



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

**Public Authority Statutory Equality, Good Relations and
Disability Duties
Annual Progress Report 2017-18**

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Documents published relating to our Equality Scheme can be found at:
<http://www.nipec.hscni.net/about-nipec/equality/>

Our Equality Scheme is due to be reviewed by April 2021 (ECNI Q28).

Signature:

**Angela McLernon
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 2017 and March 2018

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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	9	2	0
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	1			
5. Number of policy consultations conducted with screening presented (See also Chapter 2, Table 2)	1			

Training (ECNI Q24)

6. Staff training undertaken during 2017-18
(See also Chapter 2, Q6)

E-learning:

Discovering Diversity

Module 1 to 4 – Diversity	3
Module 5 – Disability	3
Module 6 – Cultural Competencies	2

Making a Difference

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

Complaints (ECNI Q27)

7. Number of complaints in relation to the Equality Scheme received during 2017-18

None

Please provide detail of any complaints:

N/A

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

8. Within the 2017-18 reporting period, please indicate the number of:

Actions completed:	5	Actions ongoing:	2	Actions to commence:	0
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**Disability Action Plan (see also Chapter 4)
(ECNI Part B Q1)**

9. Within the 2017-18 reporting period, please indicate the number of:

Actions completed:	6	Actions ongoing:	3	Actions to commence:	0
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Chapter 2: Section 75 Progress Report

(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. This includes as a result of:

- 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 Identity 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

Where changes resulted from screenings, these will be listed in Chapter 7, the mitigation report.

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

Table 1:

	<p>Outline new developments or changes in policies or practices and the difference they have made for specific equality groupings.</p>
<p>Persons of different religious belief</p>	<p>Development of Equality Monitoring Data</p> <p>Facilitated by the BSO Procurement and Logistics Service, we took action to proactively promote equality of opportunity with regards to our contracts with recruitment agencies. Together with our HSC partners, we included in the most recent tender specific requirements for bidders to demonstrate how they promote equality with reference to: training their staff; gathering feedback from agency workers; their provisions on making reasonable adjustments for agency workers; and outreach work to attract a diverse range of agency workers. The tender specification also included requirements relating to the collection of equality monitoring data for all nine equality groupings and for auditing. This will enable us in future to monitor the diversity of agency workers placed with us and, where necessary, to engage with recruitment agencies in relation to measures to address under-representation and the user experience of specific equality groupings.</p> <p>Similarly, we introduced equality monitoring forms for people who participate in our Disability Placement Scheme, capturing all nine equality groupings. This will enable us to see how diverse the group of people being placed with us are and where necessary work with the provider to take further outreach measures.</p>
<p>Persons of different political opinion</p>	
<p>Persons of different racial groups</p>	
<p>Persons of different age</p>	

Persons with different marital status	
Persons of different sexual orientation	
Persons of different genders and gender identities	<p>Gender Identity and Expression Employment Policy</p> <p>Together with our HSC partners we reviewed the outcome of the consultation that we held on our draft policy. Taking all comments received into account, we finalised the policy and produced a consultation report. The policy was due to be approved by our senior management team in June 2018 following which this will be available on our website www.nipec.hscni.net</p> <p>By the end of March work was under way to establish a regional task and finish group to support the implementation of the policy, including through the development of checklists for staff and a training plan. The group involves senior staff from Human Resources and Equality.</p>
Persons with and without a disability	
Persons with and without dependants	<p>Carers in the Workplace</p> <p>Along with our HSC partners, we asked Carers NI to meet with us to tell us more about their State of Caring 2017 Report and the types of support they can provide to employers, for example Employers for Carers. This will help inform work to progress the commitment in our new Equality Action Plan to put in place appropriate support measures for our staff who are carers during 2018-19.</p>

(ECNI Q4,5,6)

2. During the 2017-18 reporting period:

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

	Yes/No	Details
Job descriptions	Yes	<p>All 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’.</p> <p>However, some job descriptions have more specific references to Section 75 responsibilities and duties such as the Chief Executive, Head of Corporate Services and Corporate Services Manager.</p>
Performance objectives for staff	Yes	<p>For some members of staff, such as the Chief Executive, Head of Corporate Services and Corporate Services Manager. As an example, in 2017-18, the Corporate Services Manager was asked to:</p> <ul style="list-style-type: none">• Co-ordinate the review of existing (a) Disability Action Plan 2013-18; and (b) Equality Action Plan 2013-18, and development of and public consultation on new plans ready for publication on 1st April 2018.• Represent NIPEC on the quarterly HSC Agencies Equality Forum, participating in discussion and joint actions and feeding back to HCS and senior team on relevant issues.• Support NIPEC Business Team in ensuring Equality duties are fulfilled, including completion of Annual Progress Report, equality screening of policies, procedures, corporate and project plans and decisions.

(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 they do 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'.
Annual business plans	Yes	NIPEC's Business Plan for 2017-18 required NIPEC to ensure it adhered to the appropriate Statutory and Regulatory requirements by demonstrating compliance with Equality and Human Rights statutory and regulatory duties and take forward actions arising from the implementation of NIPEC's Disability Action Plan. It also stated it will review NIPEC's Disability Action Plan 2015-18 and Equality Action Plan 2013-18 with a view to the development of and public consultation on new plans for publication on 1 April 2018.

