



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

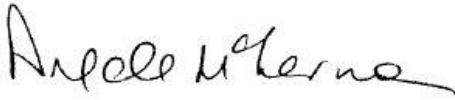
**Public Authority Statutory Equality and Good Relations Duties
Annual Progress Report 2015-16**

Contact:

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Documents published relating to our Equality Scheme can be found at
www.nipec.hscni.net

Signature:


**Angela McLernon
Chief Executive**

**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 | <p>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.</p> <p><i>Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.</i></p> |
|---|---|

Equality monitoring

During the year, the Equality Unit, on behalf of ourselves and our partners, coordinated a six week staff monitoring initiative which targeted messages at staff through direct email, screen pop ups and posters, to encourage them to fill out their staff data on our Human Resources IT system (HRPTS). This produced some marginal increases across some of the Section 75 categories.

Over and above the particular initiative, prompts to staff on completing equality information on the new Human Resources systems were issued at several times during the year and raised with staff at internal meetings. NIPEC is of the view that those staff who have not to date completed their equality information may continue to not participate due to personal reasons. However, NIPEC will consider a number of ways of boosting staff data on HRPTS whilst reassuring staff this data is confidential and only used for statistical purposes.

Good Relations Statement

Following engagement with Trade Union Colleagues and in partnership with the 10 other regional HSC Organisations, we developed and agreed the following Good Relations Statement:

NIPEC is committed to the promotion of good relations between people of differing religious belief, political opinion and, or racial group. As a health and social care organisation we are committed to promoting respect for diversity and to challenging sectarianism and racism in both employment and services.

which has been inserted into NIPEC corporate documents. The statement was launched in the Islamic Centre, Belfast, with input by the Community Relations Council.

We will work with our partners in 2016-2017 to develop some actions that put meaning to our new statement.

Gender Identity Employment Policy

Together with our colleagues from the Health and Social Care (HSC) Trusts we jointly progressed the development of a gender identity employment policy. To this end, equality and human resources staff engaged with groups and individuals from the gender identity sector as well as the LGB&T staff forum in Health and Social Care. Likewise, staff from the regional gender identity service fed into the process.

Bulletins, newsletter, senior briefings, intranet and email

We provided our staff with information in the form of emails, written and verbal updates and information sessions. These focused on the following:

- Disability Staff Forum ('Tapestry') - information, staff survey, launch, promotional article and update emails
- Hearing Loss Awareness Day - information session, leaflets and Disability Insight publication
- Learning Disabilities Awareness Day - information session, leaflets and Disability Insight publication.

In addition, a number of senior briefings (written and verbal) were provided on the following areas:

- Equality Screening pitfalls
- Disability Awareness Days proposals and updates
- Training Plan 2015-16
- Disability Placements
- Five Year Review of Equality Scheme
- Disability Staff Forum updates
- Disability Duties Information Leaflet for staff
- Website Accessibility
- Good Relations Statement and its launch
- Equality Monitoring Staff Data information
- Standards and Guidance on the Involvement of People with a Disability
- Accessibility of venues and meetings.

Website Accessibility

We gave consideration to a number of ways of assessing and improving accessibility of our website, including self-assessment, automated testing tools, website accessibility evaluation services and user-based accessibility testing. Following a redesign of our website, we plan to carry out a manual self-assessment of this using recognised Web Content Accessibility Guidelines and

will report on this in next year's report.

Standards and Guidance for the Involvement of Disabled People

There are many reasons why it is important to consult and involve service users, carers and the wider community.

People with disabilities tend to be excluded from public services and when health and social care outcomes are agreed with communities, needs are better met and people can be supported to manage their own care. There is a growing body of literature to show that good quality involvement can lead to improved health and social care outcomes, better value for money and improved quality of life for service users, their families and carers, community and the whole of Health and Social Care.

We therefore, in partnership with the BSO Equality Unit and our HSC regional colleagues, developed standards and guidance for the involvement of disabled people in our work. We also developed a checklist for staff to ensure that people with a disability can be fully involved when we are arranging meetings / running events.

This was developed in consultation with disabled people and organisations representing disabled people such as ARC NI, Autism NI, British Deaf Association NI, Omnibus Partnership, Patients Group of Royal College of GPs, Positive Futures, SHSCT, and Telling it like it is group.

Disability Staff Forum

We finalised the establishment of a HSC Disability Staff Forum for staff members in our organisation. This Forum is open to staff working in all 11 HSC Regional Organisations who have an interest in Disability. The Forum, 'Tapestry', is being sponsored in 2016-2017 by the Health and Social Care Board.

We worked with HSC colleagues in the Business Services Organisation Equality Unit to develop and agree a workable and effective structure for the Forum. The Forum was launched in March 2016 and will begin formal meetings, draft terms of reference and establish and promote itself during 2016/17.

We will work with partners during the year to determine the long term sponsorship of the Forum.

Disability Awareness Days

Featuring two staff awareness days on disabilities during the year was also one of our objectives. In September 2015, we focused on Hearing Loss and in February 2016, we drew attention to Learning Disabilities.

On both days, we offered our staff the opportunity to attend a talk by Action on Hearing Loss and VOCAL. In addition, we provided staff with information materials and signposting information on how to access further support.

2	Please provide examples of outcomes and/or the impact of equality action plans/ measures in 2015-16 (<i>or append the plan with progress/examples identified</i>).				
	Our Equality Action Plan Progress Report 2015-16 is attached as Appendix 1.				
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? (<i>tick one box only</i>)				
	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No (go to Q.4)	<input type="checkbox"/> Not applicable (go to Q.4)
	Please provide any details and examples:				
	Please see information provided under Question 1 above. Please also see Appendix 2 and 3: Screening Report 2015-16 and Mitigation Report 2015-16.				
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:				
	Please see information provided under Question 1 above. Please also see Appendix 2 and 3: Screening Report 2015-16 and Mitigation.				
3b	What aspect of the Equality Scheme prompted or led to the change(s)? (<i>tick all that apply</i>)				
	<input checked="" type="checkbox"/>	As a result of the organisation's screening of a policy (<i>please give details</i>): Please see information provided under Question 1 above. Please also see Appendix 1, 2 and 3: Equality Action Plan Progress Report 2015-16, Screening Report 2015-16 and Mitigation Report 2015-16.			
	<input type="checkbox"/>	As a result of what was identified through the EQIA and consultation exercise (<i>please give details</i>):			

