



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

**Contact:**

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Documents published relating to our Equality Scheme can be found at:  
[www.nifha.co.uk](http://www.nifha.co.uk)

**Signature:**

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

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

**This report reflects progress made between April 2017 and March 2018**

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

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

- 1** In 2017-18, 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.

NIFHA is a very small organisation with just 19 full time equivalents (FTE). However, despite its small size we are fully committed to delivering Section 75, both in terms of its legal requirements and perhaps more importantly, in terms of meeting the spirit of the scheme therefore our Equality Scheme is implemented well throughout our organisation.

NIFHA Corporate and Business Plans have actions, targets, outcomes and measures implemented throughout, identified from the inequalities audit.

Quarterly reports continue to be made to our Board, ensuring their commitment to activities carried out by NIFHA to better promote equality and good relations.

Section 75 training is provided to employees (including new starts) and board members.

Quarterly reports of policies screened are published on our website.

An Equality checklist is in place to assess the implications of Section 75 statutory duties for all NIFHA Policies.

Stakeholder meetings held at our 3 harbours; Ardglass, Kilkeel and Portavogie are used as an opportunity to promote good practice and achieve better outcomes. They are also used as a forum for consultation on Equality, Good Relations and Disability issues.

Shore side facilities for migrant workers at our 3 harbours are improved through our continued collaboration with the Fisherman's Mission charity.

A NIFHA employee acts as our local representative to offer support and provide assistance to Filipino workers at the harbour.

Merchant Navy Welfare (which provides assistance to migrant crew members) meetings are attended by our Ardglass Harbour Master.

One of our Kilkeel employees attends the Newry, Mourne and Down District Council Good Relations Forum.

We continue to facilitate work placements for students when possible, across all locations.

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Community commitment from our organisation remains strong by assisting events such as the Annual Mourne Mountain Adventure youth challenge, which involves collaborating with volunteer organisations, the uniformed and emergency services

We facilitate and give support to local community events. We partnered with North Down and Ards Council for the third year to deliver the Portavogie Seafood festival drawing thousands of visitors. We also assist in delivering a range of other community occasions such as the RNLI Annual Open Day, the Ardglass Community Festival, and Fisherman’s Mission events.

We continue with our highly successful primary school education programme ‘Happy Harbours’. 5 Primary Schools across our three harbours take part. The programme increases awareness amongst the children from the local communities as to the benefits of a career in the fishing industry and associated industries, not just for males but females also. It also highlights the role they can play in relation to the care of the environment and sustainability of the harbour. The children are enabled to pass on information learnt to their parents, grandparents, other relatives and friends.

Our schools programme also enables us to work closely with the support and assistance of other organisations such as RNLI, The Fisherman’s Mission and local community businesses.

Monitoring of NIFHA workforce in relation to age, community background, dependants, disability, gender, marital status and racial /ethnic origin continues annually; and for every recruitment exercise. Good practice is well implemented in this area, reasonable adjustments are made as necessary and policies continue to be reviewed as required.

We demonstrate our commitment to our statutory obligations by the return of this Annual Report to the Equality Commission within the stated timeframe.

**2** Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2017-18.

	<b>Action</b>	<b>Outcome</b>
	To develop an education programme in conjunction with local Primary Schools.	Our highly successful schools programme continued during Spring 2018 and outcomes have well exceeded expectations e.g. increased awareness of the fishing industry and related industries as a career option for females as well as males. It also highlighted the key roles children can have in the sustainability of the harbours and it has had a very positive impact on our local fishing

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		communities.
	To ensure pictogram signage at all harbours is adequate, to provide information to migrant workers if English is not their native language.	Pictogram signs are now used as standard for harbour signage.
	To ensure the Annual Return is made to the Equality Commission in accordance with the timeframe set by the Commission.	Annual return submitted within required timeframe.
	Provide updates on Section 75 to NIFHA Board	Updates on Section 75 are provided at quarterly Board meetings.
	To use the public Stakeholder meetings in Ardglass, Kilkeel and Portavogie as a forum for consultation on Equality to promote Good Practice and achieve positive outcomes.	One stakeholder meeting held per harbour during 2017/18, when the opportunity to consult with stakeholders on disability and equality issues is taken.
	To work with Newry, Mourne and Down District Council on Good relations issues in Kilkeel and to support the Community Forum.	A NIFHA representative attends and positively contributes to the meetings of the Greater Mourne Good Relations Forum.
	To liaise with the Department of Agriculture, Environment and Rural Affairs (DAERA) and other relevant stakeholders to ensure a “joined up approach” to Equality, Good Relations and Disability issues, in particular, any synergies in terms of the action plans.	Meetings are held six monthly at which this topic is a standing agenda item.
	To implement the recommendations on mitigating actions identified through the EQIA’s of the Recruitment Policy.	No mitigating actions were identified for recruitment exercises during this reporting period.
	To implement outreach measures in the local communities in Ardglass, Kilkeel and Portavogie.	We ensure our commitment to community working is fulfilled by assisting and facilitating local community events when possible, such as: the Ardglass Festival, the Portavogie Festival, the RNLI open day in Kilkeel; and by assisting and supporting Newry, Mourne and Down District Council with the Annual Mourne Mountain Youth

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		<p>Challenge Event.</p> <p>We also offer support and assistance to all migrant workers at the harbours and a NIFHA employee acts as our local representative for interactions with Filipino workers at Kilkeel harbour.</p>
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**3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2017-18 reporting period? *(tick one box only)*

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

Please provide any details and examples:

**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:

As each employee has now provided an e-mail address for contact this has resulted in easier communication between employees and head office and also enables them to have more efficient access to documentation through e-mail exchanges.

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

- As a result of the organisation's screening of a policy *(please give details):*
- As a result of what was identified through the EQIA and consultation exercise *(please give details):*
- As a result of analysis from monitoring the impact *(please give details):*
- As a result of changes to access to information and services *(please specify and give details):*

All employees now have a registered e-mail address which is used to send out their weekly/monthly payslip. Some communications are also sent by this means, resulting in a more efficient service with easier access to documents.

- Other *(please specify and give details):*

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

### Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2017-18 reporting period? *(tick one box only)*

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

Please provide any details and examples:

Included in the CEO's and HR's job description and personal specification.

5 Were the Section 75 statutory duties integrated within performance plans during the 2017-18 reporting period? *(tick one box only)*

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

Please provide any details and examples:

Responsibilities are included in the Personal Development Plans for the CEO and HR employee. Line Managers are also aware of the importance of implementing Section 75 statutory duties when reviewing and implementing their PDPs and employee PDPs.

6 In the 2017-18 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan

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- No, the organisation's planning cycle does not coincide with this 2017-18 report
- Not applicable

Please provide any details and examples:

Meeting the Section 75 plan requirements are a specific objective of NIFHA's Business Plan. Performance of the Business Plan and Section 75 plan is regularly reviewed by the Board of NIFHA.

**Equality action plans/measures**

7 Within the 2017-18 reporting period, please indicate the **number** of:

Actions completed:  Actions ongoing:  Actions to commence:

Please provide any details and examples (*in addition to question 2*):

Actions completed are those delivered in 2017/18 only. Actions described as on-going relate to those being delivered over multiple years.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2017-18 reporting period (*points not identified in an appended plan*):

NIFHA has submitted a grant application to upgrade the Harbour Masters offices in all three harbours thereby bringing employee facilities up to the highest modern standard.

9 In reviewing progress on the equality action plan/action measures during the 2017-18 reporting period, the following have been identified: (*tick all that apply*)

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

**Arrangements for consulting (Model Equality Scheme Chapter 3)**

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

- All the time
- Sometimes
- Never

11 Please provide any **details and examples of good practice** in consultation during the 2017-18 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

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Before the Harbour Master office redevelopment plans were submitted consultation was undertaken with a range of users including staff, customers, tenants and other stakeholders.

**12** In the 2017-18 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions
- Telephone consultations
- Other *(please specify)*:

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

Consultees have used e-mail, telephone and face to face meetings during this period. We have also used staff and customer surveys as a means of consultation.

**13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2017-18 reporting period? *(tick one box only)*

- Yes       No       Not applicable

Please provide any details and examples:

**14** Was the consultation list reviewed during the 2017-18 reporting period? *(tick one box only)*

- Yes       No       Not applicable – no commitment to review

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

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



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0
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16 Please provide the **number of assessments** that were consulted upon during 2017-18:

0
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Policy consultations conducted with **screening** assessment presented.

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

0
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Consultations for an **EQIA** alone.

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

n/a

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

Yes

No concerns were raised

No

Not applicable

Please provide any details and examples:

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

19 Following decisions on a policy, were the results of any EQIAs published during the 2017-18 reporting period? (*tick one box only*)

Yes

No

Not applicable

Please provide any details and examples:

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

20 From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2017-18 reporting period? (*tick one box only*)

Yes

No, already taken place

No, scheduled to take place at a later date

Not applicable

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Please provide any details:

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

Yes                       No                       Not applicable

Please provide any details and examples:

- 22** Please provide any details or examples of where the monitoring of policies, during the 2017-18 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:

NIFHA operates a flexible working policy which is implemented well throughout the organisation and enables us to support employees when required.

NIFHA's policy is to support staff engaged in voluntary work. Monitoring these activities enables us to support staff members in areas as diverse as work with migrant workers to those needing care at home.

**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 2017-18, and the extent to which they met the training objectives in the Equality Scheme.

Induction training is provided for all new employees and Board Members and includes information on our Equality Scheme and how NIFHA employees are expected to implement it into their day to day activities.

- 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:

Two employees are now accredited Mental Health First Aiders and all Line Managers received Mental Health Awareness training which helped to give them an overview of the key issues in mental health and mental illness; what implications this may have for our workforce and how they can best support employees and customers.

'Personal Resilience' training was undertaken by several employees; this enhances their core skills and helps them to deliver well in difficult situations. Feedback indicates that this training has helped, particularly in situations involving difficult customers.

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

- 26** Please list **any examples** of where monitoring during 2017-18, across all functions, has resulted in action and improvement in relation **to access to information and services**:

NIFHA's website, since upgrading, is now more user friendly and feedback from applicants regarding recruitment exercises especially has been very positive.

Our Facebook page enables us to communicate more easily issues affecting the fishermen and the wider harbour communities. [www.nifha.co.uk](http://www.nifha.co.uk)

**Complaints (Model Equality Scheme Chapter 8)**

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2017-18?

Insert number here:

0
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Please provide any details of each complaint raised and outcome:

**Section 3: Looking Forward**

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

2018

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

A more pro-active approach to screening and reviewing policies is planned and further training in relation to this is scheduled for Winter 2018.

- 30** In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2018-19) reporting period? *(please tick any that apply)*

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

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

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

**14**

Fully achieved

**1**

Partially achieved

**0**

Not achieved

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

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

Level	Public Life Action Measures	Outputs <sup>i</sup>	Outcomes / Impact <sup>ii</sup>
National <sup>iii</sup>			
Regional <sup>iv</sup>			
Local <sup>v</sup>	Our sponsoring body, the Department of Agriculture, Environment and Rural Affairs (DAERA) encourages applications from people with disabilities, (as well as women, and people from minority ethnic groups) when advertising for new Board Members	Ongoing support and collaboration with DAERA.	People with a disability may feel more encouraged to apply for and to take up positions in public life.

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

	<b>Training Action Measures</b>	<b>Outputs</b>	<b>Outcome / Impact</b>
1	Induction training is provided for all new employees and Board Members and includes information on our disability duties and how NIFHA employees are expected to implement them.	All new employees understand the importance of considering and acting on the needs of people with a disability.	Employees are better equipped to assist all stakeholders and members of the public, including people with a disability.
2	The training needs of our employees are identified and addressed as necessary and also through our Personal Development Plans that are now in place for every employee.	NIFHA employees are able to provide an improved service as they know how to respond to the needs of a person with a disability. They also understand better that Equality and Good Relations are embedded in the way in which NIFHA conducts its business.	No complaints were received during this period from people with a disability and we have received positive response to training sessions from employees.

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

	<b>Communications Action Measures</b>	<b>Outputs</b>	<b>Outcome / Impact</b>
1	Disability duties are explained and promoted at NIFHA stakeholder meetings (one meeting is held in each of the 3 harbours per year).	Where expressed, Stakeholder views on disability matters are recorded and included in NIFHA's planning procedures.	Provides outlet for direct communication. Disability access issues are effectively addressed on all capital works projects e.g. following consultation with stakeholders; plans are in place to enhance the welfare facilities at Portavogie fishmarket to improve accessibility for people with a disability.
2	Equality, Good Relations and Disability duties are reported in our Annual Report.	Better communication with our key consultees.	Raised awareness for our stakeholders in these areas.
3	NIFHA continuously reviews Health and Safety issues to ensure appropriate communication where linguistic barriers exist.	Pictorial signage is provided across all our harbours	All stakeholders are able to understand signage.
4	Documents can be provided in alternative formats where required.	Documents are more accessible for everyone.	No requests for documents in alternative formats were received during this reporting period.
5	Our website was upgraded to improve accessibility for persons with a disability	Improved and easier communication with all stakeholders and employees	Increased accessibility for all

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6	A text phone facility is provided in Head Office.	Ability to communicate with people with a hearing or speech disability.	The phone is maintained and available but remains unused since installation.
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2 (d) What action measures were achieved to ‘encourage others’ to promote the two duties:

	<b>Encourage others Action Measures</b>	<b>Outputs</b>	<b>Outcome / Impact</b>
1	Promotion of disability issues with employees through discussion at internal meetings.	Raised awareness of the need for our organisation to comply with its disability duties.	Our employees are more aware of the issues that people with a disability face and are showing a more positive and understanding attitude to their needs.
2	Promotion of disability issues with Stakeholders through discussion at Stakeholder meetings.	Stakeholders are now more familiar with NIFHA’s duties in respect of people with a disability.	Increased awareness of disability issues by the local fishing industry and related businesses.
3	NIFHA provides support to employees with disabilities in respect of learning and development needs, career development opportunities; and reasonable adjustments at work.	Employee and Board Member questionnaire on equality and disability issues.	Effective, reasonable adjustments implemented if required, in the workplace. Improved self-esteem and job performance. Continued support to employees with adult literacy and computer learning.

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2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	<b>Action Measures fully implemented (other than Training and specific public life measures)</b>	<b>Outputs</b>	<b>Outcomes / Impact</b>
1	Ensure that disability duties are taken into account when proposing new or revising existing policies.	Considering disability duties when devising new policies or reviewing existing policies is now normal practice throughout our organisation.	A screening programme is in place which is applied to all new and existing policies.
2	To keep under review any employment opportunities for people with a disability.	NIFHA continues to offer employment opportunities for people with a disability when possible.	With only 21 employees, vacancies are rare but when they occur, full consideration is given to people with a disability.

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

	Action Measures partly achieved	Milestonesvi / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Fishmarket Upgrade in Portavogie to include disabled access and toilet facilities		Welfare facilities upgrade and improved access	Project funding was delayed however, this project is now underway and is due for completion September 2018



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

	Action Measures not met	Reasons
1		

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

(a) Qualitative

- Consultative – feedback to Harbour Masters and CEO

(b) Quantitative

- Annual Monitoring arrangements are in place for NIFHA’s workforce. The responses are reviewed and action taken where necessary.
- Our training plan is reviewed annually and specific training needs identified and addressed accordingly.
- All training courses are evaluated and revised accordingly.

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

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

Please select

If yes please outline below:

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	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			
4			
5			

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

No

<sup>i</sup> **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

<sup>ii</sup> **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

<sup>iii</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

<sup>iv</sup> **Regional**: Situations where people can influence policy decision making at a middle impact level

<sup>v</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

<sup>vi</sup> **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.