

DEPARTMENT OF ENTERPRISE, TRADE AND INVESTMENT



Department of
**Enterprise, Trade
and Investment**

www.detini.gov.uk

Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2015-16

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

<https://www.economy-ni.gov.uk/department-economy-equality>

Signature:

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

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

This report reflects progress made between April 2015 and March 2016

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

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

- 1** In 2015-16, 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.

DETI's Equality Scheme contains a number of commitments by the Department to implement its statutory duties to ensure that equality issues are considered in all aspects of policy development and service delivery. DETI strives to enhance the promotion of equality of opportunity and good relations by embedding and mainstreaming these duties into its day to day activities. From October 2015, in addition to the commitments already contained in DETI's Equality Scheme, the Department's Six Monthly Assurance Statement includes an assurance, given by all Heads of Division, that Divisions, Units and Branches within the Department are required to conduct equality screening and, if appropriate, Equality Impact Assessments, on all new policies/amendments to existing policies, both internal and external, in line with Section 75 of the NI Act 1998.

DETI continued to screen policies and build equality issues into policies and programmes from an early stage of policy development. We also recognise the importance of ensuring all our policies comply with the Human Rights Act 1998. During 2015/16, equality screening exercises resulted in 14 policies being screened out. No full Equality Impact Assessments carried out during the reporting period.

During 2015/16 DETI Public Appointments Unit ran one open competition for new Consumer Council Board members (all other DETI appointments were reappointments).

A total of 71 applications were received – 40 male (56%) and 31 female (44%). Six applications were received from individuals who declared a disability (8%) and one application was received from an individual with an ethnic minority background (1.4%). Five new members were appointed – all female. One declared a disability and one is from an ethnic minority background.

We have welcomed the success of females in Honours awards for services to industry in Northern Ireland during the reporting period.

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During 2015/16 DETI received a number of requests for reasonable adjustment in the workplace. A large proportion of these requests were for an adjustable chair. Phased return to work was also granted to a number of staff who returned after lengthy sick absences. If additional advice was required, requests were referred to the NICS Occupational Health Service. These referrals covered issues such as recommending what type of equipment would help the officer carry out their duties. Departmental HR (DHR) arranged for the Disability Employment Service to have assessments carried out by their Occupational Therapists. Assistance was also sought from the Occupational Psychology Unit in DEL.

Four Personal Emergency Evacuation Plan (PEEP) was completed within the Department during 2015/16.

During the reporting period DETI's Diversity Group arranged events for staff in both Netherleigh and Fermanagh House. These events were on carers (presentations delivered by CRUSE) and racism. Positive feedback was received from staff who attended these events. A further 3 factsheets were issued to staff on Diversity in DETI; Harassment & Bullying; and Non-Visible Disabilities.

To coincide with World Autism Awareness Day 2015, we showed a DVD entitled 'Understanding ASD, Understanding Me' which was produced by the Southern HSC Trust and filmed/cast by people on the Autism spectrum. The DVD was shown on a loop throughout the day at reception. Leaflets and a copy of the Autism factsheet previously produced by the DETI Diversity Group were also available to staff. A follow up article was also published in Enterprizine, the staff online magazine.

DETI Equality Unit (EDU) staff continued to hold regular update meetings with equality colleagues in each of our NDPBs. These meetings are normally held on a quarterly basis and provide an opportunity, not only to share information and experience, but also to update the NDPBs on current equality-related cross-departmental strategies and to outline current best practice in these areas. These meetings have proved very valuable in ensuring that our NDPBs are aware of NICS policy developments and in improving our understanding of the issues they face.

Work was taken forward on the development of actions for inclusion in a number of equality related cross-departmental strategies including input to the OFMDFM-led Disability Strategy 2012-2017, the DHSSPS-led Autism Strategy 2013-2020 and attendance at a workshop to develop the OFMDFM-led Sexual Orientation Strategy.

