



**Northern Ireland Practice and Education Council
for Nursing and Midwifery**

**Public Authority Statutory Equality, Good Relations and
Disability Duties
Annual Progress Report 2021-22**

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Documents published relating to our Equality Scheme can be found at:
<https://nipec.hscni.net/publications/equality-human-rights/>

During 2021-22, we completed the Five-Year Review of our Equality Scheme. The report can be found at <https://nipec.hscni.net/publications/equality-human-rights/>. Our Equality Scheme is due to be reviewed again by 31st March 2026. (ECNI Q28).

Signature:


Linda Kelly Chief Executive

This report has been prepared adapting a template circulated by the Equality Commission. It presents our progress in fulfilling our statutory equality and disability duties. This report reflects progress made between April 2021 and March 2022.

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Chapter 1: Summary Quantitative Report

Screening, EQIAs and Consultation (ECNI Q15, 16, 19)

1. Number of policies screened (as recorded in screening reports) (see also Chapter 6)	Screened in	Screened out with mitigation	Screened out without mitigation	Screening decision reviewed following concerns raised by consultees
	0	4	0	No concerns were raised by consultees on screening published in 2021-22
2. Number of policies subjected to Equality Impact Assessment	0			
3. Indicate the stage of progress of each EQIA	Title		Stage	
	N/A		N/A	
4. Number of policy consultations conducted	0			
5. Number of policy consultations conducted with screening presented (See also Chapter 2, Table 2)	0			

Training (ECNI Q24)

6. Staff training undertaken during 2021-22

(See also Chapter 2, Q6)

Course	Number of Staff trained	Number of Board Members trained
Screening training	2	0

E-learning:

Making a Difference

Part 1 – All Staff	4
Part 2 – Line Managers	3

Complaints (ECNI Q27)

7. Number of complaints in relation to the Equality Scheme received during 2021-22

None

Please provide detail of any complaints:

N/A

Equality Action Plan (see also Chapter 3) (ECNI Q7)

8. Within the 2021-22 reporting period, please indicate the number of:

Actions completed:	1	Actions not completed:	1	Actions ongoing:	2	Actions to commence:	---
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Disability Action Plan (see also Chapter 4) (ECNI Part B Q1)

9. Within the 2021-22 reporting period, please indicate the number of:

Actions completed:	4	Actions ongoing:	3	Actions to commence:	---
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Chapter 2: Section 75 Progress Report

The Health and Social Care (HSC) system in Northern Ireland, including NIPEC, continued to face unprecedented challenges in 2021-22 with the ongoing impact of Covid-19.

The continuation of the government guidelines which necessitated social distancing and restrictions on the gathering of people within large groups, resulted in NIPEC offices remaining closed and virtual communication became the norm during the extensive periods of 'lockdown'.

Although some of the objectives within NIPEC's Business Plan for 2021-22 were paused, NIPEC continued to work virtually to progress essential workstreams. A number of senior professional staff supported the work in the mass vaccination centres and the rollout of the regional vaccination programme in Northern Ireland.

In addition, due to a number of retirements and leavers, NIPEC has experienced a significant turnover of staff in 2021-22 (circa 50%).

(ECNI Q1, 3, 3a, 3b, 23)

1. 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.

Table 1 below outlines progress to better promote equality of opportunity and good relations. Please note this work is as a result of:

- equality screening / Equality Impact Assessments (EQIAs)
- monitoring
- staff training
- engagement and consultation
- improvements in access to information and services
- implementation of Equality and Disability Action Plans.

In most cases, it is not possible to ascribe developments and changes to one single factor. New initiatives, such as the Gender Identify Employment Policy, for instance, are not necessarily an outcome of screenings or Equality and Disability Action Plan implementation.

As mainstreaming progresses and the promotion of equality becomes part of the organisational culture and way of working, the more difficult it becomes to ascribe activities and outcomes to the application of a specific element of Equality Scheme implementation.

All Section 75 groups:

Covid-19

The last year has continued to be a challenging one for all staff within health and social care due to the Covid-19 pandemic, with NIPEC staff still required to work from home as per Department of Health guidance. All staff continued to be provided with appropriate IT equipment and the necessary support and tools to operate work as effectively as possible within their home environment.

The Covid-19 pandemic continued to have an impact on carer arrangements and line managers continue to be flexible with those who were impacted with the challenges of home working including those associated with caring responsibilities.

Return to the Office / Hybrid working and Agile working was added as a standing item at all quarterly meetings of the Equality Forum which brings together representatives from each of the 11 regional HSC organisations including NIPEC.

The aim was to facilitate the identification and consideration of the needs of staff in decision-making, in particular for staff with a disability and those who are carers; to share good practice; and to ensure engagement with staff members from various Section 75 groups.

This included a presentation on the initial findings relating to staff with disabilities and caring responsibilities from the BSO Human Resources Working from Home Survey 2021. NIPEC's Health and Social Wellbeing Committee undertook a similar survey of their staff in early 2021, and findings from both surveys will help inform NIPEC in planning for a return to office working in line with government guidance in 2022/23.

Members gave updates on what work was being done or decisions being made within their organisations in relation to agile and flexible working. The need for further in-depth analysis of equality findings in the survey and for assurance that new ways of working take account of these findings was recognised.

Where changes resulted from screenings, these will be listed in Chapter 6, the mitigation report.

We did not carry out any EQIAs during this period, therefore no changes resulted from EQIAs.

Table 1:

	Outline new developments or changes in policies or practices and the difference they have made for specific equality groupings
Persons of different religious belief	
Persons of different political opinion	
Persons of different racial groups	
Persons of different age	
Persons with different marital status	
Persons of different sexual orientation	
Persons of different genders and gender identities	
Persons with and without a disability	(Please note: Our work on promoting equality for people with a disability in the workplace is reported on in detail in the Disability Action Plan – Progress Report 2021-22. This comprises, for example, our Disability Awareness Days for staff)

	Awareness raising of Tapestry, the Disability Staff Network - the meeting held in June 2021 had to be cancelled due to low attendance, and as a result of this, a conscious effort was made to raise awareness of the network and its meetings. Meeting notices were issued to all staff before each meeting, articles were included in staff newsletters and corporate communications sent to all staff outlining the purpose and work of the network as well as encouraging attendance. As a result of this, network membership has grown and attendance at meetings has increased significantly. This has meant an increase in the numbers of our staff who have disabilities, or who care for someone with a disability accessing support or making their voice heard through the network. Several Tapestry members attended and gave an input at a Systems Leadership Conference attended by senior leaders across Health and Social Care. The members felt that the senior leaders seemed to learn a lot and Tapestry was also promoted as a good practice example of supporting staff. A lot of questions were asked about all three presenters' experiences and they all contributed their differing experiences.
Persons with and without dependants	