(ECNI Q11,12,17)

3. Please provide any details and examples of good practice in consultation during the 2017-18 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:

Engaging, involving and working with our stakeholders, internal and external, continues to be an important aspect of our work. We engage with a wide range of nursing, midwifery and other key professionals across the country and in the UK, and within the HSC and voluntary, independent and private sector.

This engagement includes face to face meetings, requesting comments to written documents, questionnaires and online surveys. For example,

during 2017-18, we conducted **21** online surveys, the majority of which focussed on obtaining the views of nurses and midwives on specific subjects pertaining to their role, practice and professional development. However, some surveys were with our staff seeking their views on their health and wellbeing and improving internal communication.

This year, our annual stakeholder event took the form of several smaller 'roadshows' held across the country, plus Twitter chats and an online survey all aimed at engaging with our stakeholders and seeking their views on our work in order to inform our business planning process.

Our annual conference held in February 2018 with the theme of 'Enabling Professionalism' also provided us with an opportunity to engage with and hear from nurses and midwives working across the region. The programme included a presentation from a service user and businessman who gave delegates a very helpful insight into the use of assistive technology by people with a disability and the benefits this brings.

The development of our new Equality and Disability Action Plans for 2018-21 provided us with an opportunity to work with our HSC colleagues in seeking feedback from all Section 75 groups. As outlined in Table 2 below, our 12-week consultation on our draft Plans included one to one meetings, café-style consultation events and written responses.

Table 2

<p>Policy publicly consulted on</p>	<p>What equality document did you issue alongside the policy consultation document?</p>	<p>Which Section 75 groups did you consult with?</p>	<p>What consultation methods did you use? AND Which of these drew the greatest number of responses from consultees?</p>	<p>Do you have any comments on your experience of this consultation?</p>
<p>Equality and Disability Action Plans 2018-2023</p>	<p><input checked="" type="checkbox"/> Screening template <input type="checkbox"/> EQIA report <input type="checkbox"/> none</p>	<p>Representative groups in all nine equality groupings (all consultees on our Section 75 consultation list)</p>	<p>Written responses Consultation events One-to-one meetings Roughly equal number received from written responses and comments at consultation event</p>	<p>The café-style format of the consultation event proved very productive. It allowed both direct engagement on issues relating to the plans and building relationships between consultees and senior managers in the organisation.</p>

(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 2017-18 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:

This year saw the launch of a new e-Learning resource on equality awareness, called Making a Difference. This resource was developed along with HSC regional equality colleagues, led by the Belfast HSC Trust, with the aim of showing how staff can make a difference by:

- Promoting positive attitudes to diversity
- Ensuring everyone is treated with respect and dignity
- Behaving in a way that is in keeping with HSC values and equality and human rights law.

Making a Difference now forms part of mandatory training for all staff in our organisation.

(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)

We anticipate we will need to focus on the following areas during 2018-19:

- awareness and implementation of our new Disability and Equality Action Plans

- equality screenings and the timely publication of completed screening templates
- where relevant, undertaking EQIAs
- monitoring, including of policies screened
- engagement with Section 75 groups (alongside other voluntary sector groups) as part of our ongoing work and collection of equity information where appropriate.

Chapter 3: Equality Action Plan Progress Report
(ECNI Q2)



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

**Section 75
Equality Action Plan
2013 – 2018**

**Progress Report – Year 5
April 2018**

CORE FUNCTION

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

Action Point	Intended Outcome	Performance Indicator	By Whom	By When	Progress on completion
Monitor Project Initiation Documents (PIDs) and completion of equality and governance screening	To ensure screening takes place and action is taken to mitigate any issues arising from screening of project plans	Monitoring reports	Business Team	On an ongoing basis	<p>COMPLETED / CARRY OVER TO NEW PLAN</p> <p>Equality remains a regular item on the agenda at NIPEC's Business Team meetings, where senior officers are updated on a wide range of equality issues including the requirement to carry out screening of project plans and mitigate any issues arising from these.</p>

<p>Monitor and review information provided by NIPEC to ensure compliance with Accessible Information Policy and Guidance and best practice</p>	<p>To ensure information produced by NIPEC is fully accessible and takes account of the needs of Section 75 groups, e.g. disability, ethnicity, older people and young people</p>	<p>Accessible information</p> <p>Receipt of requests for alternative formats</p>	<p>Business Team</p>	<p>On an ongoing basis</p>	<p>COMPLETED</p> <p>Accessible Formats Policy for the provision of information was adopted and published by NIPEC in January 2014 and reviewed again in June 2016.</p> <p>Development of internal procedures and guidance for staff continues with amendment and monitoring of these through implementation and discussion with staff.</p>
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CORE FUNCTION					
To maintain a robust governance and accountability framework through the effective management and monitoring of corporate and financial performance					
Action Point	Intended Outcome	Performance Indicator	By Whom	By When	Progress on completion
All functions carried out on behalf of NIPEC by a third party to show compliance with Section 75 obligations	To ensure on behalf of NIPEC compliance with Section 75 legislation	Monitoring of Service Level Agreements and work undertaken by third party	Business Team	On an ongoing basis	COMPLETED Regular review meetings held with organisations with which NIPEC has an SLA
To undertake a survey of current NIPEC Council members for the purposes of Section 75 data	To assist NIPEC in identifying gaps and, where feasible, ways of meeting any current inequalities	Completed survey and analysis of data	Business Team	April 2015	COMPLETED Survey undertaken in March 2015 and data used when screening decisions and policies. Summary report of survey's findings provided to Council Chair and members to facilitate the identification of any gaps and action required.