	<input type="checkbox"/>	As a result of analysis from monitoring the impact (<i>please give details</i>):
	<input type="checkbox"/>	As a result of changes to access to information and services (<i>please specify and give details</i>):
	<input type="checkbox"/>	Other (<i>please specify and give details</i>):
	<input type="checkbox"/>	

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)	
	<input checked="" type="checkbox"/>	Yes, organisation wide
	<input type="checkbox"/>	Yes, some departments/jobs
	<input type="checkbox"/>	No, this is not an Equality Scheme commitment
	<input type="checkbox"/>	No, this is scheduled for later in the Equality Scheme, or has already been done
	<input type="checkbox"/>	Not applicable
<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. 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>		
5	Were the Section 75 statutory duties integrated within performance plans during the 2015-16 reporting period? (tick one box only)	
	<input type="checkbox"/>	Yes, organisation wide
	<input checked="" type="checkbox"/>	Yes, some departments/jobs
	<input type="checkbox"/>	No, this is not an Equality Scheme commitment
	<input type="checkbox"/>	No, this is scheduled for later in the Equality Scheme, or has already been done
	<input type="checkbox"/>	Not applicable
<p>Please see our response given under Question 4 above.</p> <p>The Chief Executive, Head of Corporate Services and Corporate Services Manager had specific objectives within their performance and development plans. For example, the Corporate Services Manager was asked to:</p>		

	<ul style="list-style-type: none"> • Oversee the 5-year review of NIPEC’s Equality Scheme, working collaboratively with HSC Forum organisations members and BSO Equality Unit in consultation process, and a report was published at the end of March 2016. • Assist HCS in the continued implementation and monitoring of (a) Disability Action Plan 2013-18; and (b) Equality Action Plan 2013-18. • Represent NIPEC on the quarterly HSC 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; and equality screening of policies, procedures, corporate and project plans and decisions.
<p>6</p>	<p>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? <i>(tick all that apply)</i></p>
<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes, through the work to prepare or develop the new corporate plan</p> <p>Yes, through organisation wide annual business planning</p> <p>Yes, in some departments/jobs</p> <p>No, these are already mainstreamed through the organisation’s ongoing corporate plan</p> <p>No, the organisation’s planning cycle does not coincide with this 2015-16 report</p> <p>Not applicable</p>
	<p>Please see our response given under Question 5 above.</p> <p>NIPEC’s Business Plan requires NIPEC to ensure it adheres to the appropriate Statutory and Regulatory requirements by demonstrating compliance with Equality and Human Rights statutory and regulatory duties and takes forward actions arising from the implementation of NIPEC’s Disability Action Plan.</p> <p>NIPEC’s 2016-17 Business Plan again reflects the need to meet its legislative duties and implement its Disability Action Plan. It also states it will take forward any recommendations arising from the five-year review of NIPEC’s Equality Scheme submitted to ECNI at the end of March 2016, and ensure Section 75 duties are reflected in the development of its Corporate Plan for 2017-21.</p>

Equality action plans/measures						
7	Within the 2015-16 reporting period, please indicate the number of:					
	Actions completed:	1	Actions ongoing:	4	Actions to commence:	0
	Please see our Equality Action Plan Progress Report 2015-16 attached as Appendix 1.					
8	Please give details of changes or amendments made to the equality action plan/measures during the 2015-16 reporting period (<i>points not identified in an appended plan</i>):					
	There were no changes to the Equality Action Plan during the 2015-16 reporting period.					
9	In reviewing progress on the equality action plan/action measures during the 2015-16 reporting period, the following have been identified: (<i>tick all that apply</i>)					
	<input checked="" type="checkbox"/>	Continuing action(s), to progress the next stage addressing the known inequality				
	<input type="checkbox"/>	Action(s) to address the known inequality in a different way				
	<input type="checkbox"/>	Action(s) to address newly identified inequalities/recently prioritised inequalities				
	<input type="checkbox"/>	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: (<i>tick one box only</i>)					
	<input checked="" type="checkbox"/>	All the time	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Never
	Where relevant we tend to engage with targeted groups as part of our work preceding formal consultation. This is to inform our consultation documents.					
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:					

The importance of engaging, involving and working with our stakeholders, internal and external, continues to be central to the work we do. We lead and facilitate a range of projects, initiatives and work streams on behalf of and in partnership with the Department of Health (our sponsoring branch), HSC Trusts and other HSC bodies. In doing so, we engage with a wide range of nursing, midwifery and other key professionals working across the UK and within the HSC and voluntary, independent and private sector.

A number of projects have also conducted online and face to face consultations and engagement with service users and their carers and the general public.

Each year, we host a stakeholder event to help inform our business planning process – this is attended by colleagues from the Department of Health, HSC Trusts, higher education institutions, the voluntary, independent and private sector, and lay and professional members of our Council.

Our Engagement and Communication Strategy was again reviewed in 2015/16 to ensure it accurately reflects the wide range of ways in which we engage and communicate with our stakeholders, including service users.

We continue to facilitate the Independent and Voluntary Sector Forum with the aim of providing updates on professional practice and supporting professional peer supervision of our colleagues within this sector. In addition, we continue to engage with our PPI e-Forum, with members also invited to attend our conference and annual Stakeholder Event and be involved in and contribute to our projects, initiatives and workstreams.

We have conducted 15 online surveys during 2015-16, the majority of which have been focussed on obtaining the views of nurses and midwives following an engagement event or on specific subjects pertaining to their role, practice and professional development. A total of 1469 responses were received across the 15 surveys.