(ECNI Q4,5,6)

2. During the 2021-22 reporting period:

(a) Were the Section 75 statutory duties integrated within:

	Yes/No	Details
Job descriptions	Yes	Whilst the new template for Job Descriptions and Personnel Specifications used across the HSC no longer makes reference to the Section 75 duties, all existing NIPEC job descriptions include a general statement to 'assist NIPEC in the fulfilment of its statutory duty under Section 75 of the NI Act 1998, to promote equality of opportunity and good relations and also the Human Rights Act 1998 and the Disability Discrimination Order 2007; and support NIPEC in complying with its obligations under the Human Rights legislation'. In addition, some job descriptions have more specific references to Section 75 responsibilities and duties such as the Chief Executive, Head of Corporate Services and Business Manager. NIPEC's 5-year review of its Equality Scheme in 2021 resulted in an action to 'seek advice from the BSO Human Resources and Equality Services as to whether reference to the Section 75 duties should be reintegrated into the templated used for all new job descriptions'. This will be followed up with BSO Human Resources.
Performance objectives for staff	Yes	For some members of staff, such as the Chief Executive, Head of Corporate Services and Corporate Services Manager. As an example, in 2021-22, on behalf of the organisation, the Corporate Services Manager carried out the following: • Co-ordinated and managed the implementation of year 4 of the Equality

		and Disability Plans 2018-23 in collaboration with the HSC Equality Forum and BSO's Equality Unit. • Commenced the process of reviewing, developing and consulting on new Equality and Disability Plans due to commence in April 2023 – this is in collaboration with HSC partner organisations and with the support of the BSO's Equality Unit. • Represented NIPEC on the quarterly HSC Equality Forum, participating in discussion and joint actions and feeding back to the Head of Corporate Services and senior team on relevant issues. • Supported NIPEC Business Team in ensuring Equality duties were fulfilled, including completion of Annual Progress Report, equality screening of policies, procedures, corporate and project plans and decisions.
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(b) Were objectives and targets relating to Section 75 integrated into:

	Yes/No	Details
Corporate/strategic plans	Yes	NIPEC's Corporate Plan 2017-21 outlines a set of values that directly impact on what NIPEC does and how it does it. These provide a constant reference point for the organisation as it seeks to implement the Corporate Plan. One such value is to 'be impartial' and the need to ensure NIPEC acts with 'integrity, transparency and objectivity' promoting 'a culture of equality and diversity'. Due to the Covid-19 pandemic, Department of Health paused a number of governance activities including development of new Corporate Plans. ALBs were advised to roll forward their Corporate Plan to cover 2021-22 pending further advice.
Annual business	Yes	NIPEC's Business Plan for 2021-22 required NIPEC to ensure it adhered to the appropriate

plans		Statutory and Regulatory requirements by demonstrating compliance with Equality and Human Rights statutory and regulatory duties In addition, the plan stated NIPEC would implement year 4 actions within NIPEC's Equality and Disability Action Plans 2018-23 reporting progress in the Annual Progress Report to the Equality Commission NI.
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(ECNI Q11,12,17)

3. Please provide any details and examples of good practice in consultation during the 2021-22 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:

NIPEC is committed to supporting practitioners and organisations, both in HSC and the voluntary, independent and private sector, to deliver safe and effective person-centred care. NIPEC acknowledges that this support is only made possible if it works collaboratively with its key stakeholders and engages effectively with them to address the challenges faced by health and social care services in Northern Ireland. Engaging, involving and working with our stakeholders, internal and external, continues to be an important aspect of our work.

NIPEC work streams are co-produced with a range of relevant stakeholders particular to the subject area. NIPEC works with stakeholders, appropriately addressing accessibility issues to support and encourage full partnership in decision making. This on occasion will include the input of service users

Throughout 2021-22, NIPEC staff continued to lead and facilitate a series of virtual engagement activities including project meetings, awareness sessions and professional fora. In response to the Covid-19 Pandemic and the need to work remotely, a number of specific standard operational procedures had been developed and equality screened where appropriate. In addition, equality screening of workstreams continue to reflect the move to using remote/virtual working and any additional impact for Section 75 groups.

One of NIPEC's main vehicles of communication continues to be via its website <https://nipec.hscni.net> and the organisation is also responsible for supporting the nursing and midwifery careers website.

The sites are regularly reviewed and updated – in response to the Accessibility Regulations, which require all public bodies to audit websites and take any action required to ensure full access to their website by users with disabilities, NIPEC continues to work with its regional HSC colleagues and external organisations who host sites on NIPEC's behalf, in ensuring websites are audited and action taken. Website users are alerted to the option to request alternative formats where information is not accessible and NIPEC has published its accessibility statement outlining what action they are taking to make their websites fully accessible.

(ECNI Q21, 26)

4. In analysing monitoring information gathered, was any action taken to change/review any policies? Please provide any details and examples.

None

(ECNI Q22)

5. Please provide any details or examples of where the monitoring of policies, during the 2021-22 reporting period, has shown changes to differential/adverse impacts previously assessed.

None

(ECNI Q25)

6. 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:

NIPEC avails of the joint Section 75 training programme that is coordinated and delivered by the BSO Equality Unit for staff across all 11 partner organisations.

The following statistics thus relate to the evaluations undertaken by all participants for the training.

Screening Training Evaluations

The figures in bold below represent the percentage of participants who selected 'Very Well' or 'Well'. Participants were asked: "Overall how well do you think the course met its aims":

- To develop an understanding of the statutory requirements for screening: **94%**
- To develop an understanding of the benefits of screening: **95%**
- To develop an understanding of the screening process: **85%**
- To develop skills in practically carrying out screening: **83%**

(ECNI Q29)

7. 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 2022-23 we will focus on:

- Developing and consulting on new Equality and Disability Action Plans, jointly with our HSC partner organisations
- Implementing key commitments identified in our 5-year Review of Equality Scheme Report.