<p>To review existing workforce monitoring information in terms of the profile of staff across the Section 75 groups</p>	<p>To assist NIPEC in identifying gaps and, where feasible, ways of meeting any current inequalities</p>	<p>Report outlining findings and any recommended action arising from review</p>	<p>Business Team (with input from BSO HR and Equality Unit)</p>	<p>Year 2 onwards</p>	<p>COMPLETED / CARRY OVER TO NEW PLAN</p> <p>Equality monitoring information previously held by BSO HR transferred to 'Equality and Diversity' section within the new HRPTS system.</p> <p>Self service area allows individual employees to update and amend as and when required.</p> <p>Six-week initiative to raise awareness of self-completion carried out early 2016 with an emphasis on three Section 75 groups (disability, sexual orientation, dependents) due to the high percentage of 'non-assigned'</p>
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					<p>across these categories. This initiative resulted in a 10% increase in reporting within two of the groups</p> <p>NIPEC continues to encourage existing and new staff to review and update their individual records on a regular basis.</p>
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Chapter 4: Disability Action Plan Progress Report



Disability Action Plan 2013-2018

What we did between April 2017 and March 2018

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

(1) Communication

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>1.2 Monitor and assess accessibility of our website</p> <ul style="list-style-type: none"> Undertake assessment exercise against recognised standard and where required develop an action plan to address any issues of inaccessibility 	<p>Continue to meet best practice and guidance</p>	<p>Website accessibility to a current, recognised standard</p> <p>Assessment exercise outcome report</p> <p>Action Plan to address accessibility issues</p>	<p>NIPEC</p> <p>Year 3 (2015/16) onwards</p>
<p>Relevant Duty: Promote positive attitudes towards disabled people AND encourage participation of disabled people in public life</p>			
<p>What we did over the last year</p> <ul style="list-style-type: none"> Over the past two years, we have redesigned our website, moving it onto a new platform to improve access and modernise the look and ensure it continues to be user-friendly. <p>We have now 'gone live' with our new site, and have spent the last few months quality assuring the information, listening to users and adjusting the site based on feedback received.</p> <p>The planned manual self-assessment of our website has not yet been completed and is reflected in our new Disability Action Plan for 2018-23. We will undertake this using recognised Web Content Accessibility Guidelines and report on progress next year.</p>			
Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>1.3 Put in place contractual arrangements for the production of materials in</p>	<p>Accessible formats are more readily available</p>	<p>Arrangements are in place to support staff in procuring materials in alternative</p>	<p>BSO Equality Unit</p> <p>2015-16</p>

<p>alternative formats.</p> <ul style="list-style-type: none"> Undertake a scoping exercise by type of format based on current and best practice in UK Where appropriate undertake tender exercise and put contracts in place 		<p>formats.</p> <p>Contracts are in place where appropriate</p>	
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Relevant Duty: Encourage participation of disabled people in public life

What we did over the last year

- The Equality Unit at the Business Services Organisation represented us on a tender exercise led by the Central Procurement Directorate.
- The tender included a Lot on the provision of materials in alternative formats. No submissions were received for the Lot meaning that it is not possible for us to put a contract in place.

(2) Awareness Raising and Training

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>2.1 Encourage staff to declare that they have a disability or care for a person with a disability through awareness raising and provide guidance to staff on the importance of monitoring</p> <ul style="list-style-type: none"> Review outcome of equality and diversity survey with existing Council members and identify any 	<p>More accurate data in place</p> <p>Greater numbers of staff feel comfortable declaring they have a disability</p>	<p>90% of staff completing/ updating their disability status within the equality and diversity section on HRPTS</p> <p>Report to Council on outcome of equality and diversity survey of members</p>	<p>NIPEC Year 2 (2014/15) Onwards</p> <p>NIPEC Year 3 (2015/16)</p>

action to encourage participation of people with a disability			
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Relevant Duty: Promote positive attitudes towards disabled people.

What we did over the last year

- At the end of March 2018, using our HR IT system, 93.75% of our staff told us whether or not they have a disability. This is significantly higher than last year, when the figure was 45%.

6.25% of staff have stated they have a disability, which is almost double in comparison to previous years.

While this increased willingness to declare whether or not they have a disability is huge progress, we still want to keep working to increase this number further.

