	Continue to work with Business in the Community to identify and offer volunteering opportunities to staff.	<b>Fully Achieved.</b> The L&D team advertise opportunities on a regular basis and signpost staff to the relevant organisations.
18	Conduct annual exercise to encourage staff to provide anonymous information to assist with monitoring and reporting on disabilities in the workplace.	Annual disability survey issued each year to collect statistical data in order to calculate numbers and percentages of staff who have a disability.	<b>Fully Achieved.</b> The annual disability survey was issued to staff in April 2019.

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

	Encourage others Action Measures	Outputs	Outcome / Impact
19	Education for Special Needs Schools.	The Education Service conducts focus groups on behalf of Assembly Committees. The Research and Information Service (RaISe) has developed a framework for selecting a broad cross-section of the youth	<b>Fully Achieved.</b> No Committee consultations/participation took place between 1 April 2019 and mid-January 2020 because Committees did not meet due to the political situation. However, the Education Service



		<p>population. The framework will continue to ensure that children who attend special schools are invited to participate in every focus group.</p> <p>Continue to engage with special schools through focus groups. (At least one special school will always be included in the focus group sample)</p> <p>The Education Service has a continued engagement with special schools, several of which make repeat bookings to visit the Assembly. Staff from the service also conduct outreach visits to several of these schools. Services are advertised to every special school in Northern Ireland.</p> <ul style="list-style-type: none"> <li>• Continue to engage with special schools</li> <li>• Continue to advertise Education Service to every special school in Northern Ireland and encourage an increase in the number of special schools participating in the Education programme each year</li> <li>• Monitor the number of outreach and inward visits involving special schools</li> </ul>	<p>continued to advertise its services to special schools through the annual mailshot to all schools in September 2019 and via email and social media. During the reporting period, the education programme was delivered to 8 groups from special schools including 1 outreach visit to a SEN (Special Educational Need) school. One SEN school participated in the International Women's Day debate on gender equality held in the Assembly Chamber on 6 March 2020.</p>
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20	Youth Congress.	Explore possibility of hosting another Youth Congress at Parliament Buildings (subject to necessary approvals).	<p><b>Fully Achieved.</b></p> <ul style="list-style-type: none"> <li>• During the year, work to develop proposals for a youth assembly were further developed. The proposals were agreed by the Senior Management Group in March 2020 and will now be put to the Assembly Commission.</li> <li>• In July and August 2019 and March 2020, the Education Service worked with the Belfast YMCA on a programme for 65 young people from 18 different schools, which included meeting with MLAs and participating in a debate in the Senate Chamber.</li> <li>• On 7 February 2020, the Education Service delivered a special debate chaired by the Speaker to mark Anti-Bullying week. Working in partnership with the National Children’s Bureau and the Northern Ireland Anti-Bullying Forum, the event brought together 100 young people aged 15-19 from across Northern Ireland. Under the theme ‘Change Starts with us,’ the young people met with expert witnesses in committee sessions to discuss where and why bullying takes place and what can be done to tackle the issue. In the afternoon, the young people participated in an Assembly-style debate chaired by the Speaker and</li> </ul>
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			<p>attended by MLAs and the Commissioner for Children and Young People, Koulla Yiasouma.</p> <ul style="list-style-type: none"><li>• Working with the Speaker's Office and the Assembly Women's Caucus, the Education Service organised a special debate in the Assembly Chamber, chaired by the Speaker, to mark International Women's Day on 6 March 2020. The theme for 2020 was "Balance for Better" and 105 young women from 35 schools/youth organisations, including a special school, participated in the event. One of the main aims of the event was to maximize the diversity of young women attending and to encourage them to speak on the floor of the Assembly on a related topic about which they were passionate. In addition, and to help remove barriers to attendance, the Assembly offered assistance towards the cost of travel and provided support in the form of research material posted on the website. On the morning of the event, the young people met with MLAs from the Women's Caucus to discuss the motions for debate and learn from the female MLAs about their experiences as women in public life. Following these workshops, the Speaker chaired the debate in the Assembly Chamber.</li></ul>
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21	Films.	<p>The Education Service has created a number of short films, which aim to explain the work of the Assembly to young people and encourage them to engage with its work. Videos have been subtitled to broaden the appeal of the resources to young people who have hearing impairments.</p>	<p><b>Fully Achieved.</b></p> <p>The Education Service continues to work with CCEA's multi-media team to enhance accessibility by subtitling all videos on the Education Service website. Work began in 2019 on two new 'Introduction to the Assembly' films for Primary (Key Stage 2) which is complete and completion of the post primary version (Key Stages 3 and 4) is scheduled for July 2020. Now that Assembly business has resumed, more online resources are planned for 2020.</p>
22	Continue to work with disability organisations through Assembly Community Connect (ACC).	<p>Deliver accessible training within Parliament Buildings and around NI (Monthly '<i>How the Assembly Works</i>' and '<i>Insight into</i>' training during session, and four regional '<i>Get Involved</i>' conferences across NI).</p> <p>Develop bespoke programmes and projects for disability groups by working with disability groups to tailor training and resources to make them more accessible.</p>	<p><b>Fully Achieved.</b></p> <p>ACC activities were curtailed due to the political situation and the fact that the Assembly was not sitting. Activities due to be launched in March 2020 have been delayed due to Covid-19 restrictions. However, ten ACC events were delivered and were accessible for those with disabilities, with one event held specifically for Disability Action.</p>
23	Review of access audits as per standards 4, 5 and 8 of Access Award (NAS) Standards.	Review access audits as per standards 4, 5 and 8 of Access Award (NAS) Standards. Continue to follow and review health and safety procedure.	<p><b>Fully Achieved.</b></p> <p>Accreditation retained and actions in place to make Parliament Buildings accessible for users.</p>