Chapter 3: Equality and Disability Action Plans Progress Report

(ECNI Q2)



**Northern Ireland Practice and Education
Council for Nursing and Midwifery**

Equality and Disability Action Plans 2018-2023

What we will do to promote equality and good relations

Progress Report – Year 4

What we did between April 2021 and March 2022

**Our Equality and Disability Action Plans 2018-23 can be found at:
<https://nipec.hscni.net/publications/equality-human-rights>**

If you need this document in another format please get in touch with us. Our contact details are at the end of this document.

Equality Action Plan 2018-2023: What we will do to promote equality and good relations

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Gender Identity			
Deliver awareness and training initiatives to relevant staff as part of the roll-out of the Gender Identity and Expression Employment Policy	Staff who identify as transgender and non-binary feel more supported in the workplace	Feedback from staff who have drawn support through the policy indicates a positive experience.	BSO HR with support from Equality Unit March 2022
Progress / Action taken to date			
The roll-out of the Making a Difference eLearning for all staff, which includes a dedicated scenario in relation to gender identity, continued during 2021-22. We updated the module to reflect changes in same-sex marriage legislation. No additional awareness and training initiatives were delivered to staff during the year. The BSO, as our provider of Human Resources as well as Equality services, contacted TransgenderNI during the year to explore the possibility of the organisation providing dedicated training to teams where a member of staff comes forward to disclose that they identify as transgender or non-			

binary. It is the intention to follow up on these efforts in 2022-23. <i>We did not complete this action</i>			
Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Training			
'Making a Difference' e-learning • Add module to suite of mandatory training for all staff • Deliver on training targets	Increased staff awareness of equality and human rights	'Making a Difference' e-learning included in mandatory training for staff 75% in first year and 100% thereafter of staff complete the e-learning module	NIPEC Annually
Progress / Action taken to date			
'Making a Difference' (MaD) continues to provide our staff with training in the equality legislation and how they can make a difference by: promoting positive attitudes to diversity; ensuring everyone is treated with respect and dignity; and behaving in a way that is in keeping with HSC values and equality and human rights law. Completion of this new programme is mandatory for all staff			

every three years with line managers completing Parts 1 and 2. During 2021-22, 4 members of staff completed/renewed their MaD e-learning programme – all 4 completed Part 1 and 3 also completed Part 2. The programme was updated in June 2021 at which time renewal of this was changed to every 3 years to ensure consistency across the HSC system. Compliance with all mandatory e-learning programmes is monitored by line managers and updates are provided to NIPEC's Business Team on a regular basis. <i>This work is ongoing</i>			
Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Domestic Violence			
Undertake awareness raising relating to new support mechanisms (developed by BSO) to support staff with experience of domestic violence	Staff with experience of domestic violence feel better supported	Feedback from staff who have drawn support through the mechanisms indicates a positive experience.	BSO HR March 2022
Progress / Action taken to date			

In March 2021, BSO issued a Workplace Policy on Domestic Abuse, agreed with Trade Unions, to HSC bodies for adoption / implementation within their organisations. This policy outlines organisation's support to members of staff affected by domestic abuse and aims to raise awareness and understanding of domestic abuse, signposting key resources and support available. NIPEC adapted/adopted this Policy and issued a copy to all staff. In March 2022, to raise awareness and ensure training is available to staff on the new Domestic Abuse and Civil Proceedings Act (NI) 2021, a new Domestic Abuse e-learning package was rolled out across the public sector. This is an introductory package aimed at frontline professionals and admin staff. Whilst NIPEC does not provide direct health and social care services to the public, the programme will be available on the HSC e-learning website for those staff who may wish to undertake this training. <i>We completed this action</i>			
Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Stakeholder engagement			
Seek feedback from those attending annual stakeholder and	Improved	Feedback surveys	NIPEC

engagement events aimed at improving communication with the organisation and access to our resources.	communication and engagement with those involved in our work	issued at all stakeholder and engagement events	2018/19 onwards
Progress / Action taken to date			
Senior Officers/Project Leads are aware of the need to reflect engagement and communication with S75 groups when developing project plans and access to information and venues when planning events/information. The move to virtual meetings during Covid 19 pandemic has highlighted the need for organisers to give consideration to any additional impact on Section 75 groups. NIPEC publishes an annual Communication and Engagement Summary Report outlining activities undertaken to meet the organisation's commitment to communicate and effectively with its stakeholders. An action arising from a 5-year Review of NIPEC's Equality Scheme in June 2021 is to (a) benchmark what other HSC organisations have done to improve engagement with Section 75 groups and how they collect equality/diversity information of service users involved in their work, and (b) pilot collecting equality/diversity information on a voluntary basis as part of NIPEC's online events booking system and its evaluation surveys. <i>This work is ongoing</i>			

Conclusions for Equality Action Plan 2021-22:

- One of our actions is completed, we did not complete one action and this will be progressed in 2022-23, whilst two actions are ongoing and will continue in 2022-23.
- All of the actions are at regional and local level.
- Our action plan is a live document and is monitored on a regular basis.
- We will tell the Equality Commission about any changes to our action plan.

Disability Action Plan 2018-2023: What we will do to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Awareness Days			
Raise awareness of specific barriers faced by people with disabilities including through linking in with National Awareness Days or Weeks (such as Mind your Health Day)	Increased staff awareness of the range of disabilities and needs	Two awareness days profiled each year >50% of staff indicate they know more about people living with disabilities as a result of awareness days	NIPEC with support from Equality Unit Annually
Progress / Action taken to date			
During 2021-22 we held 2 Awareness Days, facilitated by the BSO Equality Unit. We asked staff which disabilities they wanted to know more about. They told us they wanted to know more about Dementia and Attention Deficit Hyperactivity Disorder (ADHD). Both sessions were held using Zoom. We emailed staff to let them know about the Awareness Days. The information was also added to the Tapestry			

website http://tapestry.hscni.net/ . On the Dementia awareness day, Dr Duffy who is the Consultant Lead Clinical Psychologist for Older People in the Northern Trust gave a presentation about Dementia, with a particular focus on caring for a loved one who has dementia. The other Awareness Day was about ADHD. Siobhan McErlane, a Specialist Health Visitor from the ADHD/ Behaviour Assessment Service in the Northern Trust gave a presentation. Siobhan talked about ADHD, from assessment and diagnosis to management of the condition. Videos of both of the days have been published on the Tapestry website and the weblink to this were shared with staff. This way, staff who couldn't be part of the live sessions on the day, are able to watch the presentations whenever it suits them. We held a survey asking staff what they thought of the Awareness Days. 68% of those who responded reported knowing more about ADHD, including supporting a friend or family member or work colleague with ADHD. This figure was 61% in relation to Dementia. <i>We completed this action</i>			
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Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Placement Scheme			
Consider how the organisation can create and promote a meaningful placement opportunity for people with disabilities in line with good practice and making use of voluntary expertise in this area	People with a disability gain meaningful work experience	Placement considered and where possible offered each year Feedback through annual evaluation of scheme indicates that placement meets expectations	NIPEC Annually
Progress / Action taken to date			
Due to Covid 19 related government guidelines, the Placement Scheme did not go ahead in 2021-22. In relation to the Scheme for 2022-23, which commenced on 1st March 2022, as in previous years NIPEC considered how it can support a disability work placement within the organisation - to date, however, due to a number of organisational and business reasons, this has not been possible. <i>We did not complete this action</i>			