Throughout the year and in particular on our disability awareness days, we encourage staff who have a disability to declare that they do, so that we can put in place any reasonable adjustments they may need and they can avail of the support available.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
2.2 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.	2 annual Awareness Days profiled >50% of staff participating in the evaluation have indicated they know more about people living with disabilities as a result of the awareness days	NIPEC Year 1 (2013/14) Onwards BSO Equality Unit Year 3 (2015/16)

Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- The themes for our awareness days are chosen by a group of staff who volunteer to be involved in organising the days. The days are run across all

the 11 regional HSC organisations. This year the group decided to focus on diabetes and dyslexia. The Equality Unit wrote an article for staff highlighting the two themes chosen. It also asked staff who want to get involved to get in touch.

- At the **Diabetes Awareness Day** in November we set up an information stand in the foyer of our building and our staff were also given the opportunity to listen to a speaker from Diabetes UK. We also displayed information in our offices and sent this to all our staff.
- On the **Awareness Day on Dyslexia** we distributed a number of materials to staff by email. The information included a computer simulation. It showed how a piece of text may appear on screen to a person who has Dyslexia. We also shared links to videos where people talk about what it is like for them to be living with Dyslexia.
- At the end of the year we ran a short survey with staff about the awareness days. Most who took part in the survey knew about the Awareness Days (70%). Also, most people said they now knew more about dyslexia (66%) and diabetes (59%). More than half said they now knew how to help a colleague with dyslexia (55%) and diabetes (51%).

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
2.4 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	90% of staff and 50% of Council members have successfully completed the disability module of Discovering Diversity e-learning training programme Written information outlining disability duties disseminated to staff and Council members	NIPEC Year 3 (2015/16) NIPEC Year 3 (2015/16)

Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- The BSO Equality Unit (on our behalf), together with the Health and Social Care Trusts, completed work on a new e-learning module on equality awareness. The module called 'Making a difference' was made available to our staff in January of this year, and includes a number of scenarios that involve people with a disability and asks staff to think through how best to support the individuals.
- We have made it mandatory for all our staff to complete this module by March 2019. Since January, 4 members of staff have completed Part 1 (for all staff) and 1 member of staff has completed Part 2 (for line managers only).
- During the year, three members of staff completed the dedicated e-learning module on disability that is part of our Discovering Diversity programme.

(3) Getting people involved in our work, Participation and Engagement

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>3.1 Monitor and review our practices and processes in terms of the involvement of people with a disability and their carers</p> <ul style="list-style-type: none"> • Develop a 'welcoming statement' encouraging people with a disability and their carers to apply for NIPEC public appointments 	<p>Greater accessibility and involvement for people with a disability</p>	<p>Monitor and review accessibility of our accommodation and when using external venues</p> <p>Review guidance on payment of travelling and other allowances to Council members and other individuals involved in our work</p> <p>Revised information provided to those seeking and applying for public appointments</p>	<p>NIPEC Year 3 (2015/16)</p>

Relevant Duty: Promote positive attitudes towards disabled people AND

Encourage participation by disabled people in public life

What we did over the last year

- Booking procedures for internal and external events continue to require staff to consider accessibility issues using the checklist developed last year, and asking those attending any events if they have any specific needs.
- Reimbursement guidelines and procedures for service users, carers and stakeholders involved in our work were developed in May 2016 – these are due for review later this year.
- Recruitment of NIPEC Council members is scheduled to take place in 2019/20, and we will work with the Department of Health’s Public Appointments Unit in agreeing a ‘welcoming statement’ and including this in the information pack provided to those interested in applying.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>3.2 Promote, encourage and, where possible, identify opportunities for more engagement for people with a disability in key work areas</p> <ul style="list-style-type: none"> • Seek feedback from disability group(s) in the assessment of our website against recognised accessibility standard (<i>see point 1.2</i>) • Develop information on NIPEC PPI e-Forum specifically for people with a disability • Review NIPEC’s Public Participation 	<p>Better engagement by people with a disability</p>	<p>Annual review of progress to ECNI</p> <p>Groups working with and supporting people with a disability informed of opportunities to be engaged and involved in NIPEC’s work</p> <p>Public Participation Policy reviewed and updated</p>	<p>NIPEC Year 1 (2013/14) onwards</p> <p>Year 3 (2015/16)</p> <p>Year 3 (2015/16)</p>

Policy to ensure signposting and involvement of specific groups working with and supporting people with a disability			
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Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- Over the past two years, we have redesigned our website, moving it onto a new platform to improve access and modernise the look and ensure it continues to be user-friendly.
We have now 'gone live' with our new site, and have spent the last few months quality assuring the information, listening to users and adjusting the site based on feedback received.
The planned manual self-assessment of our website has not yet been completed and is reflected in our new Disability Action Plan for 2018-23. We will undertake this using recognised Web Content Accessibility Guidelines and report on progress next year.
- We hope to finalise and publish our revised and updated Public Involvement Policy in 2018/19.
- Those attending our series of stakeholder engagement events held in late 2017, were asked as part of the feedback questionnaire if there was anything we could do to improve our communication and engagement and access to our resources and information. Feedback received will help inform our development of resources and information and plan future events with our stakeholders.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
3.3 Promote and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan	Better involvement of staff with a disability in decision-making	Options Paper HR Directors Forum minutes Staff Survey responses Forum Terms of Reference	NIPEC / BSO Equality Unit Year 2 (2014/15) onwards

Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- In February we issued an article to let staff know about Tapestry, its latest work and the dates of its meetings. We also issue ‘pop ups’ before every quarterly meeting of the network to all staff.
- During the year, Tapestry focused its work on exploring how staff and line managers could better tap into existing support. Speakers from both the Department for Communities and the voluntary sector provided briefings to the network on existing Employment Support Programmes. They explained how the Programmes work and how staff and line managers can access support from Workable NI and Access to Work.
- Members of the network also developed suggestions how line managers could better be supported in putting in place appropriate reasonable adjustments in cases where a member of staff discloses to them that they have a disability.
- With the help of colleagues from BSO IT Services, Tapestry also put a lot of work into developing a website. The plan is for the website to go live before the summer of 2018.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
3.4 Initiate discussion with the Public Appointments Unit and people with a disability to develop a shadowing scheme for Council members	Develop capacity of people with a disability to participate in public life positions	Shadowing scheme in place and in use	NIPEC Year 5 (2017/18)

Relevant Duty: Promote positive attitudes towards disabled people

What we did this year

- We made contact with the Office of the Commissioner of Public Appointments in Northern Ireland to get more recent figures on applicants and those who are appointed. We looked into what schemes already exist that aim to encourage a more diverse range of people to apply for public appointments. We found a number of schemes in Northern Ireland, the UK and elsewhere, although none of these focused on people with a disability.

- We also contacted Disability Action. Over the next few months we want to speak to people from the disability sector, the Office of the Commissioner of Public Appointments and the Public Appointments Unit in the Department of Health about whether they think there is enough diversity in public appointments. We will also ask them how interested they think different groups of people are in taking part in public appointments and why this might be, as well as any strategies they think could improve different peoples' participation in public life.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
3.6 Involve disabled people in delivery and review of this plan	Better engagement by people with a disability (adults and children where relevant)	Feedback forms from engagement and roundtable sessions, where appropriate	BSO Equality Unit Year 5 (2017/18)

Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- As this report shows, we involve people who have a disability in the delivery of most actions in this plan. We have developed a new disability action plan for 2018-23. People with a disability, including our staff network, played a big role in developing these.

We invited consultees, including those representing people with a disability, 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.

(4) Recruitment and Retention

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
4.3 Examine ways of providing	People with a disability gain	Report published outlining outcome	NIPEC Year 1

<p>meaningful placement opportunities for people with a disability in line with good practice and making use of voluntary expertise in this area.</p> <ul style="list-style-type: none"> • Produce practical guidance on process and external support available • Review best practice including evaluation of BSO pilot placements • Engage with disability organisations • Identify possible placements within NIPEC 	<p>meaningful work experience</p>	<p>of process examining placement opportunities for people with a disability, practical guidance and external support available</p>	<p>(2014/15) onwards</p>
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Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- We sent information to all our senior managers about placements. We asked them to have a think whether they could offer a placement for a person with a disability. We told them about how the placements work and what they need to do. We were unable to offer a placement this year.
- We will consider offering a placement to a person with a disability next year.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
4.4 Encourage people with a disability to apply for employment opportunities and remain in the	Greater numbers of people with a disability apply	Increase in disability marked on equal opportunities monitoring forms	NIPEC / BSO Human Resources Year 3

workforce		and HRPTS	(2015/16)
Relevant Duty: Encourage participation by disabled people in public life			
What we did over the last year			
<ul style="list-style-type: none"> As part of our Disability Awareness Days – where we focus on sensitising staff to the needs of colleagues with a particular disability – we always include signposting information for staff who themselves have this particular condition. This includes information on support services. We also encourage that they let their line manager know that they have a disability so that we can put support in place to make sure everything is in place to help the individual fulfil their full potential and to encourage them to remain in the workforce. 			

(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 (the people at the top of our organisation) on a regular basis throughout the 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.

(7) Revisions

- During the year we developed and consulted on our new Disability Action Plans 2018-23 – see Chapter 5.

(8) Conclusions

- We completed 6 actions (2.1, 2.2, 2.4, 3.1, 3.3, 3.6)
- We didn't do what we said we would do under action 1.3 – this is because we didn't receive any submissions for this work and were unable to put a contract in place, as outlined within the action plan report on page 24.
- We still have some work to do to complete actions 1.2, 3.2 and 3.4.
- 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 5: Our new Equality and Disability Action Plans

(ECNI Q8, 9)



Equality and Disability Action Plans 2018-2023

March 2018

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

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79 Chichester Street
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Telephone: 0300 300 0066

Email: enquiries@nipec.hscni.net

Introduction

As Chair and Chief Executive of the Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC), Professor Carol Curran and Angela McLernon, we are 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 of 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 Janet Hall. If you have any questions you can contact Janet at:

Centre House
79 Chichester Street
Belfast
BT1 4JE

Telephone: (028) 9536 1178 (direct line)
0300 300 0066 (switchboard)

Email: janet.hall@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
 - Provide 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 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 – www.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 – www.health-ni.gov.uk

Through the work of the HSC Equality, Human Rights and Diversity 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 seven disability awareness days for our staff. Each looked at different disabilities: Epilepsy, sight loss and blindness, depression, hearing loss and deafness, learning disabilities, Cancer, and Arthritis and Musculoskeletal conditions. Information of these disabilities was emailed to our staff and displayed within the organisation. With our colleagues in the NI Guardian Ad Litem Agency, 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.
- 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 have checked our website to make sure it is accessible.

