



Northern Ireland Practice and Education Council
for Nursing and Midwifery

**Public Authority Statutory Equality and Good Relations Duties
Annual Progress Report 2016/17**

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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 2016 and March 2017.

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 2016/17, 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>
	<p>Tapestry Disability Staff Network</p> <p>After its launch last year, Tapestry, our Disability Staff Network, took off in 2016/17. The network, which meets quarterly and is supported by the BSO Equality Unit on our behalf, developed its first action plan.</p> <p>During the year, the network undertook a range of actions under three themes:</p> <ul style="list-style-type: none">(i) raising awareness of the network(ii) raising awareness of disabilities(iii) becoming an employer of choice. <p>These included, for example:</p> <ul style="list-style-type: none">• a Chief Executive Statement to make it clear that the organisation supports the disability staff network and that staff who want to get involved in the network can do so in their work time• a series of coffee mornings to engage with staff• an article by the Chair of Tapestry, providing an account of her story of living with a disability, as a role model to encourage others in the organisation to disclose to their employer that they have a disability• two staff awareness days on Cancer and Arthritis and Musculoskeletal conditions held in January and March 2017 (see below)• a ‘Lunch and Learn’ session for line managers on reasonable adjustments, with presentations to provide a legal perspective outlining requirements and risks; a line manager perspective; and a staff member perspective• a staff survey on what makes an employer an employer of choice for people with a disability or those who care for someone with a

disability.

Disability Work Placements

This year, for the first time, we participated in the Disability Work Placement scheme, which is jointly facilitated by the BSO Equality Unit and the Health and Social Care Board for the 11 regional HSC organisations.

We offered a placement for an IT Assistant. Unfortunately however, Supported Employment Solutions were unable to find a suitable match to the placement job profile and role. We will consider this scheme in the future, subject to availability of a suitable and meaningful job role and funding at that time.

Disability Awareness Days

Two awareness days were organised again this year. In January 2017 we focused on Cancer and in March we raised awareness of Arthritis and Musculoskeletal conditions when staff were given the opportunity to attend a presentation on lower back pain by a physiotherapist and given advice on how to prevent and manage this.

In addition, on both days, we provided staff with written information, leaflets and information on how to access further support.

Deaf Awareness Training

A half day training session on Deaf Awareness was organised on 28th March with the aim of :

- creating an awareness and understanding of the communication needs of Deaf and Hard of Hearing People
- creating an awareness and understanding of the culture of Deaf people and their language
- creating an awareness and understanding of the different methods of communication used by Deaf and Hard of Hearing people
- enabling participants to become aware of the need to acquire a basic ability to communicate with Deaf and Hard of Hearing people.

Good Relations Training

A half day good relations training session was held on 25th January to raise awareness on different cultures and migration as well as provide staff with an introduction to asylum and refugee issues in UK and NI.

Gender Identity Employment Policy

Taking into account comments and feedback provided by individuals and groups from the gender identity sector when we engaged with them last year, we finalised a first draft of an employment policy relating to

gender identity and expression.

In collaboration with other regional HSC organisations, we consulted on the draft policy and its equality screening between January and March 2017.

E-learning

On our behalf the BSO Equality Unit has worked together with the HSC Trusts on developing a new e-learning module on equality, good relations and human rights.

The module comprises two parts: the first part is an introduction to equality, good relations and human rights for all staff; the second part is for line managers only. The module involves the individual member of staff working through a range of practical scenarios relating to both employment and service provision.

Bulletins, newsletter, senior briefings, intranet and email

Equality is a standing item on the agenda for our monthly Business Team and Corporate Services Management Team meetings. In addition, we provided our staff with information in the form of emails, written and verbal updates and information sessions. These focused on the following:

- Tapestry Disability Staff Network – general information; summary and feedback from coffee mornings; Employer of Choice survey; and results.
- Disability Awareness Days – trawl for volunteers resulting in one of our staff sitting on the working group.
- Cancer Awareness Day – information leaflets and Disability Insight publication.
- Arthritis and Musculoskeletal Conditions Awareness Day – information leaflets; information session; and Disability Insight publication.

In addition, a number of senior briefings were provided on the following issues:

- Staff Monitoring.
- Disability Work Placements – evaluation and lessons learned from 2015/16; call for and discussions with senior team regarding placement offer for 2016/17; development of a role description by the line manager and their colleagues; and liaison with BSO Equality Unit in offering a placement.
- Equality screening of Technical Policies and development of a general template.

	<ul style="list-style-type: none"> • Good Relations / Cultural Awareness Training. • Equality Commission Review of Action Plans. • Draft Gender Identity and Expression Employment Policy. 					
2	Please provide examples of outcomes and/or the impact of equality action plans/ measures in 2016/17 (or append the plan with progress/examples identified).					
	Our Equality Action Plan Progress Report 2016/17 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 2016/17 reporting period? (tick one box only)					
	<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 our Screening Report 2016/17 attached as Appendix 2					
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 our Screening Report 2016/17 attached as Appendix 2					
3b	What aspect of the Equality Scheme prompted or led to the change(s)? (tick all that apply)					
	<input checked="" type="checkbox"/>	As a result of the organisation's screening of a policy (please give details): Please see information provided under Question 1 above. Please also see Appendices 1 and 2, our Equality Action Plan Progress Report 2016/17 and our Screening Report 2016/17.				
	<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> :

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 2016/17 reporting period? <i>(tick one box only)</i>	
	<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
	Please provide any details and examples:	
	<p>All job descriptions include a general statement to ‘assist NIPEC in the fulfilment of its statutory duty under Section 75 of the NI Act 1998, to promote equality of opportunity and good relations and also the Human Rights Act 1998 and the Disability Discrimination Order 2007; and support NIPEC in complying with its obligations under the Human Rights legislation’.</p> <p>However, some job descriptions have more specific references to Section 75 responsibilities and duties such as the Chief Executive, Head of Corporate Services and Corporate Services Manager.</p>	
5	Were the Section 75 statutory duties integrated within performance plans during the 2016-17 reporting period? <i>(tick one box only)</i>	
	<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
	Please provide any details and examples:	

	<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"> • Assist HCS in timetabling, implementation and monitoring of (a) Disability Action Plan 2013-18; and (b) Equality Action Plan 2013-18. • Represent NIPEC on the quarterly HSC Agencies Equality Forum, participating in discussion and joint actions and feeding back to HCS and senior team on relevant issues. • Support NIPEC Business Team in ensuring Equality duties are fulfilled, including completion of Annual Progress Report, equality screening of policies, procedures, corporate and project plans and decisions.
<p>6</p>	<p>In the 2016/17 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 checked="" type="checkbox"/>	<p>Yes, through the work to prepare or develop the new corporate plan</p>
<input checked="" type="checkbox"/>	<p>Yes, through organisation wide annual business planning</p>
<input checked="" type="checkbox"/>	<p>Yes, in some departments/jobs</p>
<input type="checkbox"/>	<p>No, these are already mainstreamed through the organisation's ongoing corporate plan</p>
<input type="checkbox"/>	<p>No, the organisation's planning cycle does not coincide with this 2016/17 report</p>
<input type="checkbox"/>	<p>Not applicable</p>
	<p>Please provide any details and examples:</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. In 2016/17 it also stated it will take forward any recommendations arising from the five-year review of NIPEC's Equality Scheme submitted to ECNI in March 2016.</p>

NIPEC's 2017/18 Business Plan reflects the need to meet its legislative duties and implement its Disability Action Plan, reporting on progress as and when required. In addition, in 2017/18, NIPEC will undertake a review of its Disability and Equality Action Plans 2013-18, with a view to the development of and public consultation on new plans for publication in April 2018.

During the year, NIPEC has reviewed its Corporate Plan which is due for publication in early 2017/18. The plan includes six values which reflect NIPEC's functions and provide a constant reference point for the organisation as it seeks to implement the plan. One of the values is to 'be impartial' and states NIPEC will 'act with integrity, transparency and objectively ...' and '... promote a culture of equality and diversity'.

Equality action plans/measures

7 Within the 2016/17 reporting period, please indicate the **number** of:

Actions completed:	1	Actions ongoing:	4	Actions to commence:	0
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Please provide any details and examples (*in addition to question 2*):

Please see our Equality Action Plan Progress Report 2016-17 attached as Appendix 1.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2016-17 reporting period (*points not identified in an appended plan*):

There were no changes to the Equality Action Plan during the 2016-17 reporting period.

9 In reviewing progress on the equality action plan/action measures during the 2016-17 reporting period, the following have been identified: (*tick all that apply*)

- | | |
|-------------------------------------|--|
| <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 2016-17 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:				
	<p>Engaging, involving and working with our stakeholders, internal and external, continues to be an important aspect of our work. We engage with a wide range of nursing, midwifery and other key professionals working across the UK and within the HSC and voluntary, independent and private sector. Some of our work involves conducting online and face to face consultations and engagement with service users and their carers and the general public.</p> <p>On gender identity matters, it is important to reach out widely in order to hear a range of voices, experiences and needs. With that in mind and in partnership with other HSC organisations, we consulted on the Gender Identity Expression Employment Policy (see Question 1 above) which included a screening document. All comments received were in writing, however, one to one meetings were also offered. In addition, prior to commencing the formal consultation process, roundtables were held with individuals and groups from the sector, which were also offered to trade union representatives – these proved invaluable in informing the development of the policy.</p> <p>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 annual conference also provided us with an opportunity to engage with and hear from nurses and midwives working in the HSC Trusts as well as the independent and voluntary sector.</p> <p>We continue to facilitate the Independent and Voluntary Sector Forum and engage with our PPI e-Forum, with the aim of providing updates on</p>				

	<p>professional practice, supporting professional peer supervision, and supporting our stakeholders to be involved in and contribute to our projects, initiatives and workstreams.</p> <p>During the year, we have conducted 9 online surveys, the majority of which have been focussed on obtaining the views of nurses and midwives on specific subjects pertaining to their role, practice and professional development. A total of 499 responses were received across the 9 surveys.</p>			
12	<p>In the 2016-17 reporting period, given the consultation methods offered, which consultation methods were most frequently used by consultees: <i>(tick all that apply)</i></p>			
	<input checked="" type="checkbox"/>	Face to face meetings		
	<input 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"/>	<p>Other <i>(please specify)</i>: Please see our response given under Question 11 above.</p>		
	<p>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:</p>			
	Please see our response given under Question 11 above			
13	<p>Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2016-17 reporting period? <i>(tick one box only)</i></p>			
	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<input type="checkbox"/>	Not applicable		
	<p>Please provide any details and examples:</p>			
	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 2016-17 reporting period? (tick one box only)							
	<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/2742.htm								
15	Please provide the number of policies screened during the year (as recorded in screening reports):							
	4							
16	Please provide the number of assessments that were consulted upon during 2016-17:							
	1	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? (tick one box only)							
	<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 2016-17 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 2016-2017.			
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 2016-17 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 our 2015-16 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 2016-17 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	<p>Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2016-17, and the extent to which they met the training objectives in the Equality Scheme.</p> <p>Completion of Discovery Diversity e-learning training programme (Modules 1-5) is compulsory for all staff. The following number of staff completed this training in 2016-17 as follows:</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>2</td> </tr> <tr> <td>• Module 5 (Disability)</td> <td>1</td> </tr> <tr> <td>• Module 6 (Cultural Competencies)</td> <td>2</td> </tr> </tbody> </table> <p>In addition, five 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	2	• Module 5 (Disability)	1	• Module 6 (Cultural Competencies)	2
<u>Course</u>	<u>Number of staff trained</u>										
Discovering Diversity:											
• Module 1-4	2										
• Module 5 (Disability)	1										
• Module 6 (Cultural Competencies)	2										
25	<p>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>										
	<p>NIPEC avails of the joint Section 75 training programme that is co-ordinated 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>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: 100% • To develop an understanding of the benefits of screening: 100% • To develop an understanding of the screening process: 97% • To develop skills in practically carrying out screening: 92% 										

	Participants were also asked: "How valuable was the course to you personally? 100%		
Public Access to Information and Services (Model Equality Scheme Chapter 6)			
26	Please list any examples of where monitoring during 2016-17, 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 2016-17?		
	Insert number here:	0	
Section 3: Looking Forward			
28	Please indicate when the Equality Scheme is due for review:		
	The Equality Scheme was reviewed and the report submitted to the Equality Commission at the end of March 2016.		
29	Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? <i>(please provide details)</i>		
	<p>It is anticipated the organisation will need to focus on the following areas during 2017-18:</p> <ul style="list-style-type: none"> • review and development of new Equality and Disability Action Plans • equality screenings and the timely publication of completed 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 • issuing equality screening documents alongside policy documents in any policy consultations. 		
30	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? <i>(please tick any that apply)</i>	
<input checked="" type="checkbox"/>	Employment
<input checked="" type="checkbox"/>	Goods, facilities and services
<input checked="" type="checkbox"/>	Legislative changes
<input type="checkbox"/>	Organisational changes/ new functions
<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,
<http://www.nipec.hscni.net/corporate-publications/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 2016-17, 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 2016
and March 2017**

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 (leaflets, website). 	<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>
<p>Relevant Duty: Promote positive attitudes towards disabled people</p>			
<p>What we did over the last year</p> <ul style="list-style-type: none"> Our staff continued to refer to guidance on the positive portrayal of people with disabilities published the previous year, and use the checklist when developing information materials. We also referred to this guidance and included the checklist in our procedure for booking of external and internal venues, to ensure staff thought about access to information and buildings/rooms when organising meetings. <p>This action is complete.</p>			
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 	<p>Continue to meet best practice and guidance</p>	<p>Website accessibility to a current, recognised standard Assessment exercise outcome report</p>	<p>NIPEC Year 3 (2015/16) onwards</p>

action plan to address any issues of inaccessibility		Action Plan to address accessibility issues	
Relevant Duty: Promote positive attitudes towards disabled people AND encourage participation of disabled people in public life			
<p>What we did over the last year</p> <ul style="list-style-type: none"> During the previous year, we redesigned our website. This year, we have moved our website onto a new platform and are due to 'go live' with this next year. <p>Once this move is complete, a manual self-assessment of our website will then be undertaken using recognised Web Content Accessibility Guidelines and an action plan developed to address any issues.</p>			
Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>1.3 Put in place contractual arrangements for the production of materials in 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 	Accessible formats are more readily available	<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>Year 3</p> <p>(2015-16) onwards</p>
Relevant Duty: Encourage participation of disabled people in public life.			
<p>What we did over the last year</p> <ul style="list-style-type: none"> The Equality Unit at the Business Services Organisation support us in our work. They have been working with our procurement colleagues on this. Together, they have been linking with other public sector organisations in Northern Ireland who are thinking of putting a contract in place that will also cover other formats. We have made the <i>Making Communication Accessible for All: A Guide for Health & Social Care Staff</i> available to our staff to raise awareness of the need 			

to communicate more effectively with people who are disabled or have a communication support need.

The guide, developed by Belfast HSC Trust in partnership with the HSC Trusts, the HSC Board, PHA, and partners from the community and voluntary sectors, provides practical tips, advice and guidelines for HSC staff to enable them to be more inclusive and accessible in their communication with service users.

(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) 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

- At the end of March 2017, 45% of our staff had filled in their disability data on the IT system. At the end of March 2016, this number was significantly higher at 87.5%. We think that some staff who have left the organisation were among those who had recorded their disability data on the system. This means we will keep working on this.
- We think that more staff who have a disability may feel comfortable to update their equality information on the IT system when they hear more about others in the organisation who have a disability. We think it would be good especially if staff who work at the top of our organisation were happy to talk about their own

disability. Together with our partner organisations we have asked for volunteers to do that and become a 'role model'. So far, one senior person in one of our partner organisations has come forward. We hope this will encourage staff in our organisation to do so too.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
2.2 Raise awareness of specific barriers faced by people with disabilities including through linking in with National Awareness Days or Weeks (such as Mind your Health Day).	Increased staff awareness of the range of disabilities and needs.	2 annual Awareness Days profiled >50% of staff participating in the evaluation have indicated they know more about people living with disabilities as a result of the awareness days	NIPEC Year 1 (2013/14) onwards BSO Equality Unit Year 3 (2015/16)

Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- Tapestry, the Disability Staff Network, has decided that they want to work together with volunteers and the Equality Unit to run awareness days from now on.
- The Equality Unit wrote an article for staff about the work that goes into organising the days and asking staff who want to get involved to get in touch. A member of our staff volunteered to be involved and has been working with other volunteers and members of Tapestry in organising this year's awareness days.
- The group decided to feature Cancer Awareness on 27th January and Arthritis and Musculoskeletal Conditions Awareness on 29th March.
- At the Cancer awareness day we had arranged for a speaker to attend our Belfast office from Action Cancer. Unfortunately the speaker had to cancel at the last minute. We shared a range of information leaflets with staff plus 'Disability Insight' which provided some information on how cancer can affect a person and what staff can do to support colleagues who live with cancer.
- On the awareness day for Arthritis and Musculoskeletal Conditions, an Occupational Health physiotherapist gave a talk on lower back pain. This proved very popular with staff and of all the awareness days we have held so

far, this was the one where the greatest number of staff attended.

- We plan to run a short survey with staff about the two days early in the new financial year.

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

- To find out what staff who have a disability think about this, the Equality Unit worked with Tapestry to draft a questionnaire asking staff what they think makes an organisation an employer of choice for a person with a disability.

The results showed that for staff it is important that all line managers are supported in putting reasonable adjustments in place for staff with a disability. This includes setting out clearly what steps line managers need to take and what support they can draw on. This is both support from people in the organisation and from voluntary sector groups.

Line managers should also be trained on disability issues. This was the same message that we heard from staff when we held coffee mornings across different offices to talk about the network.

They thought our organisations should first focus on the role of line managers.

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	Increased staff and Council Member awareness of the range of disabilities and	90% of staff and 50% of Council members have successfully completed the disability module of Discovering	NIPEC Year 3 (2015/16) NIPEC

legislation.	needs.	Diversity e-learning training programme Written information outlining disability duties disseminated to staff and Council members	Year 3 (2015/16)
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Relevant Duty: Promote positive attitudes towards disabled people

What we did over the last year

- Completion of Discovering Diversity e-learning package is mandatory for all staff, the 5th module of which covers disability issues. Over 85% of staff had completed this training at the end of March 2017 – staff have been reminded of the requirement and importance of completing this training.

Council members were issued with PC tablets this year and given NIPEC email addresses which means they can access and complete this training. We will monitor this during the year.
- In February 2017, Tapestry and the Equality Unit held a lunch and learn session for staff. The session focused on reasonable adjustments for people with a disability. We heard three presentations: from a legal perspective outlining what the legislation requires us to do and what the risks are if we don't make reasonable adjustments; from a line manager who spoke about his experience of working with a member of staff to make adjustments for his disability; and from a member of staff with a learning disability who talked about what adjustments his employer put in place for him to do his job.

Staff raised a range of questions at this event, such as what reasonable adjustments could be involved for people with mental health conditions or how line managers can determine whether a member of staff has a disability if the individual does not declare it.
- We have been working with colleagues in the BSO and Health and Social Care Trusts on a new e-learning module on equality awareness which includes awareness of the law regarding people with a disability. We have piloted the new module, specifically asking a number of staff with a disability to take part. Once the programme is finished in the new financial year, we will do a short campaign to raise awareness of the modules and get more staff to complete them.

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

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>3.1 Monitor and review our practices and processes in terms of the involvement of people with a disability and their carers</p> <ul style="list-style-type: none"> Develop a 'welcoming statement' encouraging people with a disability and their carers to apply for NIPEC public appointments 	<p>Greater accessibility and involvement for people with a disability</p>	<p>Monitor and review accessibility of our accommodation and when using external venues</p> <p>Review guidance on payment of travelling and other allowances to Council members and other individuals involved in our work</p> <p>Revised information provided to those seeking and applying for public appointments</p>	<p>NIPEC Year 3 (2015/16)</p>
<p>Relevant Duty: Promote positive attitudes towards disabled people AND Encourage participation by disabled people in public life</p>			
<p>What we did over the last year</p> <ul style="list-style-type: none"> Booking procedures for internal and external events have been revised and updated to include a checklist for accessibility to ensure staff thought about access to information and buildings/rooms when organising meetings and those attending are asked if they have any specific needs. We still need to liaise with the Department of Health's Public Appointments Unit in agreeing a 'welcoming statement' and including this in the recruitment of NIPEC Council members. 			

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

Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- During the previous year, we redesigned our website. This year, we have moved our website onto a new platform and are due to 'go live' with this next year. Once this move is complete, a manual self-assessment of our website will then be undertaken using recognised Web Content Accessibility Guidelines and an action plan developed to address any issues.
- We have revised and updated our Public Involvement Policy and this is in final draft – we plan to finalise and publish this early next year.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
3.3 Promote and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan.	Better involvement of staff with a disability in decision-making		NIPEC / BSO Equality Unit Year 2 (2014/15) onwards

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

What we did over the last year

- The Disability Staff Network, Tapestry, for staff in the 11 regional HSC organisations, was established during 2015/16. Four meetings were held this year.
 - The Equality Unit worked with Tapestry to hold coffee mornings for staff. We organised seven of these with our partners. We talked with staff about the network. We asked them if they had heard about Tapestry. We also wanted to know what they thought about it.
- They told us about their ideas what we could do differently. For example, some people thought we should do more for staff who care for somebody who has a disability.

(4) Recruitment and Retention

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

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

What we did over the last year

- The newly establish Disability Staff Network will offer support and advice to staff on disability issues. This has been written into the terms of reference of the Staff Network. All members will be advocates. The network 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 action is complete.

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

- We spoke with members of Tapestry, our new disability staff network. They thought that our organisations should first focus on the role of line managers in supporting staff with a disability. In the meantime, they see the network itself as the main way in which staff with a disability can draw on peer support.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
4.3 Examine ways of providing meaningful placement opportunities for people with a disability in line with good practice and	People with a disability gain meaningful work experience	Report published outlining outcome of process examining placement opportunities for people with a	NIPEC Year 1 (2014/15) onwards

<p>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>disability, practical guidance and external support available</p>	
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Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- We sent information to our senior managers and asked them to consider whether they could offer a placement for a person with a disability. We told them about how the placements work and what they need to do. We heard from our partner organisations who had placements last year and they told us what went well and what we may need to think about doing differently.
- We offered a placement for an IT assistant. Unfortunately, Supported Employment Solutions were unable to find a suitable person to match to this placement and the role description.
- We will consider offering a placement to a person with a disability next year.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>4.4 Encourage people with a disability to apply for employment opportunities and remain in the workforce</p>	<p>Greater numbers of people with a disability apply</p>	<p>Increase in disability marked on equal opportunities monitoring forms and HRPTS</p>	<p>NIPEC / BSO Human Resources Year 3 (2015/16)</p>

Relevant Duty: Encourage participation by disabled people in public life

What we did over the last year

- Through our training on “How to get that job” we help participants of the disability placement scheme get ready to apply for jobs with us and our partner organisations in Health and Social Care. This year, we also invited their support officers to the training so they know more about jobs and recruitment in Health and Social Care. This way, they can keep encouraging and supporting participants once their placement with us ends. The idea is that support officers can do the same for any other people with a disability who they support.
- In relation to encouraging people with a disability to remain in the workforce, we found out through our Employer of Choice survey that staff think it is important first of all that line managers are supported in putting reasonable adjustments in place for staff with a disability.

This includes setting out clearly what steps line managers need to take and what support they can draw on. This is both support from people in the organisation and from voluntary sector groups.

Line managers should also be trained on disability issues. This was the same message that we heard from staff when we held coffee mornings across different offices to talk about the network. They thought our organisations should first focus on the role of line managers.

We will work with Tapestry to progress work in this area in 2017-18.

(5) Additional Measures

- We always include Disability on our list of things to talk about at our quarterly Equality Forum with our partner organisations.
- Equality is always on the agenda for discussion at our Senior Team meetings and we report on progress against our Disability Action Plan to our Council and Senior Team on a regular basis.

(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 looked at how many of our staff completed their equality and disability information on the Human Resources IT system compared to last year.

(8) Revisions

- We made some changes to the plan to reflect, for example, the evolution of Tapestry, our Disability Staff Network (see action 3.3).

(9) Conclusions

- We completed 3 actions (1.1, 3.3, 4.1).
- We have not yet done what we said we would do under actions 2.3 and 4.2. This is because Tapestry, our new Disability Staff Network, thought that our organisations should first focus on the role of line managers in supporting staff with a disability.
- We will continue to work on some actions each year (2.2, 2.4 and 4.3).
- We still have some work to do to complete actions 1.3, 2.1, 3.1, 3.2 and 4.4.
- All of the actions in our action plan are at regional and at local level.
- Our action plan is a live document. If we make any big changes to our plan we will involve people with a disability. We will tell the Equality Commission about any changes.



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

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

Progress Report – Year 4

April 2017

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 remains 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	To ensure information	Accessible	Business Team	On an	Accessible

provided by NIPEC to ensure compliance with Accessible Information Policy and Guidance and best practice	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	information Receipt of requests for alternative formats		ongoing basis	Formats Policy for the provision of information was adopted and published by NIPEC in January 2014 and reviewed again in June 2016. 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 the survey's findings has been provided to Council Chair and members to facilitate the identification of 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</p>

				<p>amend as and 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 continues to encourage existing and new staff to review and update their individual records on a regular basis.</p>
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Equality and Human Rights Screening Report

April 2016 - March 2017

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Adverse Incident Reporting Policy	This document sets out the NIPEC policy for the reporting of incidents and gives guidance on what staff should do following an incident, how it should be managed and investigated. It encourages a reporting and learning culture with safety at its heart.	May 2016	3
Information Governance Strategy	The overall purpose of the NIPEC Information Governance Strategy is to provide clear direction and guidance to the organisation in delivering the requirements of good Information Governance practice alongside associated policies.	April 2016	3
ICT Security Policy & IT Ethical Code and Computer Usage Policy	The Information and Communications Technology (ICT) Security Policy outlines measures in place to assure confidentiality, integrity, availability and control of its Information Technology (IT) resources. The IT Ethical Code and Computer Usage Policy represents the organisation's commitment to assuring confidentiality, integrity, availability and control of NIPEC's IT resources.	July 2016	3

Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
Contract Management Procedure	This guidance applies to contracts awarded via the BSO Procurement and Logistics Service (PaLS) and Service Level Agreements (SLAs) agreed and put in place by NIPEC. It identifies the role and key responsibilities of a 'contract manager' and those responsible for the day to day management of goods, works and services contracts.	August 2016	3

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