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)*

<input checked="" type="checkbox"/>	Face to face meetings
<input checked="" type="checkbox"/>	Focus groups
<input checked="" type="checkbox"/>	Written documents with the opportunity to comment in writing
<input checked="" type="checkbox"/>	Questionnaires
<input type="checkbox"/>	Information/notification by email with an opportunity to opt in/out of the consultation

<input type="checkbox"/>	Internet discussions				
<input type="checkbox"/>	Telephone consultations				
<input checked="" type="checkbox"/>	Other (<i>please specify</i>): Please see our response given under Question 11 above.				
Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:					
Please see our response given under Question 11 above.					
13	Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2015-16 reporting period? (<i>tick one box only</i>)				
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not applicable
Please provide any details and examples:					
In our quarterly screening reports we raise awareness as to our commitments relating to equality screenings and their publication.					
14	Was the consultation list reviewed during the 2015-16 reporting period? (<i>tick one box only</i>)				
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not applicable – no commitment to review
Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4) The Business Services Organisation Equality Unit collate and publish equality screening templates and other reports associated with Equality Scheme commitments on our behalf, please see: http://www.hscbusiness.hscni.net/services/2644.htm					
15	Please provide the number of policies screened during the year (<i>as recorded in screening reports</i>):				
14					
16	Please provide the number of assessments that were consulted upon during 2015-16:				

	0	Policy consultations conducted with screening assessment presented.						
	0	Policy consultations conducted with an equality impact assessment (EQIA) presented.						
	0	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:								
Please see our response given under Question 11 above.								
18 Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? <i>(tick one box only)</i>								
	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No concerns were raised	<input type="checkbox"/>	No	<input type="checkbox"/>	Not applicable
Please provide any details and examples:								
Not applicable.								
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? <i>(tick one box only)</i>								
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Not applicable		
Please provide any details and examples:								
The Northern Ireland Practice and Education Council for Nursing and Midwifery did not carry out any Equality Impact Assessments in 2015-2016.								
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? <i>(tick one box only)</i>								

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No, already taken place												
<input type="checkbox"/>	No, scheduled to take place at a later date	<input type="checkbox"/>	Not applicable												
Please provide any details:															
Please see information in last year's Annual Progress Report.															
21 In analysing monitoring information gathered, was any action taken to change/review any policies? (<i>tick one box only</i>)															
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Not applicable										
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															
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															
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:															
<p>Completion of Discovery Diversity e-learning training programme (Modules 1-5) is compulsory for all staff. At the end of March 2015, 100% of NIPEC staff employed at that time had completed Modules 1-5 with the following staff undertaking this training in 2015-16:</p> <table border="0"> <thead> <tr> <th><u>Course</u></th> <th><u>Number of staff trained</u></th> </tr> </thead> <tbody> <tr> <td>Discovering Diversity:</td> <td></td> </tr> <tr> <td>• Module 1-4</td> <td>1</td> </tr> <tr> <td>• Module 5 (Disability)</td> <td>1</td> </tr> <tr> <td>• Module 6 (Cultural Competencies)</td> <td>1</td> </tr> </tbody> </table> <p>In addition, two members of staff attended face-to-face training in Equality Screening.</p>						<u>Course</u>	<u>Number of staff trained</u>	Discovering Diversity:		• Module 1-4	1	• Module 5 (Disability)	1	• Module 6 (Cultural Competencies)	1
<u>Course</u>	<u>Number of staff trained</u>														
Discovering Diversity:															
• Module 1-4	1														
• Module 5 (Disability)	1														
• Module 6 (Cultural Competencies)	1														

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:			
	<p>NIPEC avails of the joint Section 75 training programme that is coordinated and delivered by the BSO Equality Unit for staff across all 11 partner organisations. The following statistics thus relate to the evaluations undertaken by all participants for the Equality Screening Training.</p> <p>The figures in bold represent the percentage of participants who selected 'Very Well' or 'Well' when asked the questions below.</p> <p>Participants were asked: "Overall how well do you think the course met its aims":</p> <ul style="list-style-type: none"> • To develop an understanding of the statutory requirements for screening: 99.0% • To develop an understanding of the benefits of screening: 99.0% • To develop an understanding of the screening process: 97.0% • To develop skills in practically carrying out screening: 97.0% <p>Participants were also asked: "How valuable was the course to you personally? 97.0%</p>			
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			
Complaints (Model Equality Scheme Chapter 8)				
27	How many complaints in relation to the Equality Scheme have been received during 2015-16?			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Insert number here:</td> <td style="width: 10%; text-align: center;">0</td> <td style="width: 60%;"></td> </tr> </table>	Insert number here:	0	
Insert number here:	0			

Section 3: Looking Forward

28	Please indicate when the Equality Scheme is due for review:
	<p>The Equality Scheme was reviewed and the report submitted to the Equality Commission at the end of March 2016.</p> <p><i>Key points</i></p> <p>NIPEC's Equality Scheme outlines how the organisation intends to meet its legislative duties and set out its commitment to making equality an integral part of its work. However, our review report highlighted that NIPEC does not provide front line services to patients, clients, service users and the general public and its main stakeholders are nursing and midwifery registrants working within the health and social care system, thus making it difficult at times to link its work to the equality agenda and the organisation's legislative responsibilities within Section 75 of the NI Act 1998.</p> <p>Whilst the Scheme has provided a focus for mainstreaming equality and good relations in decision-making, the majority of time and effort has been spent on policy review and development and screening of same. As with other HSC organisations, NIPEC has a large number of corporate and technical policies linked to regional policy, eg. information governance, human resources, finance procedures. In such cases, the lengthy screening template becomes a bureaucratic exercise with little added value. It is also felt that for such regional policies the responsibility for screening lies with the authority issuing such policy and should not need to be replicated by all relevant organisations when the impacts and issues will be the similar if not the same.</p> <p>The rationale for inclusion of certain elements of the Scheme is not entirely clear. The reason for placing particular emphasis on ensuring and assessing access to services (Section 8 of the Scheme), as opposed to all aspects of service provision (that is the quality, experience and outcome of services alongside access), is unclear. At times, this has tended to lead staff to exclusively focus on access issues in screening and equality impact assessments. However, NIPEC's engagement and communication strategy outlines its commitment to actively engaging with its stakeholders and provides an opportunity to ensure equality considerations form part of this agenda.</p> <p>Likewise, the rationale for placing the requirement on public authorities to develop a programme of awareness raising on the Section 75 statutory duties (Section 3 of the scheme) remains unclear. This results in duplication of effort across the HSC and indeed other public authorities. It could be argued that the Equality Commission should provide suitable materials, information and resources to raising awareness of Section 75 duties.</p>

It seems reasonable to conclude that the good relations part of Section 75 has played a less prominent role than the promotion of equality of opportunity. NIPEC would argue that progress in this respect has been dependent less so on the Equality Scheme itself than on a fundamental caution to move away from the concept of a neutral work environment, given conflicting statutory requirements and the resulting risk of being in breach of these. NIPEC would welcome clearer guidance as to the implications for organisations which actively promote the discussion of religious and political identities in light of statutory requirements under fair employment legislation.