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 in our 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 - www.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 – www.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.

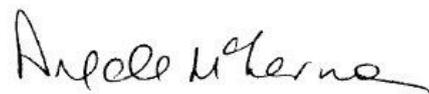
You can find further information on how we will monitor each action in the plans themselves.

Signed by:



Professor Carol Curran
Chair

Date: 14 March 2018



Angela McLernon
Chief Executive

Date: 14 March 2018

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
Carers			
<p>Review the caring responsibilities of staff with/without dependents.</p> <p>Promote information for staff who are carers on available policies and measures that might meet their needs, including sign-posting to relevant support organisations.</p> <p>Identify any gaps in available support for staff and explore how/if these could be met within existing policy and resources.</p> <p>Ensure carers involved in our work are aware of and avail of reimbursement guidelines</p>	<p>Staff who are carers feel more supported in the workplace</p>	<p>Baseline staff survey and after 3 years (quantifiable targets to be determined following baseline survey)</p>	<p>NIPEC / BSO HR with support from Equality Unit</p> <p>2018/19</p>

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 2020/21
Training			
<p>'Making a Difference' e-learning</p> <ul style="list-style-type: none"> • Add module to suite of mandatory training for all staff • Deliver on training targets 	Increased staff awareness of equality and human rights	<p>'Making a Difference' e-learning included in mandatory training for staff</p> <p>75% in first year and 100% thereafter of staff complete the e-learning module</p>	<p>NIPEC</p> <p>2018/19 – 2019/20</p> <p>Annually</p>
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 are feel better supported	Feedback from staff who have drawn support through the mechanisms indicates a positive experience.	BSO HR 2019/20

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Stakeholder engagement			
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 2018/19 onwards

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 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			
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			
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
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

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 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			
Monitor and assess accessibility of our website: Undertaken a self-assessment exercise against a recognised standard and where required develop an action plan to address any issues identified	Continue to meet best practice and guidance	Website accessibility to a current, recognised standard Assessment exercise outcome report Action Plan to address any accessibility issues	NIPEC 2018/19 onwards
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

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
Mental Health in the Workplace			
Sign up to the Mental Health Charter	<p>Staff with mental health conditions feel better supported in the workplace</p> <p>Supports and complements the work of NIPEC's Health and Social Wellbeing Committee</p>	Tapestry staff survey in 2022-23	<p>NIPEC with support from Equality Unit</p> <p>March 2023</p>

Chapter 6: Screening Report

(ECNI Q18)



Equality and Human Rights Screening Report

April 2017 – March 2018

<http://www.nipec.hscni.net/about-nipec/equality/>

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Corporate Plan 2017-21	<p>NIPEC's Corporate Plan 2017-2021 details its purpose, focus, outcomes and direction for the period 2017-2021.</p> <p>The Corporate Plan also provides a basis for the organisation's annual business plan which outlines its work programme aimed at promoting the highest standards of practice, education and professional development of nurses and midwives to facilitate the delivery of safe, effective, compassionate, person-centred services.</p>	July 2017	2
Financial Savings Plan 2017-18	Following notification from DoH of a 2% reduction in budget for 2017-18, this savings plan outlines NIPEC's proposals to meet this reduction.	July 2017	2
Clear Desk and Screen Policy	The policy has been developed to improve the security and protect confidentiality of information and reduce the risks of unauthorised access, loss of and damage to information during and outside normal working hours.	July 2017	3
Attendance at work	The purpose of this policy and procedure is to set out how absence will be dealt with in a fair, consistent and proactive manner by providing clear and effective guidelines on the management and monitoring of absenteeism	September 2017	2

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Leave Pack	The Leave Pack provides employees and their line managers with clear guidance in relation to the range of leave arrangements available to all staff, and the roles and responsibilities of all parties involved. It is designed to provide clarity and consistency across the organisation	November 2017	2
Family Pack	The Family Pack provides employees and their line managers with clear guidance in relation to maternity, adoption, paternity, parental and shared parental leave arrangements available to all staff, and the roles and responsibilities of all parties involved.	December 2017	2
Data Protection Policy	This policy is based around the principles of the Data Protection Act 1998 (DPA) and NIPEC's commitment to support and comply with this legislation.	March 2018	3
Zero Tolerance Policy	This policy applies to violence and aggression towards all NIPEC employees as well as to employees of external contractors, including Agency staff. This policy applies to situations arising during the course of professional duties or due to employment. It also applies to those undertaking work on behalf of NIPEC, whether from service users, other staff or members of the public.	March 2018	2