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Tapestry			
Promote and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan	Staff with a disability feel more confident that their voice is heard in decision-making Staff with a disability feel better supported	Tapestry staff survey in 2022-23	NIPEC with support from Equality Unit Annually
Progress / Action taken to date			
NIPEC continues to promote the work of Tapestry, which meets on a quarterly basis and information received from BSO Equality Unit regarding meeting dates/venues, articles, website development, are shared with all NIPEC staff via email, inviting their comments, participation and attendance at meetings. Tapestry were approached by BSO HR to give input into many projects including user testing of the new HR portal and input into a new line manager resource which will now have a section on managing staff with disabilities due to suggestions put forward by members. In addition, three Tapestry members presented at a system leadership conference which was attended by senior leaders across HSC. The members presented on the barriers they			

have faced in work and the things that have been put in place to address these. Tapestry was also promoted as a good practice example of supporting staff and many questions were asked about the three presenters' experiences. <i>We completed this action</i>			
Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Monitoring			
Encourage staff to declare that they have a disability or care for a person with a disability through awareness raising and providing guidance to staff on the importance of monitoring Prompt staff to complete, maintain and update their personal equality monitoring records (via self-service on new Human Resources IT system)	More accurate data in place Greater number of staff feel comfortable declaring they have a disability	Increase in completion of disability monitoring information by staff to 90%	NIPEC with support from Equality Unit Annually
Progress / Action taken to date			
Due to low staff resources, up-to-date staff monitoring data has been unavailable and the most recent data received was in June 2021. This showed that 75% of NIPEC staff told us they did not have a disability, no-one indicated they had a disability, whilst 25% did not say whether they had a disability or not. We regularly remind staff to complete and update their equality and diversity information and we will continue to encourage them to do so. We will also ensure new staff			

joining the organisation are made aware of this as part of their induction programme. <i>We completed this action</i>			
Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Training			
In collaboration with disabled people design, deliver and evaluate training for staff and Council Members on equality and disability legislation	Increased staff and Council Member awareness of the range of disabilities and needs	All staff and Council members trained within 2 years through e-learning or interactive sessions and staff awareness initiatives	NIPEC with support from Equality Unit Annually
Progress / Action taken to date			
'Making a Difference' (MaD) e-learning programme, which covers equality legislation, is mandatory for all staff to complete/refresh every three years (see previous section). The programme includes a number of scenarios that involve people with a disability and asks staff to think through how best to support individuals, as well as giving information on disability legislation. During 2021-22, 4 members of staff completed/renewed their			

MaD e-learning programme – all 4 completed Part 1 and 3 also completed Part 2. In relation to Disability Awareness eLearning within Discovering Diversity, since much of the content is based on Flash Player which is no longer supported by our IT systems, requests to complete/refresh this training can no longer be processed. We are working on a fix for this issue. A bespoke face-to-face session for NIPEC Council members covering both equality and disability legislation has been raised with BSO Equality Unit at NIPEC's annual Service Level Agreement meeting – with significant changes in Council membership in the latter part of 2021/22, it was been agreed to schedule this for the Autumn of 2022 as part of one of NIPEC's Council workshops. A summary leaflet on the Disability legislation, first published in 2015, has been reviewed/updated in preparation for the appointment of new Council members and a number of staff changes and made available to everyone. <i>We completed this action</i>			
Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Communication			
Monitor and assess accessibility of our websites. Undertaken a self-assessment exercise against a recognised	Continue to meet best practice and guidance	Website accessibility to a current,	NIPEC 2018/19

standard and where required develop an action plan to address any issues identified		recognised standard Assessment exercise outcome report Action Plan to address any accessibility issues	onwards
Progress / Action taken to date			
Our main organisational website is built using WordPress and was reviewed/updated in February 2021. Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 require all public bodies to audit their websites and take any action required to ensure full access to their website by users with disabilities. NIPEC continues to work with its regional HSC colleagues and external organisations who host sites on NIPEC's behalf, in ensuring their websites are audited and action taken. Website users are alerted to the option to request alternative formats where information is not accessible and NIPEC has published its accessibility statement outlining what action they are taking to make their websites fully accessible. In addition, in 2021, NIPEC asked BSO Internal Audit to undertake a review of all its websites and an action plan has been developed to meet the recommendations arising from			

their report. <i>This work is ongoing</i>			
Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Communication			
Review our corporate standards and branding for internal and external publications - consider if these support principles for inclusion and access by people with a disability	NIPEC publications fully accessible by people with a disability	Revised standards and branding published Action taken to ensure these support inclusion and access by people with a disability	NIPEC 2018/19 onwards
Progress / Action taken to date			
Due to a number of retirements and leavers, NIPEC has experienced a significant turnover of staff in 2021-22 (circa 50%). This has had an impact on the capacity to take this action forward. The majority of NIPEC's resources and documentation are shared in electronic format and via NIPEC's websites and microsites. NIPEC is working with BSO ITS and external hosting organisations in auditing its websites to identify if/what			

action is required to meet the Accessibility Regulations. NIPEC has a number of policies and processes in place relating to the need to ensure its resources, documentation and services are accessible to those with a disability, eg. Accessibility Formats Policy, and accessibility checklists for staff to use when developing information and organising meetings. We plan to review this action in 2022/23. Consideration will be given to compiling a central resource for staff relating to access to NIPEC information and services and support principles for inclusion and access by people with a disability. <i>This work is ongoing</i>			
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(5) Additional Measures

- We always include Disability on our list of things to talk about at our quarterly Equality Forum with our partner organisations.
- We report on progress against our Disability Action Plan to our Board and Senior Management Team every year.