EDU staff represent the Department on a range of inter-departmental working groups to help drive forward key equality issues across government, including the NICS

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Departments' Equality Practitioners Group (EPG), chaired by OFMdFM, and the DCAL-led Sign Language Partnership Group and the Inter-departmental Charter Group for Regional and Minority Languages.

Contact with the Voluntary and Community Sector continues through various fora for the benefit of both the sector and the Department.

2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2015-16 (*or append the plan with progress/examples identified*).

One of the objectives of DETI's Equality Action Plan is to gather more information about those contacting the Department's Consumerline. Based on the analysis of information collected through previous customer surveys, and other intelligence sources, the Trading Standards Service (TSS) in Northern Ireland engaged with a wide range of stakeholders to highlight the financial and psychological harm caused by scams, doorstep crime and to work in partnership to tackle this major issue. Here are a number of examples provided by them:-

- ✓ Working with local Policing and Community Safety Partnerships, Community Police and Liaison Committees and Neighbourhood Watch Groups;
- ✓ Working with a number of the local Crime Prevention Officers;
- ✓ Working with the PSNI to discuss the possibility of a media advertising campaign;
- ✓ Attending the Older Persons Commissioner's Office round table meeting;
- ✓ Working with our colleagues in the Dept of Justice and the Northern Ireland Policing Board to secure funding for the purchase of call blockers;
- ✓ Working with Health Trust representatives who have responsibilities for safeguarding vulnerable individuals;
- ✓ Appearing on TV / Radio - highlighting scams on shows such as the On Your Behalf Programme, the One Show, the Secret Scammer, Rip Off Britain and Spotlight;
- ✓ Working with two of our local banks – to help prevent/detect crime;
- ✓ Visiting Sheltered Housing Complex - presentations to residents;
- ✓ Local Churches – educating and working with them when they identify scam victims within their congregation/nursing homes;
- ✓ Royal Mail - educating postal workers on how to identify scam mail;
- ✓ Social Security Agency - referring scam victims, who may be entitled to extra benefit;
- ✓ Action Fraud - making referrals;
- ✓ We attended a wide range of events to promote the work which we undertake

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on a daily basis ; and

- ✓ Working with DOJ and PSNI to pilot selected “No Cold Calling Zones” to determine their effectiveness in reducing crime.

In addition to undertaking the above, TSS worked very closely with the Consumer Empowerment Alliance and the National Scams Team. Part of this work included visiting people who TSS believe are responding to scam mail, scam phone calls, scam e-mails and scam text messages. During each visit, an officer would provide specialist one to one advice.

TSS continually promote their activities as by doing so, people become more aware of the work that is undertaken on a daily basis including issuing press releases regarding TSS court cases, regular postings on TSS Social Media pages and appearances on TV/Radio news items.

People who contact TSS for consumer advice are made aware of their consumer rights and their business obligations. Consumers in particular, are more able to obtain redress for their consumer problem/issue as a result of the advice which they have received from the Service.

The above initiatives promote access to TSS services across all Section 75 groups. In particular, scam victims benefit from one to one advice which is provided by our service.

One of the measures in DETI’s Equality Action Plan is to increase the numbers of women, people with disabilities and people from ethnic minorities applying for the Department’s public appointments. DETI, in conjunction with all other Departments, has been actively taking forward the recommendations in the previous Public Appointment Commissioner’s report ‘Under representation and lack of diversity in public appointments’ published in 2014.

In the most recent development, in February 2016, the NI Executive agreed targets for achieving gender equality in public appointments as part of a range of measures aimed at encouraging participation rates of under-represented groups and to make public bodies more representative of the committees they serve.

Targets have been set to achieve gender equality (in aggregated public appointments) by 2017/18 for in-year appointments, and by 2020/21 for all appointments. Other measures include identifying obstacles to participation, reviewing the culture of boards and looking at remuneration levels.