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Raising a Concern Policy	The Framework and Policy have been developed in response to recommendations arising from the RQIA Review of the Operation of Health and Social Care Whistleblowing Arrangements in 2016. The policy has been adopted by NIPEC and tailored to take account of the organisation's structures, policies and procedures.	March 2018	2
Consultation on Equality and Disability Action Plans 2018-23	Consultation on Equality and Disability Action Plans (This consultation ended on 29 th December 2017)	December 2017	2
Tapestry (our Disability Staff Network) Communication and Information Screening	This screening refers to the accessibility and inclusiveness of all communication, information and materials developed by Tapestry, including the content, format and design.	June 2017	2

NB: No concerns were raised by consultees on screening published in 2017-18

*1	'screened in' for equality impact assessment <u>including date</u> of EQIA
2	'screened out' with mitigation
3	'screened out' without mitigation

Chapter 7: Equality and Human Rights Mitigation

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



Equality and Human Rights Mitigation

April 2017 – March 2018

Making Changes

Corporate Plan 2017-21

<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>
<p>Issues relating to engagement and communication are considered in the screening of NIPEC's Engagement and Communication Strategy (2015).</p>	<p>NIPEC is committed to undertaking screening of all associated pieces of work as they are taken forward, including business plans and project initiation documents.</p> <p>Organisation of external meetings with stakeholders who may have particular needs regarding timing and location of meetings, and access to buildings and information will be considered at the time of organising meetings, booking venues and developing information to be shared.</p> <p>In doing so, reference will be made to NIPEC's procedure for booking of external and internal venues and its checklist for accessibility of meetings, venues and information.</p>

NIPEC expenditure allocation 2017-18 – financial savings plan and its implications

<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>
<p>In cases where information is not accessible via the website, information will be made available in an accessible format on request, as per NIPEC's Accessible Formats Policy.</p>	<p>The 2% reduction in budget received from the Department of Health in 2017/18 requires the organisation to develop a financial savings plan to achieve this. This in turn has meant unavoidable withdrawal of funding for the Intern appointment in 2017/18.</p>

	NIPEC will monitor requests received for accessible formats.
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Attendance at 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>
NIPEC will continue to promote its Work Life Balance Policies to support staff to remain in the workplace where possible (including for staff with a disability, staff who have caring responsibilities, staff who may be transitioning and female staff who are pregnant).	<p>NIPEC will continue to monitor the working of this policy to ensure those with disabilities, caring responsibilities, staff who are pregnant and those who may be transitioning are treated fairly in the use of this policy.</p> <p>NIPEC will work with Occupational Health and individual members of staff to put in place reasonable adjustments for those with a disability and will undertake a workplace work assessment for those who are pregnant.</p>

Leave Pack (including Special Leave, Employment Break Scheme, Flexible Working and Term Time Scheme)

<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>
<p>NIPEC will continue to promote the range of Leave that is available to staff in order to support them within the workplace.</p> <p>Disability</p> <p><i>Special Leave Policy – Attendance at medical/ dental appointments</i></p> <p>NIPEC’s management is committed to supporting employees who have a disability and ensuring reasonable</p>	<p>NIPEC will continue to monitor the working of the various types of Leave available to staff, and work with BSO HR and individual members of staff to ensure staff are treated fairly and decisions are reached in a consistent manner.</p> <p>Advice will be sought from BSO HR and BSO Equality Unit on equality issues raised by managers and</p>

adjustments are in place, including longer appointment times. Moreover, employees can available of other types of leave including flexi-time, time off in lieu and annual leave if required.

Special Leave Policy- Attendance at Funerals

Consideration of requests for leave to attend funerals will be on a case-by-case basis, and employees can available of other types of leave including flexi-time, time off in lieu and annual leave if required. NIPEC will take into consideration the mode of transport and associated travel times when presented with a request.

Flexible Working Policy

NIPEC is committed to supporting employees who have a disability and ensuring reasonable adjustments are in place, including requests for flexible working.

Gender & Age

Flexible Working Policy

Whilst preference will initially be given on the basis of length of service, every effort will be made to facilitate such requests on a rotational basis.

Religion

Special Leave Policy

Consideration of requests for leave to attend funerals will be on a case-by-case basis, and employees can available of other types of leave including flexi-time, time off in lieu and annual leave if required.

Dependents

Special Leave Policy

NIPEC will make every effort to grant requests for carers leave for staff with a

employees.

<p>disabled child.</p> <p><i>Flexible Working Policy – part-time working</i></p> <p>Whilst NIPEC recognises this issue, decisions will be taken based on business needs and financial circumstances in line with this policy.</p> <p>NIPEC will give particular consideration to meeting the needs of staff who have caring responsibilities where possible.</p>	
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Family Pack (including Maternity, Adoption, Paternity and Shared Parental leave)