Ultimately, the question arises whether the Scheme itself adds value to the aim of mainstreaming, given that Schemes across many public authorities are largely uniform, driven by the existence of the Commission's model Scheme.

It could be argued that if the legislation itself was to bind public authorities directly into the key elements of mainstreaming, rather than requiring them to develop a Scheme that does so, further resources could be freed up to focus on implementation. From a corporate point of view, a diversity strategy and action plan could become a more meaningful manifestation and driver for implementation, specific to the functions of the organisation. It could also serve to bring together the range of equality related action plans currently in existence (including under Section 75, the Disability Discrimination Order, The Fair Employment and Treatment Order and others). Experience has shown that the existence of separate plans cause confusion to staff and external stakeholders alike.

Key lessons

The implementation of Section 75 and meeting its commitments within its Equality Scheme has proved a challenge for a small organisation such as NIPEC both in terms of **resources** required and the **limitations** for effecting change given its role and function as outlined above.

However, on those areas that can be achieved through collaborative working, a partnership approach with other HSC organisations and supported by the BSO Equality Unit, allows the pooling of resources, creates economies of scale, enables the delivery of a rolling programme of training and the development of relationships with voluntary sector organisations. Most importantly, it facilitates shared learning and consistency where possible.

Screening of its policies and decisions has been a **particular challenge** for NIPEC as it does not provide front line health and social care services and is not a public facing organisation. Nursing and midwifery registrants are one of its main stakeholder groups – limited equality and diversity data from their regulatory body, the Nursing and Midwifery Council, has presented problems and results in a less comprehensive screening outcome.

	<p>In addition, NIPEC finds the screening template cumbersome and time consuming to complete and, due to its role and function, in some respects brings limited added value in terms of the equality agenda. It is also important to note that this is taking place at a time of severe restrictions on the funding available within the Public Sector and increasing pressures from other work areas.</p> <p><i>Looking Ahead</i></p> <p>NIPEC is confident that its screening programme, drawn up in the screening of its Business Plan 2015/16 and plans to replicate this in 2016/17, will go a long way towards identifying potential and actual impacts and therefore achieving positive outcomes for the 9 groups by addressing those impacts.</p> <p>In relation to monitoring, it is the view of NIPEC that the mainstreaming at DHSSPS-level of the requirement for HSC organisations to include equality data in relation to service reporting (including on performance) and the aggregation of such data for Northern Ireland as a whole could serve as a strong driver to progress on equality monitoring.</p>
<p>29</p>	<p>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)</p>
	<p>With regards to particular areas of Equality Scheme implementation, the review has shown that it may be most effective for the organisation to concentrate further efforts on:</p> <ul style="list-style-type: none"> • the timely publication of completed equality screening templates • where relevant, Equality Impact Assessments • monitoring including of policies screened • engagement with Section 75 groups (alongside other voluntary sector groups) as part of pre-consultation exercises and collection of equality information by this means.
<p>30</p>	<p>In relation to the advice and services that the Commission offers, what equality and good relations priorities are anticipated over the next (2016-17) reporting period? (please tick any that apply)</p>
<input checked="" type="checkbox"/>	<p>Employment</p>
<input checked="" type="checkbox"/>	<p>Goods, facilities and services</p>
<input checked="" type="checkbox"/>	<p>Legislative changes</p>
<input type="checkbox"/>	<p>Organisational changes/ new functions</p>

	<input type="checkbox"/>	Nothing specific, more of the same
	<input type="checkbox"/>	Other (please state):

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

When we produced our Disability Action Plan we decided that it is important to do so in a language and format that is easy to understand.

A copy of our Plan for 2013-2018 is available on our website,
www.nipec.hscni.net/equality

In the same way, we want to make sure that people can easily follow what we do from year to year as we carry out our plan.

We have therefore produced the following report for 2015-16, which contains the information required for the statutory reporting in what we hope is an accessible language and format.



Disability Action Plan 2013-2018

What we did between April 2015 and March 2016

If you need this document in another format,
please get in touch with us

(1) Communication

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>1.1 Work with disabled people to consider the diversity of images used and potential for portraying wider range of individuals when developing information materials including websites.</p> <ul style="list-style-type: none"> • Undertake audit of information and materials • Review best practice guidance • Develop comprehensive guidance and checklist for authors 	<p>People with a disability are portrayed in a positive manner.</p>	<p>Checklist for authors Guidance for authors Audit of information materials including website undertaken Annual Review of progress to ECNI</p>	<p>Business Services Organisation's (BSO) Equality Unit 2014-15 onwards</p>

Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- We produced guidance on the positive portrayal of people with disabilities which included a checklist for our staff to support them in thinking about the language and images they use in leaflets, booklets and on the website.
- One of our partners, the Public Health Agency, is represented on a regional group that looks at issues for people with a disability in relation to information. This year people who sit on this group talked to colleagues from across Health and Social Care organisations about working together on images. The group agreed that together they will develop an image library that all staff can use. The group to do this is called the Information Workstream of the Physical and Sensory Disability Strategy.

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)</p>

Relevant Duty: Promote positive attitudes towards disabled people AND encourage participation of disabled people in public life

What we did over the last year

- We have just completed a total redesign of our website and plan to carry out a manual self-assessment of this using recognised Web Content Accessibility Guidelines and develop an action plan to address any issues. We will report on this in next year's report.

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 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>Accessible formats are more readily available</p>	<p>Arrangements are in place to support staff in procuring materials in alternative formats.</p> <p>Contracts are in place where appropriate</p>	<p>BSO Equality Unit</p> <p>2015-16</p>

Relevant Duty: Encourage participation of disabled people in public life.

What we did over the last year

- Our BSO procurement colleagues looked at contracts that health organisations in Great Britain have for other formats. Next year, we will discuss with colleagues from other health and social care organisations what we should do. Our procurement colleagues will help us with this.