(6) Encourage Others

- We include questions relating to the two duties in our equality and human rights screening form. The screening form is completed for all policies and decisions. This includes work that other organisations will do for us, for example, contracts that we have with voluntary sector organisations for health and wellbeing promotion work.

(7) Monitoring

- During the year, we kept in touch with two groups of people involved in our work placement scheme, together with our Health and Social Care partner organisations. These are the Employment Support Officers from the participating voluntary sector organisations (such as RNIB, RNID and Action Mental Health, for example) and the Placement Managers. We spoke to them about their thoughts on the feasibility of restarting the Placement Scheme and how we would best design placements to provide opportunities to as wide a range of people with a disability as possible.

(8) Revisions

- During the year we reviewed our Equality and Disability Action Plans 2018-23.

(9) Conclusions

- We completed 4 actions
- We still have some work to do to complete 3 actions.
- All of the actions in our action plan are at regional and at local level.
- Our action plan is a live document. If we make any big changes to our plan we will involve people with a disability. We will tell the Equality Commission about any changes.

Chapter 4: Updated Equality and Disability Action Plans



**Northern Ireland Practice and Education
Council for Nursing and Midwifery**

Equality and Disability Action Plans 2018-2023

Updated July 2022

Contents

- Introduction
- Who we are and what we do
- How people can be involved in our work
- What the law says
- How we reviewed our last plans and developed these new plans
- What have we done so far
- What we have learned so far
- What is in our new plans
- How we will monitor
- Action Plans

We will consider any request for this document in another format or language.

Please contact us at:

HSC Leadership Centre (temporary office)
12 Hampton Manor Drive
BELFAST
BT7 3EN

Telephone: 0300 300 0066

Email: enquiries@nipec.hscni.net

Introduction

The Chair, Council Members, Chief Executive and staff of the Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) are all committed to promoting equality and good relations.

For people with a disability, we recognise that we have to do more to promote positive attitudes and to encourage their participation in public life.

We want to make sure we do this in a way that makes a difference to people. We will put in place what is necessary to do so. This includes people, time and money. Where it is right to do so, we will include actions from these plans in the yearly plans we develop for the organisation as a whole. These are called 'corporate' or 'business' plans.

We will also put everything in place in the organisation to make sure that we do what we have to under the law. This includes making one person responsible overall for making sure we do what we say we are going to do in our Equality and Disability Action Plans.

We will make sure we let our staff know what is in our plans. We will also train our staff and help them understand what they need to do.

The person in our organisation who is responsible for making sure that we do what we have promised to do is Lisa McEneaney. If you have any questions you can contact Lisa at:

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12 Hampton Manor Drive
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Telephone: (028) 9536 1181 (direct line)

0300 300 0066 (switchboard)

Email: lisa.mceneaney@nipec.hscni.net

Who we are and what we do

NIPEC is part of health and social care in Northern Ireland. Our aim is to improve standards of practice, education and professional development of nurses and midwives to facilitate delivery of safe, effective and person-centred practice.

We work with our colleagues across health and social care and with education providers to:

- promote:
 - high standards of practice among nurses and midwives
 - high standards of education and learning for nurses and midwives
 - professional development of nurses and midwives
- and provide:
 - guidance on the best practice for nurses and midwives
 - advice and information on matters relating to nursing and midwifery.

How people can be involved in our work

There are a number of ways in which people can be involved in the work of NIPEC, including:

- Applying to be a lay or professional member of NIPEC Council
- Participation, via established voluntary and community groups, in relevant project and working groups which require service user input
- Applying to be a member of NIPEC's Personal and Public Involvement (PPI) e-Forum
- Engagement with NIPEC's work through opportunities offered via the Patient Client Council membership scheme
- Responding to a consultation or survey posted on our website – <https://nipec.hscni.net>

The recruitment and selection of our lay and professional members to our Council is managed by the Department of Health's Public Appointments Unit, and the final selection of members is made by the Minister for Health. Professional members must be registered as a nurse or midwife, whilst lay members, do not have to be registered as a nurse or midwife. All members are usually appointed for a 4-year term and can serve a maximum of two terms.

Recruitment of new members does not take place on a regular basis but rather as and when vacancies arise either as terms of office end or if a member steps down from their position. Vacancies are advertised by the Public Appointments Unit in the regional media and online via the Department of Health's website – <https://www.health-ni.gov.uk>

Through the work of the HSC Equality Forum, we are seeking ways of encouraging the participation of disabled people in the work of our Council.

NIPEC staff are also members of a wide range of partnerships across the health and social care sector, and use these opportunities to raise awareness and encourage the participation of people with disabilities in public life.

What the law says

NIPEC has to follow the law under **Section 75 of the Northern Ireland Act 1998**. It says that in our work we have to promote equality and good relations. We have to treat people fairly and based on their needs and to make things better for staff and people who use our services. It also says that we have to build better relationships between different groups of people.

There are nine different equality groups that the law requires us to look at:

- Gender (and gender identities)
- Age
- Religion
- Political opinion
- Ethnicity
- Disability
- Sexual orientation
- Marital status
- Having dependants or not.

There are three good relations groups we need to consider:

- Religion
- Political opinion
- Ethnicity.

We also have to follow the law under the **Disability Discrimination (Northern Ireland) Order 2006**, which says that we have to:

- promote positive attitudes towards disabled people and
- encourage participation by disabled people in public life.

This includes people with any type of disability, whether for example, physical disabilities; sensory disabilities; autism; learning disabilities; mental health conditions; or conditions that are long-term. Some of these disabilities may be hidden, others may be visible.

Both pieces of legislation require us to develop an action plan: an Equality Action Plan and a Disability Action Plan. We have to send these plans to the Equality Commission for Northern Ireland and then report every year on what we have done.

How we reviewed our last plans and developed these new plans

In starting off to develop these plans we looked at what we have done so far to promote equality and good relations, to promote positive attitudes towards disabled people and to encourage their participation in public life.

We asked our Business Team to think through the following questions:

- What has worked well?
- What hasn't worked well?
- What lessons have we learned?
- Did we do what we said we would do?
- Has this made a difference for people in the way we thought it would?

For the new plans, we also asked them to consider two questions:

- In your area of work, what are the key issues for people in the equality groupings?
- What can you do to address these issues?