<p><i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i></p>	<p><i>What do you intend to do in future to address the equality issues you identified?</i></p>
<p><i>Gender – Maternity Leave</i></p> <p>NIPEC has incorporated other policies in this Pack to include males and females, ie. adoption, paternity and shared paternity leave</p> <p><i>Gender and Sexual Orientation – Adoption Leave</i></p> <p>Whilst the policy refers to paternity leave, the same provisions are available to all individuals irrespective of sexual orientation and gender following the birth or adoption of a child.</p> <p><i>Gender – Shared Parental Leave</i></p> <p>Whilst the use of the feminine pronoun has been used in this document, NIPEC recognises that in cases of adoption the primary adopter may be male.</p> <p><i>Age – Maternity Leave</i></p> <p>NIPEC will provide reasonable adjustment and time off for any antenatal appointments for expectant mothers.</p>	<p>NIPEC will make the Family Pack available to all staff and their line managers and bring its content to their attention.</p> <p>NIPEC will continue to monitor the working of the various types of Leave available to staff, and work with BSO HR and individual members of staff to ensure staff are treated fairly and decisions are reached in a consistent manner.</p> <p>Advice will be sought from BSO HR and BSO Equality Unit on equality issues raised by managers and employees.</p>

<p><i>Disability – Maternity Leave</i></p> <p>NIPEC is committed to supporting employees who have a disability and ensuring reasonable adjustments are in place.</p> <p><i>Parental Leave – Gender, Dependents</i></p> <p>Whilst NIPEC recognises this issue, decisions will be taken based on business needs.</p> <p>NIPEC will make every effort to grant requests for parental leave for staff with a disabled child.</p> <p>NIPEC will give particular consideration to meeting the needs of staff who have caring responsibilities where possible.</p> <p><i>Paternity Leave – Sexual Orientation</i></p> <p>Whilst the policy refers to paternity leave, the same provisions are available to all individuals irrespective of sexual orientation following the birth or adoption of a child.</p> <p><i>Sexual Orientation – Shared Parental Leave</i></p> <p>Whilst the use of the feminine pronoun has been used in this document, the same provisions are available to all individuals irrespective of sexual orientation following the birth or adoption of a child.</p>	
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Policy on Zero Tolerance on the Abuse of Staff

<p><i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i></p>	<p><i>What do you intend to do in future to address the equality issues you identified?</i></p>
	<p>NIPEC will make the policy available to all staff and their line managers and bring its content to their attention. Appropriate support will be given to</p>

	<p>staff in relation to all incidents of abuse or violence at work, including those that are transphobic, sexist, homophobic, sectarian, disability, race, religion or political opinion related.</p> <p>NIPEC will continue to monitor reported incidences of abuse or violence to staff and any trends to ensure the necessary action to prevent similar incidences occurring.</p> <p>Advice will be sought from BSO HR and BSO Equality Unit on equality issues raised by managers and employees.</p>
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Framework and Policy on Your Right to Raising a Concern (Whistleblowing)

<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>
None	None

Consultation on Equality and Disability Action Plans 2018-23

<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>
<p>Work Placements</p> <ul style="list-style-type: none"> We work with a range of disability organisations to ensure opportunities are offered to people from a wide spectrum of disabilities, as well as different gender and age groups. Ensuring that reasonable adjustments are at the heart of placements. <p>Tapestry Disability Staff Network</p>	<p>Carers</p> <ul style="list-style-type: none"> Use of diverse case studies in materials Targeted materials (young carers, BME carers, carers of elderly dependants) <p>Gender Identity</p> <ul style="list-style-type: none"> Training and awareness initiatives to emphasise diversity in their content, including through choice

- We ensure that the way the forum operates allows people with a range of disabilities and from a range of age and ethnic backgrounds to be involved (for example, by providing information in accessible formats and choosing accessible venues).
- Accessible formats and inclusiveness integrated into Terms of Reference
- Strict confidentiality provisions apply

- of range of case studies and testimonials (gender, age)
- Domestic Violence
- Support mechanisms and awareness raising materials need to meet the needs of a range of people including different gender and gender identities, ages, ethnic groups, disabilities and sexual orientations
 - Information materials need to be reflective of the above groups both in the contents and images used
- Awareness Days
- Work to feature specific disabilities will take into consideration the need to include a range of age groups, ethnic groups and genders when testimonials and case studies are selected.
 - Information distributed to staff will take on board the needs of both staff with a particular disability and staff who are carers.
 - This is important for the selection of disabilities to be featured and the information distributed, including support services in the community signposted to.
- Work Placements
- We will work with a range of disability organisations to ensure opportunities are offered to people from a wide spectrum of disabilities, as well as different gender and age groups.
 - Provider to monitor diversity of participants and consider outreach measures to address under-representation
 - Provisions for Information

	materials in accessible formats; provision of interpreters at events.
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Tapestry (our Disability Staff Network) Communication and Information Screening

<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>
<p>Tapestry will adopt a set of common communication and information principles.</p> <p>These principles will be added to the Terms of Reference of Tapestry – also attached as Appendix 1 to this screening template.</p>	

Appendix – Further Explanatory Notes

1. Consultation and Engagement

Targeting (ECNI Q10)

Where relevant, we took a targeted approach to consultation in addition to issuing an initial notification of consultation. Moreover, we engaged with targeted groups as part of our work preceding formal consultations, such as in to our Gender Identity and Expression Employment Policy. This is to inform our consultation documents.

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

In our quarterly screening reports we raised awareness as to our commitments relating to equality screenings and their publication. We did the same when we held consultation events, such as in relation to our Equality Action Plan, and in the action plan document itself.

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.