(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 action to encourage participation of people with a disability 	<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</p> <p>Year 2 (2014/15)</p> <p>Onwards</p> <p>NIPEC</p> <p>Year 3 (2015/16)</p>

Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- This year for six weeks we ran a campaign to encourage our staff to tell us whether or not they have a disability. We sent emails and put up posters. In our organisation staff themselves can keep their equality data up to date on a database. We can't make staff do that, we can only ask them to do so and explain why it is good for them to let the organisation know if they have a disability.
- When we looked at the data after the campaign, we saw that there were no real changes. We also found that still some staff haven't declared whether or not they

have a disability. We think that some staff do not tell us if they have a disability for personal reasons. However, we continue to talk to staff and encourage them to update their equality data.

- When we asked staff across organisations what puts them off some told us they are afraid that they will be treated unfairly if they say that they have a disability. Others said they don't think that the organisation needs to know that they have a disability. We want to talk to our Disability Staff Forum, 'Tapestry', next year about what else we could do.
- We asked our Council members to complete an equality and diversity survey and we had a 100% response. A report was forwarded to the Council Chair and information members gave us will help us screen our policies, decisions and work.

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 More than 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

- We featured two disability awareness days again this year. These were Hearing Loss and Deafness in September 2015 and Learning Disabilities in January 2016.
- In September, Una from Action on Hearing Loss came to our office and gave us information on the impact of hearing loss and the support and advice they can offer to those with hearing loss. They also gave us some tips on communicating with people with a hearing loss.
- In January, Gina and Ronnie from VOCAL helped to raise awareness of learning disabilities. They talked about the support VOCAL gives to people with disabilities and gave us some very useful information.
- For both days, we teamed up with our colleagues in NIGALA.

- We also issued a further two editions of the series of leaflets called 'Disability Insight' with key information for staff on hearing loss and deafness and learning disability. We displayed information and other materials and provided staff with links to videos with testimonials from people who live with these conditions. We wanted staff to have the chance to listen to people with a disability first hand.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
2.3 In collaboration with our staff who have advised of their disability, review current guidance and produce revised guidance on support for staff with a disability.	Staff with a disability are supported and staff are empowered to provide support.	Guidance in place for staff with a disability on what support is available. Guidance promoted via websites, newsletters, emails	NIPEC Year 3 (2015/16)

Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- We looked through websites to see what other organisations have done. Next year we want to speak to our Disability Staff Forum, 'Tapestry', about what information they think would be helpful for staff with a disability to receive. We will then speak with disability organisations about their thoughts before we put together a guidance document.

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 elearning training programme Written	NIPEC Year 3 (2015/16) NIPEC Year 3 (2015/16)

		information outlining disability duties disseminated to staff and Council members	
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Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- By end March, we found that almost 90% of our staff had done e-learning training on disabilities. In 2016, it is planned to issue Council members with PC tablets and NIPEC email addresses which will mean they can access the HSC e-learning website and complete this training.
- During the year we started producing a new eLearning module on equality awareness. We work with colleagues in the BSO and Health and Social Care Trusts on this. The module includes awareness of the law regarding people with a disability. Next year, we want to do a short campaign to raise awareness of the modules and ensure all staff completes these.
- During the year we also disseminated a leaflet to all our staff and Council members on the disability duties outlining what they need to know about these, what they mean, why they are important, what the duties mean to them and how they can make a difference.

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

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

		other individuals involved in our work Revised information provided to those seeking and applying for public appointments	
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Relevant Duty: Promote positive attitudes towards disabled people AND Encourage participation by disabled people in public life

What we did over the last year

- We have developed reimbursement guidelines and procedures for service users, carers and other stakeholders involved in our work.
- To ensure that everyone is able to participate fully in our events, we have updated our procedures to ensure everyone is asked if they have any specific needs.
- Likewise, we will be updating our procedures for booking venues for our meetings to include a checklist for accessibility to ensure these meet the needs of people with a disability.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
3.2 Promote, encourage and, where possible, identify opportunities for more engagement for people with a disability in key work areas <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 	Better engagement by people with a disability	Annual review of progress to ECNI Groups working with and supporting people with a disability informed of opportunities to be engaged and involved in NIPEC's work Public Involvement Policy reviewed and updated	NIPEC Year 1 (2013/14) onwards Year 3 (2015/16) Year 3 (2015/16)

Involvement 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

- We have just completed a total redesign of our website and plan to carry out a manual self-assessment of this using recognised Web Content Accessibility Guidelines and develop an action plan to address any issues. We will report on this in next year's report.
- Last year we continued to engage with and involve our PPI e-Forum in various events, projects and initiatives. Members of the e-Forum have attended our annual conference and stakeholder events.
- Our Public Involvement Policy has been updated and we plan to publish this later in the year – this policy includes standards and guidance on the involvement of disabled people as well as the checklist for accessibility of venues and meetings referred to above in 3.1.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>3.3 Explore scope and interest in the establishment of a forum for staff on disability</p> <ul style="list-style-type: none"> • Engage with HSC Trusts to establish current practice • Develop regional approach to complement current structures • Engage with staff • Put forum in place and promote to staff 	Better involvement of staff with a disability in decision-making.	<p>Options Paper</p> <p>HR Directors Forum minutes</p> <p>Staff Survey responses</p> <p>Forum Terms of Reference</p>	<p>NIPEC / BSO</p> <p>Equality Unit</p> <p>Year 2 (2014/15) onwards</p>

Relevant Duty: Encourage participation by disabled people in public life.

What we did over the last year

- With our HSC colleagues, we asked staff for their ideas for a staff forum. Across all our organisations 852 staff completed the survey. After the survey, we invited staff to meetings to tell us more. We talked about what the forum should look like, who should be able to join it and what could people put off from taking part. These discussions really helped us.
- We then ran a competition to choose a name for the forum – it is called ‘Tapestry’.
- In March 2016, we launched the forum. We invited all our staff to come.
- This work is now completed.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
3.4 Establish a baseline on participation in public life positions • Undertake audit of public life positions	More accurate data in place	Relevant data collected and reported to ECNI	NIPEC Year 3 (2015/16)

Relevant Duty: Encourage participation by disabled people in public life.

What we did over the last year

- We asked our Council members to complete an equality and diversity survey and we had a 100% response. A report was forwarded to the Council Chair and information members gave us will help us screen our policies, decisions and work and ensure we respond to any impacts these may have on people with a disability.