			<p>More information on standards is available at this link:</p> <p><a href="http://www.niassembly.gov.uk/visit-and-learning/accessing-parliament-buildings/">http://www.niassembly.gov.uk/visit-and-learning/accessing-parliament-buildings/</a></p>
24	Fire Evacuation – explore potential options to provide or upgrade lifts.	<p>Initial meetings with architect and Fire Officers have taken place to explore options.</p> <p>Alternative proposals will be provided for consideration at a future meeting of the Commission.</p>	<p><b>Fully Achieved.</b></p> <p>We have successfully upgraded one of the passenger lifts on the South side of the building.</p>
25	Maintain signage.	<p>Maintain quality of:</p> <ul style="list-style-type: none"> <li>• Pictorial signage images;</li> <li>• Braille signage and other signage in Parliament Buildings</li> <li>• Tactile ‘tour map’ of Parliament Buildings</li> </ul> <p>Add additional signage as required (including at reception).</p>	<p><b>Fully Achieved.</b></p>
26	Web publishing training for staff – training is provided to Assembly Staff on the use of the content management system used to publish to the Assembly website. Part of	<p><u>Outcome:</u> Improved accessibility of information/content on the Assembly website for all users</p> <p><u>Measurement:</u> Monitor and assess accessibility of information/content on the Assembly website.</p>	<p><b>Fully Achieved.</b></p> <p>There has been no requirement to provide training to staff but support has been provided by the Web Team (Communications Office) when required.</p> <p>Being in a position to provide training however is an ongoing requirement and all training includes WCAG guidelines and how to ensure these are</p>

	this training includes accessibility issues.	The above will be published in the NI Assembly Commission's annual Section 75 report to the Equality Commission.	met using the current authoring tools and/content management systems in use.
27	Accessibility web publishing guidance for staff.	<p><u>Outcome:</u> Improved accessibility of information/content on the Assembly website for all users.</p> <p>Formal guidance will be developed by the Web manager.</p> <p><u>Measurement:</u> monitor and assess accessibility on our website.</p>	<p><b>Fully Achieved.</b></p> <p>Accessibility is always considered when implementing any new content or design.</p> <p>CMS User guides have been distributed to users and are also available on the Communications Office AsslSt page.</p>
28	Increase the number of disabled parking bays in upper car parks.	Increase the number of upper car park disabled parking bays above the required minimum under DDA. Extra spaces were provided in December 2015.	<p><b>Fully Achieved.</b></p> <p>Additional car parking to the East of the building.</p>
29	Consideration of options for provision of automatic opening of corridor doors.	Investigate options and clarify the requirements in relation to escape routes, potential for access control, etc. Option study to be provided for consideration by the Assembly Commission.	<p><b>Fully Achieved.</b></p> <p>Automatic opening doors in place in basement area, ground and first floors.</p>
30	Consideration of alterations to counter in Members' Bar to provide serving area for wheelchair users.	Potential layout with provision for wheelchair users at low level to be provided for the Assembly Commission.	<p><b>Fully Achieved.</b></p> <p>Bar has been altered.</p>
31	Maintenance of access items for members of the public.	Regular checks throughout the year on items, including iPad, Braille tour map and changing places facility.	<p><b>Fully Achieved.</b></p>

		Continue to promote accessible tours and facilities (including at reception).	
32/33	Continue to participate in Guaranteed Interview Scheme (GIS), which offers a guaranteed interview to applications with a disability who meet the essential criteria for the post.	Continue to offer scheme for internal and external recruitment exercises. Continued provision of disability section in application form whereby an applicant can indicate whether they wish to apply under the GIS scheme for that particular role and the basis on which they qualify for the scheme (NB the scheme will only apply if there is are shortlisting criteria for the post).	<b>Fully Achieved.</b> The Assembly Commission continues to offer the GIS to applicants.
34	Maintain Action on Hearing Loss Award.	Undergo assessment as required to indicate that standards have been met.	<b>Fully Achieved.</b> Accreditation retained and actions in place to make Parliament Buildings accessible for users. Recertification is due to take place in June 2020.
35	Maintain Autism Award.	Continue to meet standards.	<b>Fully Achieved.</b>
36	Continue to proactively raise the work of the Assembly through the Equality Commission.	Continued participation in speaking events, and contribution to any relevant articles/activity by Equality Commission.	<b>Fully Achieved.</b> During the reporting period, staff from the Equality and Good Relations Unit attended Equality Commission events, and there was continued engagement and consultation with the Equality Commission during the period.
37	Consideration of access/egress requirements	Investigate potential options to provide ramped access from ground	<b>Fully Achieved.</b>

	from ground floor to lower ground floor.	floor to lower ground floor level and removal of current lift.	Permanent ramped access is provided to improve accessibility.
38	Mark the International Day of Persons with Disabilities (3 December).	Host an event at Parliament Buildings to mark International Day of Persons with Disabilities.	<b>Fully Achieved.</b> No requests were received to mark the Day in 2019.

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
	Provide a deaf signer in the Chamber.	Provision of Deaf Signer during Plenary Question Time.	<b>Fully Achieved.</b> On 3 February 2020, in response to a request from a Member who had advised the Speaker that members of the British Deaf Association and the deaf community would be present, the Assembly arranged for a sign language interpreter to provide interpretation in the Assembly Chamber during a Question Time session.