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DETI PAU has committed to participating in a series of CPANI workshops during 2016 on 'demystifying the public appointment process'. The first 2 workshops took place on 23 February 2016 and 22 March 2016.

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3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2015-16 reporting period? *(tick one box only)*

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

Please provide any details and examples:

The use of the Guaranteed Interview Scheme (GIS) for the Consumer Council Board Member competition attracted 6 applicants (8%) who declared a disability. All were new to DETI public appointments and 4 of them were successful at getting through for interview. One made it through to the 'suitable for appointment' list and was one of the 5 new appointees. DETI will continue to employ the GIS in future competitions.

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

Please provide any details and examples:

The wider promotion of opportunities and the design and choice of criteria has seen an increase in the number of women and those with a disability applying for public appointments.

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

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

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

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

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

DETI's Equality Scheme contains a commitment to achieving effective communication and ensuring that all our services are fully accessible to everyone in the community across the Section 75 categories.

Other (please specify and give details):

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

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2015 - 16 reporting period? (tick one box only)

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

Job descriptions for staff in DETI's Equality & Diversity Unit reflect their contributions to the discharge of the Section 75 statutory duties.

5 Were the Section 75 statutory duties integrated within performance plans during the 2015-16 reporting period? (tick one box only)

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

Under the NICS Performance Management Framework, commitments set out in DETI's Equality Scheme are reflected in the Personal Performance Assessments of relevant staff and reviewed throughout the year.

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6 In the 2015-16 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan
- No, the organisation's planning cycle does not coincide with this 2013-14 report
- Not applicable

Please provide any details and examples:

DETI's Corporate Plan 2011-2015 states that "DETI will [also] integrate its equality scheme into corporate and business planning and will act to ensure the Section 75 statutory duties are taken forward within its core business." The Corporate and Operating Plans include specific objectives and targets relating to section 75 duties.

From October 2015, in addition to the commitments already contained in DETI's Equality Scheme, the Department's Six Monthly Assurance Statement includes an assurance, given by all Heads of Division, that Divisions, Units and Branches within the Department are required to conduct equality screening and, if appropriate, Equality Impact Assessments, on all new policies/amendments to existing policies, both internal and external, in line with Section 75 of the NI Act 1998.

Equality action plans/measures

7 Within the 2015-16 reporting period, please indicate the **number** of:

Actions completed:	<input type="text"/>	Actions ongoing:	<input type="text" value="3"/>	Actions to commence:	<input type="text"/>
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Please provide any details and examples *(in addition to question 2)*:

See Question 8 below.

8 Please give details of changes or amendments made to the equality action plan/measures

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during the 2015-16 reporting period (*points not identified in an appended plan*):

No changes or amendments made to the Equality Action Plan as the commitments remain relevant to our functions and work. However, EDU continues to oversee the implementation of the existing commitments and the actions set out in the Department's Equality Action Plan as referred to in Section 1, Question 2.

9 In reviewing progress on the equality action plan/action measures during the 2015-16 reporting period, the following have been identified: (*tick all that apply*)

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

Arrangements for consulting (Model Equality Scheme Chapter 3)

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

- All the time Sometimes Never

11 Please provide any **details and examples of good practice** in consultation during the 2015-16 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:

None identified.

12 In the 2015-16 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: (*tick all that apply*)

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the

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consultation

- Internet discussions
- Telephone consultations
- Other (*please specify*):

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

None identified.

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2015-16 reporting period? (*tick one box only*)

- Yes No Not applicable

Please provide any details and examples:

14 Was the consultation list reviewed during the 2015-16 reporting period? (*tick one box only*)

- Yes No Not applicable – no commitment to review

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

<http://www.detini.gov.uk/index/deti-about-home/equality-section-75-of-the-ni-act-1998.htm>

<http://www.detini.gov.uk/index/deti-consultations.htm>

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

14

16 Please provide the **number of assessments** that were consulted upon during 2015-16:

7	Policy consultations conducted with screening assessment presented.
0	Policy consultations conducted with an equality impact assessment (EQIA) presented.