(4) Recruitment and Retention

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
4.1 Explore the scope for identifying and promoting an advocate or specialist with role to support and advise staff on disability issues.	Improved support for staff.	Scoping report Annual Review of Progress ECNI Staff Feedback	BSO Equality Unit Year 2 (2014/15)

<ul style="list-style-type: none"> • Review best practice • Engage with staff • Identify advocate or specialist 			
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Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- The newly establish Disability Staff Forum, 'Tapestry', will offer support and advice to staff on disability issues. This has been written into the terms of reference of the Forum. All members will be advocates. The Forum has set a work plan for the year and is keen to establish the forum as a place where staff with disabilities can turn to for advice.
- This work has now been completed.
- Next year we will promote and encourage our staff to participate in the Disability Staff Forum and support the Forum in delivering its action plan.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
4.2 Examine ways of providing mentoring opportunities for young adults and older adults with a disability <ul style="list-style-type: none"> • Review best practice • Engage with disability organisations • Produce guidance • Identify mentors 	Experience of people with a disability in the workplace is meaningful and any need for additional support is identified at an early stage	Guidance in place Pilot mentoring opportunity within the organisation and report to ECNI	NIPEC / BSO Human Resources Year 2 (2014/15) onwards

Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- As we reported last year, we think that staff who have a disability themselves are the ones who should decide on this. We therefore want to bring this suggestion to the staff forum next year.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>4.3 Examine ways of providing 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>People with a disability gain meaningful work experience</p>	<p>Report published outlining outcome of process examining placement opportunities for people with a disability, practical guidance and external support available</p>	<p>NIPEC Year 1 (2014/15) onwards</p>

Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- We reviewed and discussed how we could provide a meaningful placement opportunity for someone with a disability. We talked to other HSC organisations who had previously offered a placement and reviewed the evaluation of these placements.
- As we are a very small organisation with limited opportunities to offer, we explored the possibility of offering a joint placement with another organisation who are based in the same building as us but unfortunately this did not happen.
- We will continue to look at how we can progress this action 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 workforce	Greater numbers of people with a disability apply	Increase in disability marked on equal opportunities monitoring forms and HRPTS	NIPEC / BSO Human Resources Year 3 (2015/16)
Relevant Duty: Encourage participation by disabled people in public life			
<p>What we did over the last year</p> <ul style="list-style-type: none"> Again, we think that staff who have a disability themselves are the ones who should decide how we best do this. We therefore want to bring this suggestion to the staff forum next year. 			

(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 Council and Senior Team (the people at the top of our organisation).

(6) Encourage Others

- We work closely with a range of organisations and continue to raise the need to consider the disability duties in the context of equality and human rights screening of joint work.

(7) Monitoring

- We evaluated what difference our campaign made to encourage staff to fill in their disability information on the Human Resources IT system (HRPTS).

(8) Revisions

- We updated and recorded progress on our plan during 2015-16.

(9) Conclusions

We completed 5 actions (2.1, 2.2, 3.3, 3.4, 4.1).

We have not yet done what we said we would do under actions 4.2 and 4.4. This is because we think that staff who have a disability themselves are the ones who should decide on this. We therefore want to bring this suggestion to the Disability Staff Forum 'Tapestry' once it is up and running. We will do this before the end of June 2016.

We also haven't done 4.3 yet. We will continue to look at how we can progress this action in 2016-17.

We still have some work to do to complete actions 1.3, 2.3, 2.4, 3.1, 3.2 and 4.3.

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 and we will tell the Equality Commission about these changes.



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

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

Progress Report – Year 3

April 2016

If you need this document in another format,
please get in touch with us

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	Equality is a regular item on the agenda at NIPEC's Business Team meetings, where senior professional team 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.

Monitor and review information provided by NIPEC to ensure compliance with Accessible Information Policy and Guidance and best practice	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	Accessible information Receipt of requests for alternative formats	Business Team	On an ongoing basis	Accessible Formats Policy for the provision of information has now been adopted and published by NIPEC Development of internal procedures and guidance for staff continues with amendment and monitoring of these through implementation and discussion with staff.
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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	Regular review meetings held with organisations with which NIPEC has an SLA

<p>To undertake a survey of current NIPEC Council members for the purposes of Section 75 data</p>	<p>To assist NIPEC in identifying gaps and, where feasible, ways of meeting any current inequalities</p>	<p>Completed survey and analysis of data</p>	<p>Business Team</p>	<p>April 2015</p>	<p>A survey was undertaken in March 2015 and this data is used when screening decisions and policies developed by NIPEC.</p> <p>A summary report of its findings has been provided to Council Chair and members to identify any gaps and action required.</p>
<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>Equality monitoring information previously held by BSO HR transferred to 'Equality and Diversity' section within the new HRPTS system.</p> <p>This self service area allows individual members of staff to update and amend as and</p>

					<p>when required.</p> <p>A 6-week initiative to raise awareness of self-completion was carried out in early 2016 with an emphasis on three Section 75 groups (disability, sexual orientation, dependents) due to the high percentage of 'non-assigned' across these categories. This initiative resulted in a 10% increase in reporting within two of the groups</p> <p>NIPEC will continue to encourage staff to review and update their individual records on a regular basis.</p>
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Equality and Human Rights Screening Report

April 2015 - March 2016

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Financial Savings Plan 2015 - 16	<p>The DHSSPS advised NIPEC in a letter dated the 9th February of a reduction of 10% (£139,394) in budget allocation from the opening revenue resource limit for 2014-15.</p> <p>This screening outlines the equality implications of the proposed Savings Plan to meet the reduced budget allocation.</p>	May 2015	2
Conflict of Interest Policy	<p>This conflict of interest policy has been drawn up to promote high standards in public and especially to follow the key characteristics of propriety as defined in the 'Seven Principles of Public Life' promulgated by the Nolan Committee.</p>	August 2015	3
Whistleblowing Policy	<p>This Policy enables an effective confidential (whistle blowing) channel and system of supportive response to be available for those staff, who do, in good faith, report safety dangers or environmental wrongdoing, criminal offence, failure to comply with legislation and miscarriage of justice.</p>	August 2015	3
Disability Action Plan	<p>The purpose of this action plan is to outline some key actions that we are going to deliver upon to make a difference to people with disabilities, including staff and people who use our services, and where relevant, their carers.</p>	August 2015	2