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

	Action Measures partly achieved	Milestonesvi / Outputs	Outcomes/Impacts	Reasons not fully achieved
39	Ensure staff receive training and guidance on disability equality legislation and disability awareness.	Design or acquire online e-disability training for staff through the Assembly's Moodle system.	To have staff suitably trained.	<b>Partially Achieved.</b> The Assembly has purchased annual membership of the Centre for Applied Learning's (CAL) e-learning platform called LInKS, foramally Totara. The Assembly L&D Team would hope to utilise an online e-learning training package for staff through the LInKS platform. The Assembly Equality Manager is working with TEO/ CAL and the Equality Commission to design and develop a package for delivery on LInKS. Progress has been halted in March 2020 due to Covid-19. The Assembly L&D team would be hopeful that this training can be completed and delivered to all staff in 2020/21.
40	Ensure staff receive training and guidance on disability equality legislation and disability awareness.	All staff made aware of the revised Equality Scheme and Disability Action Plan through e-learning training and direct communication to staff via intranet and	To have staff suitably trained.	<b>Partially Achieved.</b> Staff receive regular reminders through Postmaster on changes to the Equality Scheme and the Disability Action Plan. Staff are directed to AssISt to access guidance on Section 75 and

		email. Key awareness messages delivered through a range of information materials, e.g. leaflets, flyers and posters.		disability equality legislation. In addition to hosting disability awareness events for staff, the Assembly L&D team awaits the finalisation of the e-learning package on DDA which will allow a full roll out to all staff.
41	Regular meetings with Section 75 groups to inform reviews of Engagement.	Engagement Strategy reviewed with external Disability Advisory Group.	Disability Advisory Group will inform the development of the Engagement Strategy through pre-consultation comments.	<b>Partially Achieved.</b> The Assembly's Corporate Strategy 2018-2013 and associated plan includes a key strand of strengthening engagement with the public. The annual and four-year plans have superseded the draft public engagement strategy that was being developed and, amongst other things, includes provision to create opportunities for groups representing sections of the wider community, including section 75 groups, to be included within each yearly programme of events in Parliament Buildings. In addition, equality screening of all engagement policies and activities is undertaken as required.
42	Review existing layout of Assembly Chamber and previous options to improve accessibility.	Potential options provided for	Accessibility of Assembly Chamber improved.	<b>Partially Achieved.</b> Minor alterations have been carried out to facilitate an MLA

		consideration by the Assembly Commission.		who is a wheelchair-user. Further improvements will require extensive re-modelling of the chamber.  If required (and approved), such works will be included in future Business Plans.
43	Ensure staff receive training and guidance on disability equality legislation and disability awareness.	Mandatory training provided to all staff following establishment of the e-disability training programme.	To have staff suitably trained.	<b>Partially Achieved.</b>  The Equality Manager in collaboration with TEO/CAL and the Equality Commission is in the process of designing suitable training as part of an eLearning package for staff. Due to Covid-19, this project is currently on hold but the Assembly L&D team would be hopeful for delivery within the timeframe of the next plan.
44	Ensure that customer satisfaction surveys are carried out that allow for a review of findings by disability.	Visitor survey to include an additional question on access.  Survey to be issued once a year.  Monitor survey responses for compliments/complaints  Identify action points as required.	Action is taken concerning any issues raised.	<b>Partially Achieved.</b>  The Northern Ireland Assembly Visitor Survey (Good Relations) normally takes place three times a year, in March, June and October. However, as the Assembly was suspended until 10 January 2020, SMG agreed the survey be conducted once a year, with the intention of returning to three times per year when the Assembly resumed.

				<p>During the reporting period the survey was conducted in Autumn 2019. The research paper analysing the findings was published in January 2020. Subsequently in March 2020 restrictions due to Covid-19 meant that the March 2020 survey was unable to be conducted.</p> <p>Seventy-three responses from visitors who were taking tours or attending an event in Parliament Buildings participated in the Autumn survey. Respondents with a disability were asked to rate the physical access to and within Parliament Buildings. Six of the seven respondents rated the physical access to Parliament Buildings as either excellent (5) or good (1). SMG noted this survey report at its meeting of 24 January 2020.</p>
45	Provision of Braille business cards.	Provide the Speaker and Deputy Speakers with Braille business cards.	Speaker and Deputy Speakers to have Braille business cards.	<p><b>Partially Achieved.</b></p> <p>Braille business cards provided for the Principal Deputy Speaker and Deputy Speakers. In process to acquiring braille business cards for the Speaker.</p>

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

	Action Measures not met	Reasons
46	Explore concept of Parliament for People with Disabilities.	<p><b>Action Suspended.</b></p> <p>The Northern Ireland Assembly embarked on developing a specific training programme to encourage greater participation of those with a disability. The Northern Ireland Assembly consulted with a number of disability charities in 2017, including Disability Action, MENCAP, Autism NI, Cedar Foundation and also the Equality Commission. The concept of a Disability Parliament was discussed during those meetings. The consensus was that the disability groups themselves should manage the development of a Disability Parliament, which would be hosted by the Assembly (similar to the Pensioners Parliament run by Age Sector Platform). Work on the Parliament was curtailed due to the political situation in 2019 and subsequently in March restrictions due to Covid-19.</p>
47	Provide guidance for visitors and staff on further disability access arrangements in relation to participation in Assembly business and events, e.g. Committees, Plenary Session, seminars.	<p><b>Action Suspended.</b></p> <p>This output was to “Deliver regular Committee Witness Training (4 per year)”.</p> <p>This output was to “Deliver regular Committee Witness Training (4 per year).”</p> <p>Committee witness sessions are an element of the Assembly Community Connect programme of events. Committee</p>