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Consultations for an **EQIA** alone.

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

The main consultations carried out during the reporting period were from the Department's Energy Division.

- 18** Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? (*tick one box only*)

Yes No concerns were raised No Not applicable

Please provide any details and examples:

Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)

- 19** Following decisions on a policy, were the results of any EQIAs published during the 2015-16 reporting period? (*tick one box only*)

Yes No Not applicable

Please provide any details and examples:

Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)

- 20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2015 -16 reporting period? (*tick one box only*)

Yes No, already taken place
 No, scheduled to take place at a later date Not applicable

Please provide any details:

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This was carried out at an earlier stage as part of the development of DETI's Equality Scheme.

- 21** In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

Yes No Not applicable

Please provide any details and examples:

- 22** Please provide any details or examples of where the monitoring of policies, during the 2015-16 reporting period, has shown changes to differential/adverse impacts previously assessed:

None identified.

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

None identified.

Staff Training (Model Equality Scheme Chapter 5)

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2015-16, and the extent to which they met the training objectives in the Equality Scheme.

Diversity – One member of staff completed Diversity e-learning Training

Public Consultation & Engagement – 6 staff trained

Feedback from this course has been positive, with one member of staff commenting, *"I found the course very useful and my attendance was very timely. I gained a good insight into the consultation process for policy making in Northern Ireland and a deeper understanding of the various stages and actions required to carry out a consultation effectively."*

Introduction to Human Rights – One member of staff trained

The member of staff commented *"I had quite a bit of knowledge about the subject through previous work, so there was little that was new to me. I also felt that on-line methodology was not sufficient on its own. Perhaps as a piece of pre-course work, leading*

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on to a course that was led by case studies, and involved discussion of those to bring out the main learning points. The quiz at the end will not measure changes in attitude or behaviour, just memory”.

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

A new Online Induction Programme covering the statutory Equality Duty and Disability Duties was rolled out to new members of staff during 2015/16.

In November 2015, a member of DETI’s Public Appointments Unit attended the Equality Commission’s Gender Equality Seminar & Workshop.

The Equality Opportunities Officer attended a seminar organised by Employers for Disability on Equality & Disability Awareness.

In 2015, the Equality Officer attended a seminar in Castle Buildings on the United Nations Convention on the Rights of Persons with Disabilities, hosted by the Equality Commission NI and the NI Human Rights Commission.

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

- 26** Please list **any examples** of where monitoring during 2015-16, across all functions, has resulted in action and improvement in relation **to access to information and services**:

None identified.

Complaints (Model Equality Scheme Chapter 8)

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2015-16?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

Section 3: Looking Forward – THERE IS NO REQUIREMENT TO SEND THIS TO ECNI

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

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

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2015-16) reporting period? *(please tick any that apply)*

- Employment
- Goods, facilities and services
- Legislative changes
- Organisational changes/ new functions
- Nothing specific, more of the same
- Other (please state):

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1. Number of action measures for this reporting period that have been:

13

Fully achieved

0

Partially achieved

2

Not achieved

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

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

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ	DETI, as part of the cross-departmental Public Appointment Forum (PAF), will work to address the recommendations made by the Commissioner for Public Appointments, Northern Ireland (CPANI), in his report on under-representation and lack of diversity in public appointments in Northern Ireland – published in January 2014.	The CPANI Code of Practice now requires every competition ‘Appointment Plan’ to have a diversity section. DETI currently provides a menu of actions/ initiatives for sponsor branches and selection panels to consider when drawing up the diversity section specific to each competition. The menu will also be shared by DETI	The number of applications from women and people with a disability has increased because of our efforts on the publicity front and work on helping applicants to understand the criteria. CPANI are aware of financial factors which can act as a barrier for people with a disability. Total applications received/those who declared a