We encouraged them to look at a range of sources of information such as:

- new research or data
- equality screening exercises that have been completed
- their professional experience and knowledge
- issues raised in consultations or through other engagement with staff and service users.

We also learned from what we heard when we:

- held coffee mornings to talk with staff about issues important to those who have a disability and those who care for somebody who has a disability

- ran a survey with staff to find out what they think an Employer of Choice for people who have a disability or those who care for somebody with a disability looks like
- spoke with the members of our staff disability network to find out what we should do to promote equality for those who have a disability and those who care for somebody who has a disability
- together with our colleagues in the Health and Social Care Trusts ran an engagement event with people from different equality groupings to find out what they think we could do to better promote equality.

We also read up on what the Equality Commission says would be good to do. All this helped us think about what else we could do to make a difference.

We then consulted publicly on our draft plans. When we started the consultation, we informed all consultees on our consultation list of the details of the consultation and how people could engage with us directly or respond in writing. We invited consultees to attend one of two consultation events, one in Belfast and one in Derry/Londonderry. In addition, we offered to meet in person with anyone preferring to do so.

We engaged closely with Tapestry, our Disability Staff Network, in the development of our Disability Action Plans. We likewise drew on our learning from a survey that we carried out with staff who have a disability or who care for somebody who has a disability. The survey focused on what would make an organisation an Employer of Choice for them.

What we have done so far

This is some of what we have done to promote equality:

- We produced a signposting resource for our staff. It provides information on support networks in the community for people from each of the nine equality groups. We update this resource every year.
- We put in place an Accessible Formats Policy; this policy relates to all of the nine equality groups including age, gender, disability, ethnicity, sexual orientation, political opinion, dependants, religion and marital status. It addresses specific needs in relation to sensory impairment, learning disability, sexual orientation, older people, younger people, translation and interpreting for minority ethnic groups and more general literacy levels that are of particular importance.
- We conducted a survey of our Council members to collect Section 75 data and identify any inequalities. We also spent time encouraging our staff to complete, maintain and update their equality and diversity

information on our new electronic systems to ensure we have the most up-to-date Section 75 data from our workforce.

This is some of what we have done to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life:

Promoting positive attitudes towards disabled people:

- To date, we have held 13 disability awareness days for our staff. Each looked at different disabilities: Epilepsy, sight loss and blindness, depression, hearing loss and deafness, learning disabilities, Cancer, Arthritis and Musculoskeletal conditions, autism, Multiple Sclerosis (MS), Fibromyalgia, mild to moderate mental health problems, Dementia, and Attention Deficit Hyperactivity Disorder (ADHD).

Information of these disabilities was emailed to our staff and displayed within the organisation. With our HSC partner organisations, we also organised a number of information sessions for our staff involving speakers and volunteers from local voluntary groups.

- As part of our health and social wellbeing activities with staff, we have supported local charities, including Chest, Heart and Stroke Association and the Royal National Institute for the Blind, through fund raising events and raising awareness of their organisation.
- We developed an e-learning resource on disability as part of the Discovering Diversity e-learning resource covering equality and disability issues. It is mandatory for all our staff to complete this programme.
- We include the disability duties in all Equality Awareness and Equality Screening Training that the BSO Equality Unit delivers. We have also produced a leaflet on disability duties as a quick reference point for our staff – this was reviewed/updated in 2021.
- We have delivered training sessions on mental health awareness to our staff, including on mental health first aid, mindfulness and managing stress; and courses for staff who are carers.
- We developed a resource for staff on disability etiquette with a checklist on how they can positively portray people with a disability in their work.
- We have in place reimbursement guidelines and procedures for service users, carers and other people in the community involved in our work.
- We continue to check our website for accessibility issues and take appropriate action where needed.

Encourage the participation of disabled people in public life:

- We participate in a disability work placement scheme together with our Health and Social Care partner organisations. So far, the Scheme has provided between 5 and 15 placements for people with a disability across our HSC partner organisations every year.
- We have developed standards and guidance for the involvement of people with a disability and a checklist for organising to ensure meetings and information are fully accessible.
- We have put in place a process for publishing screening templates as soon as they are completed. A disability organisation had suggested that we do so. We do the same for publishing the quarterly screening reports.
- We developed a resource for line managers on reasonable adjustments for staff with a disability.
- We set up a disability network for our staff called 'Tapestry'. Part of the role of this network is to raise disability issues with decision makers in our organisation.

What we have learned so far

Monitoring:

Even with proactive encouragement, our staff seem reluctant to declare their disability, so we need to keep working on this, including trying to find out why staff do not declare their disability. We will continue to work closely with our staff disability network on this.

Placements:

The placement scheme was evaluated each year and changes made in the following year's scheme to improve the experience for participants. We will carry this learning into our new plan. Managers and staff who have been involved in the scheme to date have told us that they have gained a better understanding of disabilities through working side by side a person who has a disability. Many have been impressed by the attitude and performance of the individual on placement.

Awareness Days:

We have found that attendance at awareness events is greatest when the subject is most relevant to staff. This can be because they have the condition

themselves or they know or work with someone who has the condition. We will continue to ask staff which areas relating to disability they would like more information on.

Training:

We have found that our e-learning training on Disability is a really useful resource to train our staff. We have also found that sometimes we need to run specific training courses, for example on autism awareness or deaf awareness when the need is identified. We will continue to take this approach of a combination of e-learning and classroom-based training. From the feedback of those attending the training, we have been told that they take away a lot from sessions that are delivered by people with a disability themselves.

What is in the new plans

There are two separate tables below. The first table lists all the actions that we will do to promote equality and good relations. This is our Equality Action Plan.

The second table describes what we will do to promote positive attitudes towards people with a disability and to encourage their participation in public life. This is our Disability Action Plan.

In both plans we also say what difference we hope to make and when we will do these actions.

How we will monitor

Every year we write up what we have done and we also explain when we haven't been able to fully complete a planned action. We send this report to the Equality Commission. We also publish this report on our website - <https://nipec.hscni.net>

We have a look at the plans every year to see whether we need to make any changes to them. If we need to, we write those changes into the plans. Before we make any big changes, we talk to people in the equality groupings to see what they think.

When we finish an action, we take it off the plans for the next year. That way we will keep our plans up to date. They will show what we still have to do.

After five years we will look at our plans again to see how we have done. We will also see what else we could do.

Whenever we develop or look at our plans we will invite people who have a disability to assist us.