		witness training did not take place, however, during the period when the Assembly was not meeting as committees had not been established. Committees were established and began meeting at the end of January 2020. Committee Witness Training is therefore planned to resume.
48	Continue to provide support to Assembly Charity of the Year.	<b>Action Suspended.</b>  The term of the previous Assembly charity of the year expired in April 2018. Due to the political situation in 2019 and subsequently Covid-19 restrictions, no successor charity of the year has yet been appointed. However, the Assembly has continued to host events for a variety of charitable purposes and is reviewing its charity policy.
49	Increase the level of accessible/inclusive information so that users with a disability can access digital services and information as independently as possible and make informed choices.	<b>Action Suspended.</b>  This action was not progressed due to staff members being redeployed while the Assembly was not sitting.  Please note that the Digital First Strategy has been superseded by other developments ongoing development of AIMS, ePetitions and other digital services.
50	Digital First EQIA.	<b>Action Suspended.</b>  This action was not progressed due to staff members being redeployed while the Assembly was not sitting.  However, please note that the Digital First Strategy has been superseded by other developments ongoing development of AIMS, ePetitions and other digital services.
51	Monitor and assess accessibility of our website.	<b>Action Suspended.</b>

	Undertake assessment exercise and address issues of accessibility.	<p>No further work has been undertaken on the accessibility of the Assembly website due to staff members being redeployed while the Assembly was not sitting.</p> <p>Work will be required to bring the site up to the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 to ensure it can meet the international WCAG 2.1 AA accessibility standards where we can.</p> <p>A new accessibility statement that explains the sites' current status and where the accessibility issues are and how the Assembly plans to address these issues will be published following a site audit.</p>
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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

Use of questionnaires, interviews, action plan review and feedback systems.

(b) Quantitative

Screening and EQIA processes.

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/ <b>Additional Action Measures</b>	Performance Indicator	Timescale
1			
2			
3			
4			
5			

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?

No

<sup>i</sup> **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.

<sup>ii</sup> **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.

<sup>iii</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments



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<sup>iv</sup> **Regional:** Situations where people can influence policy decision making at a middle impact level

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

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

- Annex 1** Education Service Figures 1 April 2019 – 31 March 2020.
- Annex 2** Examples of youth groups and specialist adult groups that participated in the Education Service’s programmes and events 1 April 2019 – 31 March 2020.
- Annex 3** Annual monitoring update of Audit of Inequalities Action Plan 2016-2021.
- Annex 4** Inward international delegation visits to the Northern Ireland Assembly 1 April 2019 – 31 March 2020.
- Annex 5** NI Assembly Secretariat Organisational Chart.

## Annex 1

### Education Service Figures 1 April 2019 – 31 March 2020

School Type	No. of groups	No. of Participants
Controlled Grammar	8	463
Controlled Grammar (External Outreach)	2	145
Controlled Primary	45	2,134
Controlled Primary (External Outreach)	15	969
Controlled Secondary	21	911
Controlled Secondary (External Outreach)	2	77
Further & Higher Education	1	11
Integrated Primary	2	64
Integrated Primary (External Outreach)	1	13
Integrated Secondary	6	259
Integrated Secondary (External Outreach)	2	80
Maintained Primary	37	1,344
Maintained Primary (External Outreach)	17	758
Maintained Secondary	10	400
Maintained Secondary (External Outreach)	2	430
Special Secondary	3	45
Special Secondary (External Outreach)	1	40
University	1	40
University (External Outreach)	1	200
Voluntary Grammar	23	1,181
Voluntary Grammar (External Outreach)	9	1,361
Voluntary Primary	3	62
<b>TOTAL</b>	<b>212</b>	<b>10,987</b>

<b>Group Type</b>	<b>No. of groups</b>	<b>Percentage of groups</b>	<b>Participants</b>	<b>Percentage of participants</b>
Adult	10	3.12%	266	1.87%
Exchange	15	4.67%	531	3.73%
FHE	6	1.87%	104	0.73%
FHE (External Outreach)	1	0.31%	21	0.15%
School	158	49.22%	6,863	48.27%
School (External Outreach)	51	15.89%	3,873	27.24%
University	30	9.35%	875	6.15%
University (External Outreach)	1	0.31%	200	1.41%
Youth Group	46	14.33%	1,401	9.85%
Youth Group (External Outreach)	3	0.93%	85	0.60%
<b>Total</b>	<b>321</b>		<b>14,219</b>	

## **Annex 2**

### **Examples of youth groups and specialist adult groups that participated in the Education Service's programmes and events 1 April 2019 – 31 March 2020**

Aston Community Centre

Belfast Metropolitan Futures Project

Cara Friend

Children's Law Centre

Clanrye Group

Extern

Girl Guiding Ulster

INTO programme QUB – newly arrived international students

National Citizen Summer Service Programme

Newry and Mourne Youth Council

NI Youth Forum

NICCY

Northern Ireland Regional Colleges – students of Public Services, Social Policy, Health and Journalism

Omagh Youth Centre

Pathways

Springboard opportunities (Young people Not in Education, Employment or Training)

Start 360

T: BUC Summer Camp Programme

Tides Training - cross community and newcomer programmes

Ulster University Transitional Justice Institute (law students)

Ulster Wildlife

Volunteer Now

Women's Aid







YMCA - National Citizen Service and Youth in Government Programmes

Youthscape programme (Young people Not in Education, Employment or Training)







## Annex 3

### Annual Monitoring Update on Audit of Inequalities Action Plan 2016-2021

#### Status Key:

-  Complete for period (1 April 2019 to 31 March 2020)
-  In progress/ongoing for period (1 April 2019 to 31 March 2020) OR on schedule to be progressed in line with timeline
-  Overdue
-  Action suspended
-  New action
-  Amended action

#### Overall status of actions:

	Status Key	No of actions
	Completed	19
	In progress/ongoing for period	2
	Overdue	-
	Action suspended	5
	New action	-
	Amended action	-
	<b>Total actions</b>	<b>26</b>

## Annual Monitoring Update on Audit of Inequalities Action Plan 2016-2021

**Function 1:** The acquisition and maintenance of premises and equipment to provide suitable accommodation, facilities and support services in which a fully functioning Assembly can operate.