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		with all departments via the PAF. The number of applications for public appointments from individuals who declare a disability to be monitored on an ongoing basis.	<p>disability/percentage:</p> <table> <tr> <td>2013/14</td> <td>121/3</td> <td>(2.5%)</td> </tr> <tr> <td>2014/15</td> <td>291/8</td> <td>(2.7%)</td> </tr> <tr> <td>2015/16</td> <td>71/6</td> <td>(8%)</td> </tr> </table>	2013/14	121/3	(2.5%)	2014/15	291/8	(2.7%)	2015/16	71/6	(8%)
2013/14	121/3	(2.5%)										
2014/15	291/8	(2.7%)										
2015/16	71/6	(8%)										
Local	DETI will maintain and review the adjustments it has taken to comply with DDA requirements.	Ensure all identified reasonable adjustments, including employee and customer access, have been considered and subsequently implemented, as appropriate.	In 2015/16 the Department continues to try out equipment to allow some staff to stand and work at their workstations.									

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

	Training Action Measures	Outputs	Outcome / Impact
1	DETI Departmental HR to provide induction training for all new entrants, which includes information on the disability duties.	New online induction package, which includes information on the department's Disability duties to be issued to all new entrants from 1 April 2015.	In 2015/16, 10 new members of staff were issued with Online Induction training. Feedback from participants has been very positive and Departmental HR continues to review the material included in the Induction programme.
2	The NI Civil Service has a Diversity Awareness Training package which promotes an	All new recruits to the NICS to attend classroom based Diversity training delivered by the Centre for Applied Learning.	An embargo on recruitment during this year resulted in no staff requiring the classroom based training. Diversity e-learning was last issued to all staff in 2014 and is due to roll out

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	inclusive working environment and stresses the importance of valuing differences. The package also includes material on the duty to promote positive attitudes towards disabled people and on current disability equality legislation.	All other DETI staff are required to complete online refresher Diversity training on a 3-year rolling basis. Most recent training was delivered in the last quarter of 2014.	again in 2017.
3	An online Diversity Awareness Training Course, designed by the Centre for Applied Learning, is available from April 2015.	DETI DHR will be encouraging staff to avail of this training.	Departmental HR continues to monitor new staff to the Department, ensuring they enrol in Diversity training in the interim periods of mass roll-out.

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

	Communications Action Measures	Outputs	Outcome / Impact
1	DETI, through internal briefing mechanisms such as Enterprizine, will public articles to promote awareness of the Disability Action Plan and statutory duties as appropriate.	Disability Action Plan 2015/16 and information on the statutory duties are available to staff via internal email. DETI's 2015/16 Disability Action Plan has been extended until the new Department for the Economy is formed in May 2016.	Staff are aware of the Department's statutory duties and Disability Action Plans.
2	In line with the Autism Strategy 2013-2020 and associated	Autism Factsheet to be distributed to all DETI staff and their NDPBs.	The Autism Factsheet was distributed to all DETI staff as part of participation in World Autism

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	Action Plan 2013-2016 which were launched on 15 January 2014, DETI will raise awareness of autism amongst all DETI staff.		Awareness Day 2015. In addition, DETI showed a DVD entitled 'Understanding ASD, Understanding Me' which was filmed/cast by people on the Autism Spectrum.
3	In line with the Autism Strategy 2013-2020 and associated Action Plan 2013-2016 which were launched on 15 January 2014, DETI will help ensure that agreed Autism Awareness Training is made available to frontline staff.	This will be explored and provided in line with other NICS Departments.	DETI organised for the National Autistic Society to deliver ½ day awareness sessions to its frontline staff. Three sessions took place on 26 & 27 May 2015 for Insolvency Service and Trading Standards Service.
4	DETI's Diversity Group has recently been reconstituted. It will produce further factsheets to promote understanding amongst staff of the needs of people with disabilities and to encourage best practice within DETI. Each factsheet will focus on a different disability, providing background information and advice for staff and line managers to encourage understanding of the causes and symptoms of certain disabilities in order to promote more positive attitudes as well as raising awareness of the types of reasonable adjustments	The Diversity Group has updated its Diversity Plan and has surveyed staff to find out what issues they would like the Diversity Group to focus on in the next year.	During the reporting period DETI's Diversity Group arranged events for staff in both Netherleigh and Fermanagh House. These events were on carers (presentations delivered by CRUSE) and racism. Positive feedback was received from staff who attended these events. A further 3 factsheets were issued to staff on Diversity in DETI; Harassment & Bullying; and Non-Visible Disabilities.