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Gifts and Hospitality Policy	This policy is part of NIPEC's programme to enact best practice in corporate governance; the document has been drawn up to provide guidance to staff in dealing with the acceptance of external gifts, hospitality and awards.	September 2015	2
Performance and Development Policy	NIPEC's Staff Performance and Development Policy and Procedure is designed to assist the organisation in meeting its remit and business objectives by ensuring that all staff are fully aware of the contribution to be made individually and collectively to organisational effectiveness.	July 2015	2
Business Plan 2015-16	<p>NIPEC's Annual Business Plan 2015-16 details how we will make best use of our resources to achieve our strategic objectives as set out in our Corporate Plan 2013-16.</p> <p>The Plan focusses on major new and ongoing workstreams for 2015-16, incorporating DHSSPS requirement and stakeholders' needs.</p>	March 2015	2
Engagement and Communication Strategy	The strategy outlines how NIPEC will communicate, engage, involve and collaborate in partnership with its stakeholders with the aim of supporting the improvement of standards of practice, education and professional development of nurses and midwives.	November 2015	2

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Payment of Travel to Council Members	NIPEC's policy for the payment of travelling and other allowances to NIPEC Council Members is to reimburse travelling, subsistence and other allowances payable to members and non-executive members of the Council in accordance with DHSSPS determination (Northern Ireland) 2014.	October 2014	2
Complaints Policy Handling of Complaints	NIPEC's procedure on Handling of Complaints is designed to ensure that issues brought to its attention are listened to, noted, investigated and responded to.	November 2015	2
Social Media Guidance	The Guidance sets out the principles which NIPEC employees are expected to adhere to when using any form of social media in their professional or personal lives.	October 2015	2
Nursing and Midwifery Online Portfolio	NIPEC will refine the new nursing and midwifery online portfolio https://nipecportfolio.hscni.net to ensure that it continues to be fit for purpose and is sufficiently flexible to meet the statutory and regulatory requirements for the nursing and midwifery workforce now and into the future.	March 2016	2
Validation and Monitoring of Professional Registration	This policy will ensure that NIPEC has processes in place to validate and monitor staff required to be registered with the NMC in order to commence, and continue in to work in, a regulated post.	February 2016	2

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Financial Savings Plan 16/17	<p>The DHSSPS asked that NIPEC should finalise its savings plan for 2016-17 to meet a 5% reduction of £62,727 and submit them to the DHSSPS through its sponsor Branch by the 6th May 2016.</p> <p>This screening considers the equality impacts of proposals to meet requisite savings.</p>	March 2016	2

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



Equality and Human Rights Mitigation Report

April 2015 - March 2016

Financial Savings Plan 2015 /16

<p>In developing the policy or decision what did you do or change to address the equality issues you identified?</p>	<p>What do you intend to do in future to address the equality issues you identified?</p>
<p>Staff advertising</p> <p>NIPEC recognises the potential impact on older people and people with disabilities due to not advertising recruitment opportunities, and will make a conscious effort to reflect on any impact to these categories when NIPEC is about to advertise.</p> <p>Training – the reduction in the training budget</p> <p>NIPEC recognises that the reduction in training may have impact on potential training provided to staff on the needs of people from gender/transgender, sexual orientation, ethnicity and disability groups.</p> <p>In looking at this area NIPEC took account of the fact that to-date the needs of staff have been fully met from the existing budget and that expenditure has been lower than the set budget. Therefore, it is anticipated that the reduction will have a limited impact and that no training need will be unmet.</p> <p>HSC VES</p> <p>NIPEC recognises the potential impact as outlined in 2.3 of the screening document, however, this is a DHSSPS scheme and is being introduced regionally across regional HSC bodies (Agencies and ALBs)</p>	<p>As a means of addressing any issues NIPEC will where required target these groups by sending an e-mail to the appropriate disability group(s).</p> <p>In the event that a specific training need is identified which impacts on any of the Section 75 groupings this will be met.</p> <p>NIPEC will identify these potential impacts as outlined in 2.3 of the screening document to its sponsoring branch within the DHSSPS.</p> <p>NIPEC will continue to meet any costs associated with providing accessible formats of its corporate publications.</p>

<p>Printing</p> <p>NIPEC recognises some minimal impact on the reduction in printing corporate documents and an increased use of publishing these electronically. Requests for accessible formats will continue to be met from existing budget.</p>	
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Disability Action Plan

<p>In developing the policy or decision what did you do or change to address the equality issues you identified?</p>	<p>What do you intend to do in future to address the equality issues you identified?</p>
<p>In developing the disability action plan staff with disabilities and staff who had caring responsibilities for people with disabilities were actively involved in its development.</p> <p>This entire disability action plan has been developed as positive action, in order to make a difference to staff and service users with a disability.</p> <p>It offers commitments through a number of concise actions that have specified outcomes and precise timelines.</p> <p>By adopting this action plan we believe that we will be in a position to make tangible differences.</p> <p>In recognising the importance of accessibility the disability action plan includes a specific action for adaption and adoption of an accessible formats policy.</p> <p>Disability Awareness Days</p> <p>Work to feature specific disabilities will take into consideration the need to include a range of age groups, ethnic groups and genders when</p>	<p>The actions within the plan are time specific with specific outcomes highlighted. In progressing actions cognisance will be taken of the wider section 75 equality categories that are also the key characteristics of people with disabilities.</p> <p>Monitoring of the action plan on an ongoing basis is key as is the involvement of people with disabilities as identified as one of the actions in the plan.</p> <p>The following elements of the plan will be subjected to a stand-alone equality screening, and where appropriate, equality impact assessment:</p> <ul style="list-style-type: none"> • Staff Forum • Disability Awareness Days • Checklist and guidance for the involvement of people with a disability and their carers.

<p>testimonials and case studies are selected.</p> <p>Information distributed to staff will take on board the needs of both staff with a particular disability and staff who are carers.</p> <p>Staff Forum</p> <p>We will 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).</p>	
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Gifts and Hospitality Policy

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>An Accessible Formats Policy is in place which outlines arrangements for the provision of information in accessible formats.</p>	<p>N/A</p>

Performance and Development Policy

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>An Accessible Formats Policy is in place which outlines arrangements for the provision of information in accessible formats.</p> <p>Meetings between Appraisee and Appraisers are arranged taking account of working patterns of part time staff.</p>	<p>N/A</p>

Business Plan 2015/16

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>The Business Plan has been written in a style to make it accessible for a wide range of stakeholders as well as staff, with key priorities and actions specifically linked to NIPEC's statutory responsibilities.</p> <p>Access to information and engagement and communication with stakeholders is paramount in achieving the actions described within the Business Plan.</p>	<p>As each of the workstreams and actions are taken forward, the lead officer will review any equality issues, including those identified in 2.3 of the screening document and undertake the required screening - to assist this process a proposed screening programme has been developed and is outlined in Appendix 1 of the screening document.</p> <p>The Business Plan will be widely accessible and available in alternative formats on request.</p> <p>Organisation of external meetings with stakeholders who may have particular needs regarding access to buildings and information will be considered at the time of booking venues and developing information to be shared.</p>

Engagement and Communication Strategy

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>People with a disability, those whose first language is not English</p> <p>NIPEC's Accessible Formats Policy outlines how those developing information should consider alternative formats, and how information and publications can be requested in alternative formats, receipt of which is recorded and requests are monitored.</p>	<p>People with a disability, those whose first language is not English</p> <p>NIPEC will continue to monitor requests for alternative format and/or language to inform future production of electronic and written communication.</p> <p>People with a disability, those whose first language is not</p>

Children and Young People and Older People, People with Disabilities

NIPEC will provide alternative formats on request to meet the needs of older people who don't have computer skills or access to a computer/internet and will also consider the need to provide age-appropriate information to meet the needs of children and young people.

Those whose first language is not English

As part of HSCNI, NIPEC can access the regional contract for translation and interpreting.

People with a disability

NIPEC's procedure for booking external venues requires those responsible for organising events and meetings ensure that venues are fully accessible.

People with dependents, political opinion/religion

When planning engagement events and meetings, NIPEC will consider their timing and location and the need for a neutral venue/location. Where applicable, assistance with travel expenses will also be considered.

NIPEC is a regional body and organises engagement events and meetings on a geographical spread where required – it will also arrange for tele and video conferencing to facilitate those unable to travel.

English, Children and Young People and Older People, People with dependents, political opinion/religion

A checklist will be developed to assist those organising engagement events and meetings and developing information – this will cover the need to take account of specific needs of the nine groups.

Payment of Travel of Council Members

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>An Accessible Formats Policy is in place which outlines arrangements for the provision of information in accessible formats for people with disabilities and those whose first language is not English.</p> <p>NIPEC's Policy on the payment of travelling and other allowances to NIPEC Council Members provides for those with a disability who may need to travel by car rather than public transport, need to be accompanied by a carer/support person, and/or who may have additional dependent care arrangements incurred as a result of attending meetings.</p>	N/A

Complaints Policy

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>NIPEC's Accessible Formats Policy outlines how those developing information should consider alternative formats, and how information and publications can be requested in alternative formats, receipt of which is recorded and requests are monitored.</p> <p>NIPEC will provide alternative formats on request to meet the needs of people with a disability who may not have computer skills</p>	<p>NIPEC will continue to monitor requests for alternative format and/or language to inform future production of electronic and written communication.</p> <p>NIPEC will continue to monitor the level and type of complaints to inform the review of its complaints policy and support required/provided to those making a complaint.</p>

<p>or access to a computer/internet and will also consider the need to provide age-appropriate information to meet the needs of children and young people.</p> <p>NIPEC will also consider the need to provide some support to those wishing to make a complaint, and/or signpost them to an advocacy services such as the Patient Client Council, who could assist them through the complaint process.</p> <p>As part of HSCNI, NIPEC can access the regional contract for translation and interpreting.</p>	
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Social Media Guidance

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>Older People, People with Disabilities</p> <p>NIPEC will consider using other suitable methods of communication to meet the needs of older people who don't have access to social media.</p> <p>Age, Sex, Race, Disability, Religion and Sexual Orientation</p> <p>NIPEC is committed to the promotion of good relations between people of differing religious belief, political opinion and/or racial group, and promotes respect for diversity. Its social media guidance clearly states unacceptable content and offensive statements related to age, sex, race, disability, religion</p>	

and sexual orientation and those that infringe or violate an individual's human rights, will be removed	
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Nursing and Midwifery Online Portfolio

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
To address accessibility issues for people with a disability, the project plan includes a requirement for Disability Accessibility (W3C AA standard).	<p>The online portfolio is optional and registrants can choose to hold their own records electronically or on paper as they prefer.</p> <p>The online portfolio is accessible via the world wide web. It is to be widely accessible and available on Trust Intranets. Individuals who don't have access to a computer at home/work (more likely to be older people and people with disabilities) can also access via libraries and other public access points.</p> <p>NIPEC will invite participation from individuals with disabilities to test accessibility of the website.</p>

Validation and Monitoring of Professional Registration

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>An Accessible Formats Policy is in place which outlines arrangements for the provision of information in accessible formats.</p> <p>Regular supervision meetings with professional members of staff will highlight any issues relating to meeting the provisions of the policy</p>	<p>NIPEC will continue to monitor requests for alternative format and/or language to inform future production of electronic and written communication.</p> <p>NIPEC will monitor the use of the policy and internal procedure and where necessary amend to take account of feedback and any issues which arise.</p>

<p>and support will be provided by the line manager to those who require additional assistance. An internal procedure for ensuring all professional members of staff have a valid registration with the NMC has been developed.</p> <p>When planning meetings, NIPEC will consider their timing and location.</p>	<p>A checklist will be developed to assist those organising meetings and developing information – this will cover the need to take account of specific needs of the nine groups.</p>
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Financial Savings Plan 2016/17

In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the equality issues you identified?
<p>HSC Voluntary Exit Scheme (VES)</p> <p>In implementing the Voluntary Exit Scheme in NIPEC, decisions on applications for VES were based solely on business need. This means that the potential equality issues identified in 2.3 of the screening document were not in fact triggered.</p>	<p>NIPEC will continue to identify these potential impacts as outlined in 2.3 of the screening document to its sponsoring branch within the DHSSPS if the VES scheme is rolled out further in 2016/17.</p>