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
1. Improve accessibility to the Chamber and Official's Boxes within the Chamber	Access to Parliament Buildings (Theme 1a of Audit of Inequalities)	Persons with a disability and persons without	Improved accessibility to Chamber for all Members. Increased capacity for Official's with mobility issues.	No. Minor alterations have been carried out to facilitate a MLA who is a wheelchair-user. Further improvements will require extensive re-modelling of the chamber. If required (and approved), such works will be included in future Business Plans.	Head of Building Services	<b>Complete for reporting period.</b>
2. Implementation of access audits completed by RNIB, Disability Action and Action on Hearing	Access to Parliament Buildings (Theme 1a of Audit of Inequalities)	Persons with a disability and persons without	Improved accessibility to Parliament Buildings for persons with a disability.	No. All work items within our remit relating to the audits have been completed.	Head of Building Services	<b>Complete.</b>

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
Loss regarding a programme of works	Access to Services (Theme 1b of Audit of Inequalities)		All works projects are designed and constructed in accordance with Building Regulations and other relevant legislation.	Other wider 'estate' issues have been passed to DFP. Further agreed improvements will be included in relevant Business Plan.		
3. Investigate options to further improve facilities for wheelchair users	<p>Access to Parliament Buildings (Theme 1a of Audit of Inequalities)</p> <p>Access to Services (Theme 1b of Audit of Inequalities)</p>	Persons with a disability and persons without	Improved accessibility to Parliament Buildings for all building users and specifically for wheelchair users. Improvements to means of escape in the event of an emergency for wheelchair users.	No. This work has been completed	Head of Building Services	<p><b>Complete for reporting period.</b></p> <p>As approved by the Assembly Commission, the following physical alterations and improvements have been completed in Parliament Buildings:</p> <ul style="list-style-type: none"> <li>Relocation of the retail outlet on the Ground Floor and a ramped access has been installed between the Lower Ground Floor (entrance area) and the Ground Floor;</li> <li>Alterations have taken place to counters in the Members' Bar, Business Office and Stationery Office to facilitate wheelchair access;</li> </ul>



Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
						<ul style="list-style-type: none"> <li>• Refurbishment and upgrade of a passenger lift to fire evacuation standard and creation of refuge areas, meaning that the lift can be used in the event of an emergency evacuation, and;</li> <li>• Automatic-opening of all corridor doors at Basement, Ground Floor and 1<sup>st</sup> Floor Levels in the building.</li> </ul>
4. Maintain Action on Hearing Loss Award	Access to Parliament Buildings (Theme 1a of Audit of Inequalities)	Persons with a disability and persons without	Work towards maintaining Action on Hearing Loss 'Louder than Words' accreditation.	Yes	Environmental Services Manager	<b>Complete for reporting period.</b> Award maintained
5. Maintain National Autistic Society Autism Award	Access to Parliament Buildings (Theme 1a of Audit of Inequalities)	Persons with a disability and persons without	Work towards maintaining Autism accreditation.	Yes	Environmental Services Manager	<b>Complete for reporting period.</b> Award maintained
6. Provision of translation from Irish	Good Relations	Persons of different	That the Speaker/Clerks at	Yes	Editor of Debates	<b>Complete for reporting period.</b>

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
(and Ulster Scots on request) to English to the Speaker and Clerks at the table	(Theme 1c of Audit of Inequalities)	religious belief Persons of different political opinion Persons of different racial group	Table receive and understand what is being said. Without such a service there could potentially be a breach of Assembly Standing Orders. Measured by exception i.e. Speaker/Clerks at Table advise that no such service is provided and by recording translation audio channel on SLIQ system.			The service was provided for sittings of the Assembly during the reporting period.
7. Ensure Parliament Buildings is welcoming to all sections of society and cultures by reviewing art, artefacts and exhibitions	Good Relations (Theme 1c of Audit of Inequalities)	Persons of different religious belief Persons of different political opinion Persons of different racial group	Review of initiatives on how art and exhibitions might be used in Parliament Buildings	Consideration of new art initiatives to allow opportunities to reflect the wider community within Parliament Buildings.	Engagement	<b>Action suspended.</b>  Consultation with the Arts Council and the College of Art took place to look at proposals for a series of new art initiatives for mid-2018. However, a decision was made not to progress matters during this period given the political situation and the associated potential for reputational risk. That was followed by the COVID-19 situation and

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
						work was not progressed during the reporting period.
8. Language Policy	Good Relations (Theme 1c of Audit of Inequalities)	Persons of different religious belief Persons of different political opinion Persons of different racial group	The Education Service now provides a programme in Irish to primary and post primary pupils. In 2015, plans were put in place to translate the primary section of the website – this will be available in February 2016. Some video resources are also available in Irish.  Development of Language Policy for the Assembly Commission.	Yes	Education Officer          Equality Manager	<b>Complete for reporting period.</b>  Irish-medium schools were made aware in September 2019 that the education programme is available in Irish. Two Irish-medium schools requested a visit during this reporting period. A tour in Irish was also offered to Irish-medium schools taking part in Seachtain na Gaelige (Irish Language week) on 10 March 2020.  <b>Complete for reporting period.</b>  A paper dealing with Irish, Ulster Scots and minority ethnic languages was considered by SMG at its January 2017 and March 2017 meetings. Following consideration, it was agreed that the paper should be ready for consideration by an incoming Commission.