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	available.		
5	DETI is part of the NICS Web Consolidation Project, led by OFMdFM, which will improve the content of DETI's website and the accessibility of departmental information for all its customers	Revised website was launched in June 2015.	Layout and design of the departmental website has been much improved. Positive feedback was received from both our internal and external customers.

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1	DETI EDU staff facilitated initial liaison between Tourism NI and the British Deaf Association to discuss accessibility to tourist attractions for the deaf community.	Tourism NI and key tourism providers attended a consultation evening with British Deaf Association (NI) representatives.	A leaflet entitled 'Guidelines for Tourism Attractions' was produced in conjunction with Tourism NI/key tourism providers and British Deaf Association representatives to improve accessibility to tourism attractions for the deaf community.
2	Attendance at OFMdFM/ECNI	DETI EDU seeks to provide colleagues in DETI HQ and NDPBs with details of	Representatives from DETI's Public Appointments Unit attended an ECNI-led Gender

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	etc events.	relevant OFMdfM/ECNI etc events.	Equality event in October 2015. EDU staff attended a World Deaf Association event in Belfast City Hall in November 2015.
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2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1	Personnel and Line Managers, with advice from Corporate Services as required, will take forward Personal Emergency Evacuation Plans (PEEPs).	Equality & Diversity Unit (EDU) will seek to raise Line Managers' Awareness of their responsibility to complete PEEPs as required.	<p>This measure is outlined in DETI's Annual Disability Action Plans, which are circulated to staff and are available on our Infonet. Business areas are also asked to advise DETI's EDU how many PEEPs have been revised/ developed during the reporting period for inclusion in the Annual Report to ECNI.</p> <p>In addition, the Office Risk Assessment Exercise, which Corporate Services issues annually to all business areas, includes a section on PEEPs. This asks managers whether they have a member of staff with mobility/ other relevant issues and, if so, whether a PEEP has been agreed. As such it helps to provide an assurance that PEEPs are in place where</p>

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

	Action Measures partly achieved	Milestones / Outputs	Outcomes/Impacts	Reasons not fully achieved

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

	Action Measures not met	Reasons
1.	DETI Consumer Affairs Branch will continue to undertake outreach activity with disability groups to raise awareness of the service provided by Consumerline. Consumer Affairs Branch will carry out a yearly survey to monitor the accessibility of Consumerline to people with a disability.	Consumer Affairs have been unable to carry out a survey since 2014 due to a lack of resources.
2	DETI will continue to use an internal network of staff with disabilities to facilitate consultation on the information contained in Factsheets produced by the Diversity Group.	Consultations with staff have not taken place recently.

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

(a) Qualitative

DHR seek and analyse feedback on all training attended by DETI staff

(b) Quantitative

PAU continue to monitor the number of applications those with a declared disability and use the findings to inform future initiatives.

6. As a result of monitoring progress against actions has your organisation either:

- made any **revisions** to your plan during the reporting period or
- taken any **additional steps** to meet the disability duties which were **not outlined in your original** disability action plan / any other changes?

No

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			

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4			
5			

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

DETI's 2015/16 Disability Action Plan has been extended until the new Department for the Economy is formed in May 2016.

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- ⁱ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.
 - ⁱⁱ **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.
 - ⁱⁱⁱ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments