

Armagh City, Banbridge and Craigavon Borough Council



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

Contact:

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<ul style="list-style-type: none">Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above x Name: Telephone: Email:

<https://www.armaghbanbridgecraigavon.gov.uk/council/equality/>

Signature:

A rectangular box containing a handwritten signature in black ink. The signature appears to read "Mary Hanna".

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** 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.

Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.

In November 2016, the Council issued for consultation its community plan - Connected and an accompanying Equality Impact Assessment.

Extensive community engagement was undertaken and 7 thematic working groups were also set up. The thematic groups were task and finish and were advised of the Council's cross cutting themes of equality/good relations/inclusion, connectivity and sustainability. The EQIA was informed by data on population, data on those engaged in the process and information from attendees at engagement events who completed equality monitoring forms. It also included data from the thematic working groups set up to help develop the plan – each group agreed a baseline 'needs analysis' and produced a findings report which included identification of potential equality issues.

The Community Plan has three strategic themes of Community, Economy and Place from which nine long term outcomes have been identified. The plan is underpinned by three cross cutting themes of equality, connectivity and sustainability.

The findings from the EQIA indicated that the Connected Community Plan has the potential to promote equality of opportunity and good relations, this potential will only be realised where the delivery of actions and work plans are informed by consideration of the inequalities that need to be addressed.

Policy screening reports were issued in April 2016 and December 2016.

In March 2017 a revised Disability Action Plan was issued for a 12 week consultation. Two consultees were requested hard copies of the plan. Follow up e-mails and telephone calls were made to a number of consultees.

In March 2017 the Council issued for consultation its second Performance Improvement Plan 2017-2018. A cross departmental working group was set up to inform the development of this plan which included the Council's Policy & Diversity Officer. Four draft performance improvement objectives were agreed. Each objective is linked to the relevant borough community plan strategic theme and relevant Council priority.

The objectives include;

1. Provide and Promote more opportunities for people to improve their physical, mental and social wellbeing through increased participation.

2. Improve economic growth across the borough
3. To protect, enhance and promote the built, natural and cultural heritage, creating vibrant and attractive urban and rural areas.
4. Increase satisfaction and accessibility to Council services.

A number of the key actions identified in the plan address specific inequalities, particularly in relation to the first improvement objective. The performance improvement objective to increase customer satisfaction and accessibility to Council services has the potential to promote equality of opportunity for a range of section 75 groups regarding access to Council services.

The departmental business plans were developed and include where appropriate measures which specifically promote equality and good relations. These are linked to the objectives included in the annual performance improvement plan and the corporate plan.

A cross departmental Customer Care Project Team was set up to take a lead role in developing a Customer Care Strategy and overseeing the implementation of an associated Customer Care Action Plan. The Policy & Diversity Officer advises the group on how to incorporate equality considerations into the Customer Care Strategy and Plan.

The Council began to roll out the new equality training programme. Equality and Disability Training was delivered in May, June and December 2016. A total of 56 staff members attended. Evaluation of the training revealed that the participants thought the training was interesting, practical, clear and useful. They valued the discussion on case studies and video clips. One of the recommendations for improvement was to focus more on group discussions and to have participants from the same department to maximise learning and understanding.

Autism Training was also delivered to some of the Council's staff in Leisure and Recreation.

In May 2016 further Mandatory Code of conduct training was delivered.

During the reporting period a number of action measures within the Equality Action Plan were completed. See question 2 below.

The Council has an agreement with Disabled Go to sponsor an access guide. In May 2016 the Council hosted a Disabled Go Information Day. Attendees were advised of Disabled Go's role and how to use the Disabled Go website. They were invited to make suggestions on what venues should be included in the updated Guide. During the annual review 20 venues were added to the access guide.

In October 2016, the Council hosted its annual local democracy event. Young people across the Borough participated in an event to mark Local Democracy Week at Craigavon Civic Centre.

28 Young People from local post primary schools met with Councillors and Officers to tell them their views on how services could be improved for young people.

A range of topics were discussed including good relations, the Council's proposals for the new South Lake Leisure Centre as well as planning and community planning.

Students were then challenged with scenario questions to consider how they would plan and deliver these services if they held the political reins.

Four presentations detailing exactly how this could be achieved were presented to Councillors David Jones, Carol Black, Joe Nelson, Jonathan Buckley, Kevin Savage and their student peers in the Council Chamber where some lively debate took place. The students did not disappoint and presented a range of innovative ideas on how to improve and deliver services.

Lord Mayor of Armagh Banbridge and Craigavon, Councillor Garath Keating said, "I am delighted to see so many young people attend this event and take such a great interest in local democracy and their Council area."

The Council organised two events to mark International Women's Day. The first event was held in the Craigavon Civic and Conference Centre on 7 March 2017 where over 80 students and guests from a variety of organisations and schools across the Borough came together to celebrate women and also to address the gender disparity still evident in today's workplace, most strikingly within the Science, Technology, Engineering and Maths (STEM) sector.

The speakers included Catriona Dowling, Harbour Master of Warrenpoint Harbour, Martina McNulty, Head of Performance and Audit in Armagh City, Banbridge and Craigavon Borough Council, Hugh Russell of Russell Associates. To increase awareness and promote women in the STEM industry students and guests were treated to a very special recording of local STEM Ambassador Sinead O'Sullivan, Aerospace Engineer, Harvard Business School. The event also included a panel discussion on STEM careers, which featured Donna Heaney from the Equality Commission alongside industry experts including Sorcha Eastwood, Interface, Sinead Donnellan, Kerry Foods and Aine Green, Kerry Foods.

Lord Mayor of Armagh, Banbridge and Craigavon Councillor Garath Keating, commented,

"I am delighted and proud to welcome such inspiring female role models to celebrate International Women's Day and hear how they have achieved success in the male-dominated business world. It is sad to see in today's society that gender imbalance still exists in the workplace and although we've made great advancements in recent times there is still so much for us to do to change this. That is why it is great to see the Council pledge its support once more to the International Women's Day movement. This year's theme 'BeBoldForChange' places the onus on us all, men and women, to act in some small way to promote equality, respect and fairness and to make every day International Women's Day!"

The Council also organised a women's information and networking event on 8 March 2017 in the Lough Neagh Discovery Centre. This event brought together a range of organisations which included the Women's Resource and Development Agency, Northern Ireland Rural Women's Network and Women in Business and focussed on providing support, information and networking opportunities for women in urban and rural areas.

- 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*).

Plan Positive action measures as stated in the Council's Equality Action

1. Development of a performance management framework that reflects the requirements of section 75 of the N.I Act 1998.

In March 2017 the Council issued for consultation its second Performance Improvement Plan 2017-2018. A working group was set up to inform the development of this plan. Four draft performance improvement objectives were agreed. Each objective is linked to the relevant borough community plan strategic theme and relevant Council priority.

The objectives include;

2. Provide and Promote more opportunities for people to improve their physical, mental and social wellbeing through increased participation.
3. Improve economic growth across the borough
4. To protect, enhance and promote the built, natural and cultural heritage, creating vibrant and attractive urban and rural areas.
5. Increase satisfaction and accessibility to Council services.

A number of the key actions identified in the plan address specific inequalities, particularly in relation to the first improvement objective. The performance improvement objective to increase customer satisfaction and accessibility to Council services has the potential to promote equality of opportunity for a range of section 75 groups regarding access to Council services.

2. Inclusion of equality and good relations into the Council's Departmental/operational plans

The Council's departmental business plans include where appropriate measures which specifically promote equality and good relations. These are linked to the objectives included in the annual performance improvement plan and the Corporate Plan.

3. All Council decisions to be screened for equality of opportunity and good relations in accordance with the requirements of the Council's Equality Scheme.

During the Council's shadow period, the Council developed guidelines for the development of Council policies and all policies are required to have a completed screening form attached before they are considered by the relevant Council Committee. Staff members are regularly reminded to adhere to these guidelines. During the reporting period two screening reports were issued to consultees.

4. A comprehensive training plan to be developed which will comply with the requirements of the Council's Equality Scheme.

PART A

A training plan was developed in 2015-2016 which consists of separate Policy Screening and EQIA Training for Managers and policy makers, Equality and Disability Training tailored for Managers and another training programme tailored to suit front line staff. Elected members are also provided with a programme which covers all aspects of section 75 as well as information on anti-discrimination legislation.

5. Delivery of Equality and Disability Training to elected members, line managers and employees.

During the reporting period the Council began to roll out the new equality training programme. Equality and Disability Training was delivered in May, June and December 2016. A total of 56 staff members attended. Evaluation of the training revealed that the participants thought the training was interesting, practical, clear and useful. They valued the discussion on case studies and video clips. One of the recommendations for improvement was to focus more on group discussions and preferably from the same department to maximise learning and understanding.

Autism Training was also delivered to some of the Council's staff in Leisure and Recreation.

In May 2016 further Mandatory Code of conduct training was delivered.

During the reporting period the Community Relations Council and Equality Commission agreed to jointly deliver Equality and Good Relations Training to the Council's elected members in the forthcoming period.

6. Establish a new Equality Working Group

An Equality Working Group representing a cross section of Officers from different departments was established. Terms of Reference and Membership were agreed.

7. Equality Working Group to meet and discuss relevant equality issues.

The Equality Working Group met in June 2016.

8. Identify gaps in monitoring information

A sub group of the regional statutory duty network updated monitoring guidance and this was distributed to Equality Officers within Councils. Further work will now be undertaken with departments on where improvements can be made regarding section 75 monitoring.

9. Clear guidelines to be developed for staff members working with transgendered customers

A draft policy regarding access to facilities and services was developed and forwarded to SAIL NI, an organisation representing the Transgender community in order to get their feedback.

10. Conduct a procurement exercise to establish a new translation and interpretation service for the Council.

During the reporting period the Local Government Staff Commission with assistance from the Councils established a list of providers for the 11 district Councils and the Northern Ireland Housing Executive in the provision of the following;

- Providers of alternatives formats (including Easy Read and/or Audio Transcription)
- Translation Services including BSL and ISL translation.

During the reporting period the Policy & Diversity Officer had begun drafting a Guidance Document on Translation and Interpretation Provision.

11. A Policy to be developed on organising events which takes into account the needs of different racial groups, disabled people as well as older and younger people.

During the reporting period the Policy & Diversity Officer had begun drafting a guidance document on organising accessible events.

12. To conduct audit of all flags and emblems on display

During the reporting period the Policy & Diversity Officer conducted an audit of all flags and emblems on display across the three Council sites.

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)*

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

Please provide any details and examples:

Embedding the process for policy development has been extremely important. Staff members have been regularly reminded of the duty to equality screen all new and revised policies and to ensure that this is clearly documented when presenting policies for Council approval.

In November 2016, the Council issued for consultation its community plan - Connected and an accompanying Equality Impact Assessment.

Extensive community engagement was undertaken and 7 thematic working groups were also set up. The thematic groups were task and finish and were advised of the Council's cross cutting themes of equality/good relations/inclusion, connectivity and sustainability. The EQIA was informed by data on population, data on those engaged in the process and information from attendees at engagement events who completed equality monitoring forms. It also included data from the thematic working groups set up to help develop the plan – each group agreed a baseline 'needs analysis' and produced a findings report which included identification of potential equality issues.

The findings from the EQIA indicated that the Connected Community Plan has the potential to improve equality of opportunity and good relations, this potential will only be realised where the delivery of actions and work plans are informed by consideration of the inequalities that need to be addressed.

Some of the recommendations from the EQIA include building the principles of equality into the terms of reference of the action planning groups and involving representatives of the section 75 groups in the action planning groups.

A cross departmental Customer Care Project Team was set up to take a lead role in developing a Customer Care Strategy and overseeing the implementation of an associated Customer Care Action Plan. The Policy & Diversity Officer advises the group on how to incorporate equality considerations into the Customer Care Strategy and Plan.

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:

Having a clear process for policy development that integrates the Council's equality duties will be extremely important as the Council continues to engage with various stakeholders.

PART A

Equality is one of the cross cutting themes in the Community Plan which will ensure that all future action plans will reflect the needs of the section 75 groups where appropriate.

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):*

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

The Council decided to undertake an Equality Impact Assessment (EQIA) of the Community Plan because it is a significant strategic document which will impact on a range of section 75 categories. The findings and recommendations for future action were the result of the EQIA process.

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):*

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 2016-17 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:

- 5 Were the Section 75 statutory duties integrated within performance plans during the 2016-17 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:

In March 2017 the Council issued for consultation its second Performance Improvement Plan 2017-2018. A working group was set up to inform the development of this plan. Four draft performance improvement objectives were agreed. Each objective is linked to the relevant borough community plan strategic theme and relevant Council priority.

The objectives include;

- 13. Provide and Promote more opportunities for people to improve their physical, mental and social wellbeing through increased participation.
- 14. Improve economic growth across the borough
- 15. To protect, enhance and promote the built, natural and cultural heritage, creating vibrant and attractive urban and rural areas.
- 16. Increase satisfaction and accessibility to Council services.

PART A

A number of the key actions identified in the plan address specific inequalities, particularly in relation to the first improvement objective. The performance improvement objective to increase customer satisfaction and accessibility to Council services has the potential to promote equality of opportunity for a range of section 75 groups regarding access to Council services.

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? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan
- No, the organisation's planning cycle does not coincide with this 2016-17 report
- Not applicable

Please provide any details and examples:

The Council's departmental business plans include where appropriate measures which specifically promote equality and good relations. These are linked to the objectives included in the annual performance improvement plan and the Corporate Plan.