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
9. Monitoring the outcome of the EQIA on the Flying of the Union Flag at Parliament Buildings	Good Relations (Theme 1c of Audit of Inequalities)	Persons of different religious belief Persons of different political opinion Persons of different racial group	Complete	No	Equality Manager	<b>Complete.</b>
10. Monitoring of revised Engagement Strategy (Strategy is finished and is replaced by current draft Engagement Strategy 2018-2023)	Participation (Theme 1d of Audit of Inequalities)	All groups	Complete	No	Outreach Manager	<b>Complete for reporting period.</b>  The Assembly's Corporate Strategy 2018-2013 and associated plan includes a key strand of strengthening engagement with the public. The annual and four-year plans have superseded the draft public engagement strategy that was being developed. The Corporate Plan 2019-2023 is to be monitored on a regular basis by Strategy Steering Groups and one such group is dedicated to ensuring monitoring of the strand of strengthening public engagement.

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
11. Engaging with women, people with disabilities and ethnic minorities under-represented in public life through Assembly Community Connect	Participation (Theme 1d of Audit of Inequalities)	Men and women generally Persons with a disability and persons without Persons of different racial group	Increased engagement with women, people with disabilities and ethnic minorities; inform groups how to utilise resources available through Assembly Community Connect & partner organisations	Yes	Outreach Manager	<p><b>Complete for reporting period.</b></p> <p>Due to the political situation during the reporting period, the demand for activity was relatively low with 10 ACC events being held. This included events for those with a disability, including sight and mobility issues, those from different faiths and those with differing religious and political opinions.</p> <p>The Northern Ireland Assembly also hosted an event to mark Commonwealth Day in March 2020, with 70 attendees from across the Commonwealth. This included those from various racial groups and hard to reach backgrounds.</p>
12. Engagement with young people through Education Service visits programme	Participation (Theme 1d of Audit of Inequalities)	Persons of different age	Education Programmes provided for young people from Key Stage 2 (age 8) to Key Stage 5 (Post 16)	Yes	Education Officer	<p><b>Complete for reporting period.</b></p> <p>Education Service programmes were delivered to groups with a broad age range. While the majority of groups fall between the P5 and AS-level range, the Education Service also engages with a considerable number of university groups and a smaller number of</p>

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
						Key Stage 1 pupils. It is estimated that over 200 schools and nearly 11,000 participants were involved in Education Service visits during the reporting period.
13. Engagement with young people	Access to Services (Theme 1b of the 2011 Audit of	Young people	In 2016, the Education Service will apply for Erasmus+ to fund a youth partnership programme. This project will aim to recruit young people who face social and economic barriers to participation	Yes	Education Manager	<b>Complete.</b> The application was unsuccessful in 2016.
14. Development of appropriate resources to support learning about the Assembly	Access to Services (Theme 1b of the 2011 Audit of Inequalities)	Young people	Develop and update a variety of educational resources across all Key stages ( all ages) this will include new website activities and video resources	Yes	Education Team	<b>Complete for reporting period.</b> The Education Service's website partner, CCEA, has been converting web activities/resources to HTML to make them accessible on all platforms. A review/audit of the site was completed during the reporting period and all necessary amendments were made by end-June 2019. The Education Service worked with political parties to

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
						<p>provide factsheets in support of the new Government and Politics GCSE. A glossary was also provided.</p> <p>The Assembly partnership with CCEA is in place until 2022, ensuring that Education Service online resources will continue to be up to date in terms of technology and content that supports the curriculum.</p>
15. Implementation of Secretariat Gender Action Plan	<p>Recruitment and Selection (Theme 2a of Audit of Inequalities)</p> <p>Equality issues for existing staff</p>	Men and women generally	The removal of any actual or perceived barriers to gender equality within the secretariat through the implementation of a gender action plan.	Yes	Equality Manager	<p><b>Complete for reporting period.</b></p> <p>Progress against targets in the continuing Gender Action Plan are overseen by the Gender Action Plan Implementation Group, which reports on progress to the Secretariat Management Group (SMG) and the Assembly Commission every six months. Six-monthly monitoring reports can be found on via the link detailed below. During the reporting period two six-monthly reports were tabled at SMG and the Assembly Commission in October 2019 and March 2020.</p>

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
						The continuing GAP for 2019-23 and monitoring reports are available at:  <a href="http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/gender-action-plan/">http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/equality-policies/gender-action-plan/</a>
16. Provision of an Irish Language champion	Participation (Theme 1d of Audit of Inequalities)	Young People	Translation of the primary section of the Education website will complete in February 2016. Delivery of programmes in Irish continues.	yes	Education Team	<b>In progress.</b>  An Irish language champion is in place. Work on translating the primary section of the website is well-progressed, but further action is on hold as the Assembly only recently resumed formal business in January 2020 and there was further disruption in March 2020 due to COVID-19.
17. Continued facilitation of the Pensioners' Parliament	Participation (Theme 1d of Audit of Inequalities)	Persons of different age	To facilitate one Parliament per year	Yes	Outreach Manager	<b>Action suspended.</b>  A Pensioners Parliament was not held because, due to the political situation in 2019, no Ministers were



						<b>Timescale and Status Update</b>
						<p>in place to respond to the debates/questions.</p> <p>No request was received to host the Pensioners' Parliament in 2020.</p>
18. Additional Minority Parliaments	<p>Participation (Theme 1d of Audit of Inequalities)</p> <p>Good Relations (Theme 1c of Audit of Inequalities)</p>	Persons of different racial group/people with a disability	To facilitate one BME Parliament per year	Yes	Outreach Manager	<p><b>Action suspended.</b></p> <p>The partner organisation for black and minority ethnic (BME) parliaments, NICEM, has entered voluntary insolvency. That capacity will need to be re-established within this community to facilitate further BME parliaments. It may be some time before this action can be revisited. This action is therefore suspended, but a new action will be added when the political situation is resolved to deliver an annual 'Get Involved' conference for BME groups.</p>
19. Continued Implementation of the 'Perspective on...' series	Good Relations (Theme 1c of Audit of Inequalities)	Promoting good relations between persons of different religious	To hold events as agreed by the Assembly Commission	Following the March 2017 election, the Assembly Commission agreed that the historic	Speaker's Office	<p><b>Complete for Reporting Period.</b></p> <p>The Assembly Commission agreed in January 2020 to hold an event at the end of the year to mark the 100<sup>th</sup> anniversary of the</p>

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
		belief, political opinion or racial group.		anniversaries policy would not be initiated for the 2017-2022 mandate until the Assembly resumes normal business subject, to review by summer 2018. The Commission agreed to initiate the policy in December 2018.		Government of Ireland Act which set up Northern Ireland.
20. Continued lighting of the exterior Parliament Buildings	Good Relations (Theme 1c of Audit of Inequalities)	Promoting good relations between persons of different religious belief, political opinion or	To light the exterior of Parliament Buildings as agreed by the Assembly Commission.  The Commission will schedule up to 4 days (consecutive or	Yes	Facilities	<b>Complete for reporting period</b>  <a href="http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/northern-ireland-assembly-use-of-external-lighting-policy-at-parliament-buildings-2014/">http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/northern-ireland-assembly-use-of-external-lighting-policy-at-parliament-buildings-2014/</a>

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
		racial group.	<p>not) during a calendar year for event(s) of its choice in line with the policy.</p> <p>b) The Northern Ireland Charity of the year will have access to the system for up to 5 days (consecutive or not) during its 12 months term.</p> <p>c) The Assembly Commission will grant up to another 8 days for events during a calendar year when requests are made (paragraphs g) in line with the policy (1 day per event).</p>			

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
			Altogether there will be up to 17 days scheduled per year in line with the policy with potential extraordinary ad-hoc requests as specified at paragraphs h) & i).			
21. Continue annual series of 'Let's Talk' events across constituencies	Participation (Theme 1d of Audit of Inequalities)	Young People	Hold events in school venues which will involve all constituencies	Yes	Education Team	<b>Action Suspended.</b>  'Let's Talk' events were suspended while the Assembly was not sitting due to the political situation and, more recently, due to the COVID-19 restrictions. 'Let's Talk' events will be reviewed with a view to them resuming once the situation allows. However, during the reporting period, young people from all constituencies continued to meet and engage with MLAs during Education Service events in Parliament Buildings and in schools.
22. Speaker to host 'Assembly	Participation (Theme 1d	Gender	The week will host a range of different	Yes	Speaker's Office, Communications and Outreach	<b>Complete for reporting period.</b>

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
Women's Week' annually which will focus on encouraging women to participate and increasing female representation	of Audit of Inequalities)		events including discussion with female role models, increasing female representation on public and private boards, increasing female presence in the media.			The Speaker's Office, Education Service and the Assembly Women's Caucus, organised a special debate in the Assembly Chamber to mark International Women's Day on 6 March 2020. The theme was gender equality and included the theme of increasing female participation. The event involved a range of schools and youth organisations. One of the main aims of the event was to maximise the diversity of young women attending.
23. Develop a business outreach plan by delivering targeted training to businesses to raise awareness of the Northern Ireland Assembly Business Trust (NIABT) in the private sector.	Participation (Theme 1d of Audit of Inequalities)	Men and Women generally	Increase NIABT members by 5% year on year and improve wider understanding of how businesses can engage with the Assembly. The NIABT will specifically run events to encourage the	Yes	Outreach	<b>Action suspended.</b>  The Northern Ireland Assembly Business Trust (NIABT) Board of Trustees agreed in 2017 that the NIABT should be dissolved and noted that the Assembly Commission proposed to initiate a new programme of work, once the Assembly resumes normal business, to further strengthen engagement with the business sector. The trustees met again in September 2018 and January 2019

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
			involvement of women.			<p>and re-affirmed its position that dissolution should take place once the political situation was resolved. The NIABT AGM was held on 6 March 2019 and the Board's position agreed by the membership. Since the resumption of normal Assembly business in January 2020, the Board has met to take forward the Trust's dissolution. However, COVID-19 has restricted progress.</p> <p>The Assembly's Corporate Plan 2019-2023 contains plans to develop proposals for an Assembly Business Network. Work on its development will continue in tandem with the dissolution of the Trust, ensuring continuity of the relationship between business and the Assembly.</p>
24. Regular meetings with Section 75 groups to inform reviews of	Participation (Theme 1d of Audit of Inequalities)	All s75 Groups	Annual meetings with appropriate groups to inform reviews of Strategy.	Yes	Outreach	<p><b>In progress.</b></p> <p>The Assembly's Corporate Strategy 2018-2023 and associated plan includes a key strand of</p>

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome Area(s)	S75 Category	Intended outcome/impact and how this will be measured	In the current service Business Plan (Yes/No)	Lead	Timescale and Status Update 1 April 2019-31 March 2020
Engagement Strategy.						strengthening engagement with the public. The annual and four-year plans have superseded the draft public engagement strategy that was being developed and, amongst other things, includes provision to create opportunities for groups representing sections of the wider community, including section 75 groups, to be included within each yearly programme of events in Parliament Buildings. In addition, equality screening of all engagement policies and activities is undertaken as required.