The plans are also available on our website – <https://nipec.hscni.net>

We send our plans to all organisations and individuals on our consultation list when we have finalised them and also when we have made major changes to them.

To find out whether what we do makes a difference, we will do a number of things, for example:

- For training and awareness events, we ask our staff about what learning they are taking away with them and what they may do differently as a result of what they have learned.
- We do a survey with people from a particular equality group after we have delivered an action targeted at them to ask whether they feel better supported as a result.
- We check summary figures to see whether, for example, more people from a particular under-represented group are availing of a service after promoting it to them specifically.

You can find further information on how we will monitor each action in the plans themselves.

Equality Action Plan 2018-2023: What we will do to promote equality and good relations

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Gender Identity 1. Identify and pilot training available from organisations in the gender identity sector and put arrangements in place to access such training for teams where a member of staff comes forward to disclose that they identify as transgender or non-binary.	Staff who identify as transgender and non-binary feel more supported in the workplace	Arrangements are in place. Feedback from staff who have drawn support through the policy indicates a positive experience.	BSO HR By March 2023
Training 2. 'Making a Difference' e-learning: • Add module to suite of mandatory training for all staff • Deliver on training targets	Increased staff awareness of equality and human rights	'Making a Difference' e-learning included in mandatory training for staff 75% in first year and 100% thereafter of staff complete the e-learning module	NIPEC By March 2023 Annually
Domestic Violence 3. Undertake awareness raising relating to new support mechanisms (developed by BSO) to support staff with experience of domestic violence	Staff with experience of domestic violence feel better supported	Feedback from staff who have drawn support through the mechanisms indicates a positive experience	BSO HR By March 2023

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Stakeholder engagement 4. Seek feedback from those attending annual stakeholder and engagement events aimed at improving communication with the organisation and access to our resources.	Improved communication and engagement with those involved in our work	Feedback surveys issued at all stakeholder and engagement events	NIPEC Annually

Disability Action Plan 2018-2023: What we will do to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Awareness Days 1. Raise awareness of specific barriers faced by people with disabilities including through linking in with National Awareness Days or Weeks (such as Mind your Health Day)	Increased staff awareness of the range of disabilities and needs	Two annual awareness days profiled >50% of staff participating in the evaluation indicate that they know more about people living with disabilities as a result of the awareness days	NIPEC with support from Equality Unit Annually
Placement Scheme 2. Consider how the organisation can create and promote a meaningful placement opportunity for people with disabilities in line with good practice and making use of voluntary expertise in this area	People with a disability gain meaningful work experience	Placement considered and where possible offered each year Feedback through annual evaluation of scheme indicates that placement meets expectations	NIPEC Annually

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Tapestry 3. Promote and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan	Staff with a disability feel more confident that their voice is heard in decision-making Staff with a disability feel better supported	Increases in Tapestry membership or in participation at meetings	NIPEC with support from Equality Unit Annually
Monitoring 4. Encourage staff to declare that they have a disability or care for a person with a disability through awareness raising and providing guidance to staff on the importance of monitoring Prompt staff to complete, maintain and update their personal equality monitoring records (via self-service on new Human Resources IT system)	More accurate data in place Greater number of staff feel comfortable declaring they have a disability	Increase in completion of disability monitoring information by staff to 90%	NIPEC with support from Equality Unit Annually

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Training 5. In collaboration with disabled people design, deliver and evaluate training for staff and Council Members on disability equality and disability legislation	Increased staff and Council Member awareness of the range of disabilities and needs	All staff and Council members trained within 2 years through e-learning or interactive sessions and staff awareness initiatives	NIPEC with support from Equality Unit Annually
Communication 6. Monitor and assess accessibility of our website: Work with BSO ITS to ensure that NIPEC's website meet Accessibility Regulations (2018) and other recognised standards and, where required, develop an action plan to address any gaps in compliance and issues identified	Continue to meet best practice and guidance including legislative requirements	Website accessibility complies with Accessibility Regulations (2018) Action Plan to address any accessibility issues	NIPEC March 2023

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
7. Compile a central repository for staff to access information, resources, guidance and policies relating to and supporting principles for inclusion and access to NIPEC's services, information and events by people with a disability	NIPEC's services, information and events fully accessible by people with a disability	Action taken to include appointment of communications resource to advise staff on how to ensure that all NIPEC information supports the inclusion of and access by people with a disability.	NIPEC By March 2023
Mental Health in the Workplace 8. Sign up to the Mental Health Charter	Staff with mental health conditions feel better supported in the workplace	The organisation has signed up and communication has been issued to all staff	NIPEC with support from Equality Unit March 2023

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Chapter 5: Screening Report

(ECNI Q18)



Equality and Human Rights Screening Report

April 2021 – March 2022

<https://www.nipec.hscni.net/publications/equality-human-rights>

These screenings can be viewed on the NIPEC website under <https://hscbusiness.hscni.net/services/2166.htm>

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Promoting a career in Perioperative Nursing	The Project Steering Group will work with key stakeholders to promote a career in perioperative nursing and develop a career pathway to support the development of registered and non-registered nursing staff.	April 2021	Screened out with mitigation
Business Plan 2021-22	NIPEC's Annual Business Plan for 2021-22 details how it will make best use of its resources to achieve its strategic objectives, as set out in NIPEC's Corporate Plan 2017-21.	December 2021	Screened out without mitigation
Menopause in Work	The aims of the Policy are to provide a clear definition of what the menopause is, the stages of menopause, when it occurs, what happens, potential impact on performance at work, and the responsibilities of different groups within the organisation and to provide guidance on how to support employees going through menopause.	March 2022	Screened out without mitigation
Social Media Policy	The Policy aims to promote good practice in the use of Social Media and adherence to acceptable standards of use and to cascade Social Media as a mechanism to engage with staff and stakeholders, receive feedback and expose to new products and innovative ideas.	March 2022	Screened out with mitigation

NB: No concerns were raised by consultees on screenings published in 2021-22

Chapter 6: Equality and Human Rights Mitigation

(ECNI Q1, 3, 3a, 3b)