**Function Two:** The recruitment and ongoing development of suitably qualified and experienced staff to support the Assembly.

Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome area(s)	Section 75 Categories	Intended outcome/impact and how this will be measured	In the current service plan (Yes/No)	Lead Responsibility	Timescale
25. Continue to implement fair and inclusive recruitment practices	Recruitment and Selection (Theme 2a of Audit of Inequalities)	All	<p>Ensuring that all recruitment competitions are fully accessible</p> <p>Apply welcome statements or affirmative action if appropriate in consultation with the Equality Commission for NI.</p>		Head of HR	<p><b>Complete.</b></p> <p>The procedures for internal and external recruitment have been reviewed to ensure compliance with good practice. The policies were used for recruitment exercises carried out in the period 1.4.19 – 31.3.20</p> <p><b>Complete for reporting period.</b></p> <p>The Guaranteed Interview Scheme has been used for internal and external recruitment exercises carried</p>



Action taken to better promote equality of opportunity/ good relations	Inequality Identified and Outcome area(s)	Section 75 Categories	Intended outcome/impact and how this will be measured	In the current service plan (Yes/No)	Lead Responsibility	Timescale
						out in the period 1.4.19 – 31.3.20.
26. Continue to implement staff surveys	Recruitment and Selection (Theme 2b of Audit of Inequalities)	All	<p>Use the results of the staff survey to produce and implement an action plan if required</p> <p>Monitor the progress of the implementation of this action plan</p>	Individual actions being implemented by different business areas.	Corporate Support	<p><b>Complete for reporting period.</b></p> <p>The 2019 Staff Survey launched on 7 October 2019 and closed on 25 October 2019. The final report of the survey was agreed by the Internal Communications Group (ICG) in March 2020 and presented to the Secretariat Management Group (SMG) on 3 April 2020. SMG will consider the findings and recommendations with a view to producing and implementing an</p>

Action taken to better promote equality of opportunity/good relations	Inequality Identified and Outcome area(s)	Section 75 Categories	Intended outcome/impact and how this will be measured	In the current service plan (Yes/No)	Lead Responsibility	Timescale
						action plan. The final survey report and associated recommendations were published on the Assembly's intranet on 7 April 2020.

## **Annex 4**

### **Inward international delegation visits to the Northern Ireland Assembly 1 April 2019 – 31 March 2020 included:**

- Flemish Speaker, - 29<sup>th</sup> April 2019
- Israeli Delegation – 30<sup>th</sup> April 2019
- Parliament of Tasmania -13<sup>th</sup> May 2019
- Ministry of Unification, Republic of Korea –7<sup>th</sup> June 2019
- Human Right's Defenders Office, Armenia & Georgia – 10<sup>th</sup> June 2019
- US deputy Chief of Mission– 18<sup>th</sup> June 2019
- Lithuanian Ambassador to the UK – 20<sup>th</sup> June 2019
- DePaul University, Chicago – 24<sup>th</sup> June 2019
- Canadian Legislative Interns – 24<sup>th</sup> June 2019
- Spanish NATO Officers – 26<sup>th</sup> June 2019
- MPs from the National Assembly of the Republic of Korea – 4<sup>th</sup> July 2019
- Japanese Ambassador to the UK – 23<sup>rd</sup> July 2019
- High Commissioner of St Kitts & Nevis to the UK – 5<sup>th</sup> August 2019
- Deputy High Commissioner of New Zealand to the UK – 10<sup>th</sup> September 2019
- Members of the Vietnam Internal Affairs Commission – 30<sup>th</sup> September 2019
- German MPs – 10<sup>th</sup> October 2019
- Austrian Ambassador – 10<sup>th</sup> October 2019
- Argentine Ambassador – 14<sup>th</sup> October 2019
- Vice Consul-Political Affairs, British Consulate New York – 16<sup>th</sup> October 2019
- Tajikistan Ambassador to the UK – 22<sup>nd</sup> October 2019
- Australian High Commissioner to the UK – 23<sup>rd</sup> October 2019
- Israeli Political Leaders – 28<sup>th</sup> October 2019
- Californian State Senate – 8<sup>th</sup> November 2019
- National Liberal Club, European Forum – 12<sup>th</sup> November 2019
- Dutch Ambassador to the UK – 21<sup>st</sup> January 2020
- German deputy Head of Mission – 22<sup>nd</sup> January 2020
- Romanian Ambassador to the UK – 23<sup>rd</sup> January 2020
- Federal Parliament of Nepal - 6<sup>th</sup> February 2020
- Deputy Ambassador of Israel in the UK- 11<sup>th</sup> February 2020
- National Assembly of Laos - 19<sup>th</sup> February 2020
- Ombudsperson Institution of Kosovo - 20<sup>th</sup> February 2020
- YAGA, Cyprus - 24<sup>th</sup> February 2020
- Consul General of the Republic of Poland - 4<sup>th</sup> March 2020

Annex 5

NI Assembly Secretariat Organisational Chart

The Northern Ireland Assembly Secretariat