Equality and Human Rights Mitigation

April 2021 – March 2022

Business Plan 2021-22

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
In screening the Business Plan, NIPEC have identified all pieces of work within the Plan that will be equality screened during 2021-22 – see Appendix 1. Progress on completion of equality screenings will be monitored through NIPEC’s Business Team. People with a disability, those whose first language is not English NIPEC’s Accessible Formats Policy outlines how those developing information should consider alternative formats, and how information and publications can be requested in alternative formats, receipt of which is recorded and requests are monitored. Children and Young People and Older People, People with Disabilities NIPEC will provide alternative formats on request to meet the needs of older people who don’t have computer skills or access to a computer/internet and will also consider the need to provide age-appropriate information to meet the needs of children and young people. Those whose first language is not English As part of HSCNI, NIPEC can access the regional contract for interpreting, translation and transcription services. People with a disability During the current pandemic, there	People with a disability, those whose first language is not English NIPEC will continue to monitor requests for alternative format and/or language to inform future production of electronic and written communication. People with a disability, those whose first language is not English, Children and Young People and Older People, People with dependents, political opinion/religion A checklist has been developed to assist those organising engagement events and meetings and developing information – this will cover the need to take account of specific needs of the nine groups.

has been a move to conducting most business online using Zoom and other online platforms. This need to move to virtual meetings during Covid 19 highlighted the need for organisers to give consideration to any additional impact on Section 75 groups. However, in normal times, NIPEC's procedure for booking external venues requires those responsible for organising events and meetings ensure that venues are fully accessible. People with dependents, political opinion/religion During the current pandemic, there has been a move to conducting most business online using Zoom and other online platforms. This need to move to virtual meetings during Covid 19 highlighted the need for organisers to give consideration to any additional impact on Section 75 groups. However, in normal times, when planning engagement events and meetings, NIPEC will consider their timing and location and the need for a neutral venue/location. Where applicable, assistance with travel expenses will also be considered. NIPEC is a regional body and organises engagement events and meetings on a geographical spread where possible – it will arrange for tele and video conferencing to facilitate those unable to travel.	
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Menopause in Work Policy

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
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Gender Whilst menopause occurs in women, it was important to highlight how it can affect different genders both directly and indirectly. This policy and supporting guidance are intended to provide clarity and direction on how NIPEC should deal with menopause related issues, for all individuals irrespective of their perceived gender who are experiencing difficulties associated with the menopause. Age Although menopause is part of the natural ageing process, medical conditions or surgical intervention can bring on menopause irrespective of age. This policy and supporting guidance highlights how variance exists in age and will raise wider awareness and understanding of menopause. In many cases it is an individual experience, not comparable with colleagues of the same age or stage of menopause. Disability Menopause of itself is not a disability, however, depending on the severity and longevity of menopause related symptoms experienced by the individual it may be classified as such. Davies -v- Scottish Courts & Tribunal Service in May 2018, an employee's menopausal symptoms were deemed to be a disability for the purposes of the Disability Discrimination Act 1995. Therefore when dealing with employees who have menopausal	This policy shall be reviewed every 2 years, following receipt of new information and/or upon implementation of new agreements which may affect the procedure. Staff and line managers awareness/education on menopause via BSO HR. Feedback from BSO HR on their consultation with appropriate groups from the voluntary sector via Employment Equality Network Group. Ensure appropriate language is used and update where necessary. Share and signpost staff to BSO's Health and Wellbeing SharePoint site with up to date information, webinars, infographics, toolkits where appropriate.
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symptoms, NIPEC will be mindful of the need to consider if an employee is disabled as a result of those symptoms and if it is concluded that they are - reasonable adjustment(s) will be considered in line with relevant policies and related legislative provisions such as the DDA 1995. Case law has also recognised the importance of putting in place 'timely' reasonable adjustments for staff with a disability. Marital Status/Ethnicity/Sexual Orientation Menopause Assessment and Action Plan and guidance for managers and employees included in the policy outline how the menopause can have an effect on marital status and affect people differently depending on their ethnicity and sexual orientation. This policy covers the impact of the menopause on employees working within HSC organisations recognising that severe menopausal symptoms can adversely affect health and wellbeing, work performance, absenteeism, presenteeism, staff retention and/or health and safety at work. The policy sets out the key principles to which BSO should adhere to, to ensure that individuals affected by the menopause or perimenopause are treated fairly and given the appropriate support and any reasonable adjustments if applicable.	
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Promoting a Career in Perioperative Nursing

<i>In developing the policy or decision what did you do or change to address the equality</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
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<i>issues you identified?</i>	
Gender: Women are more likely to have caring responsibilities. For those who have dependents, a flexible approach will be taken in terms of timing and location of meetings or engagement events. Disability: Access to information and engagement and communication with stakeholders is paramount in achieving the aims and objectives of this project. Issues relating to accessible information for people with disabilities are considered in our Accessible Formats Policy. Ethnicity: Accessible Formats Policy outlines how those developing information should consider alternative formats, and how information and publications can be requested in alternative formats, including in another language As part of HSCNI, NIPEC can access the regional contract for interpreting, translation and transcription services.	The lead officer will review any equality issues, including those identified in 2.3 and undertake the required screening. Organisation of external / virtual meetings with stakeholders who may have particular needs regarding timing and location of meetings and access to buildings, IT equipment, internet and information, will be considered at the time of organising meetings, booking venues and developing information to be shared.
	Screening has identified that a number of Section 75 groups have particular needs and be more likely to require safeguarding. In developing the career pathway and any supporting documents, the specific needs of these Section 75 groups and their diversity across the groups will be considered, and where necessary, reflected within the pathway.

Social Media Policy

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
Disability: given the additional needs of those with a Learning Disability in relation to internet safety and social media, the policy states that managers should make all staff aware of the policy, its contents and guidance on the use of social media. Consideration will be given to summarising the main points and safety issues from the policy for issue to all staff and help raise awareness. There are strict guidelines as to when this policy applies and on what bases disciplinary action would be taken. The policy is intended to balance the rights of all.	

Appendix – Further Explanatory Notes

1. Consultation and Engagement

Targeting (ECNI Q10)

We did not undertake any public consultations or pre-consultation exercises during the year.

Awareness raising for consultees on Equality Scheme commitments (ECNI Q13)

During the year, in our quarterly screening reports, compiled by the Equality Unit on behalf of NIPEC and our HSC partner organisations, we raised awareness as to our commitments relating to equality screenings and their publication.

Consultation list (ECNI Q14)

We reviewed our consultation list every quarter.

2. Audit of Information Systems (ECNI Q20)

We completed an audit of information systems at an early stage of our Equality Scheme implementation, in line with our Scheme commitments.

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August 2022