Equality action plans/measures

7 Within the 2016-17 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)*:

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)*:

PART A

No amendments made during the reporting period but work was underway in reviewing the plan

- 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)*
- 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 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:

Extensive community consultation was undertaken in the development of the Borough Community Plan – Connected. Section 75 groups were targeted and encouraged to attend the thematic working groups. The Community Planning Officers attended the local democracy event and sought the young people’s views in relation to community planning. Consultees had the opportunity to complete a questionnaire when responding to the formal consultation on community planning.

A draft policy regarding access to facilities and services was developed and forwarded to SAIL NI, an organisation representing the Transgender community in order to get their feedback.

28 Young People from local post primary schools met with Councillors and Officers to tell them their views on how services could be improved for young people.

A range of topics were discussed including good relations, the Council’s proposals for the new South Lake Leisure Centre as well as planning and community planning. Students were then challenged with scenario questions to consider how they would plan and deliver these services if they held the political reins.

Four presentations detailing exactly how this could be achieved were presented to Councillors David Jones, Carol Black, Joe Nelson, Jonathan Buckley, Kevin Savage and their student peers in the Council Chamber where some lively debate took place. The students

PART A

did not disappoint and presented a range of innovative ideas on how to improve and deliver services.

12 In the 2016-17 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:

As detailed above in question 11 extensive community consultation was undertaken in the development of the Borough Community Plan – Connected. Section 75 groups were targeted and encouraged to attend the thematic working groups. The Community Planning Officers attended the local democracy event and sought the young people's views in relation to community planning. Consultees had the opportunity to complete a questionnaire when responding to the formal consultation on community planning.

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2016-17 reporting period? *(tick one box only)*

- Yes No Not applicable

Please provide any details and examples:

Consultees were advised of the Council's equality duties throughout the Community Planning Process.

They were forwarded all screening reports.

PART A

Consultation exercises are advertised in the local papers and inserted on the Council's website. E-mails and hard copies of documentation are forwarded to potentially interested groups.

14 Was the consultation list reviewed during the 2016-17 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)

<https://www.armaghbanbridgecraigavon.gov.uk/council/equality/>

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

2

16 Please provide the **number of assessments** that were consulted upon during 2016-17:

	Policy consultations conducted with screening assessment presented.
1	Policy consultations conducted with an equality impact assessment (EQIA) presented.
	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:

In November 2016, the Council issued for consultation its community plan - Connected and an accompanying Equality Impact Assessment.

Extensive community engagement was undertaken and 7 thematic working groups were also set up. The thematic groups were task and finish and were advised of the Council's cross cutting themes of equality/good relations/inclusion, connectivity and sustainability. The EQIA was informed by data on population, data on those engaged in the process and information from attendees at engagement events who completed equality monitoring forms. It also included data from the thematic working groups set up to help develop the

- 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:
- 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:

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 2016-17, and the extent to which they met the training objectives in the Equality Scheme.

The Council began to roll out the new equality training programme. Equality and Disability Training was delivered in May, June and December 2016. A total of 56 staff members attended. Evaluation of the training revealed that the participants thought the training was interesting, practical, clear and useful. They valued the discussion on case studies and video clips. One of the recommendations for improvement was to focus more on group discussions and to have participants from the same department to maximise learning and understanding.

Autism Training was also delivered to some of the Council's staff in Leisure and Recreation.

In May 2016 further Mandatory Code of conduct training was delivered.

- 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:

The Training Programmes delivered have the job performance objectives outlined at the beginning of the training and the programme is again reviewed and summarised at the end. An evaluation sheet is issued at the end of the training. The information received in the evaluation forms is used to inform further amendments to the training programmes. As stated in response to question 24 above the participants valued the discussion on case studies and video clips. One of the recommendations was to focus more on group

discussions and to have participants from the same department to maximise learning and understanding.

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**:

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

Please provide any details of each complaint raised and outcome:

Towards the end of the previous reporting period the Equality Commission contacted the Council regarding a potential complaint of failure to comply with an approved Equality Scheme under Section 75, Schedule 9, Paragraph 10 of the Northern Ireland Act 1998- Union Flag Policy.

At a meeting of the Statutory Duty Investigations Committee on 10 August 2016 the Committee carefully considered all the information provided including additional information it had sought from the Council on progress with action measures in its 2015-2017 Equality Action Plan regarding a new Flags and Emblems Policy. It was satisfied that the Council's commitment to the Action Measures in its Equality Action Plan is live and currently being acted upon.

The Committee decided not to authorise investigation of this complaint because the policy is due to be reviewed.

Section 3: Looking Forward

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

The Equality Scheme was approved on 25 March 2015 and will not be due for review until 2020.

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)*

The Council will remain focussed on all of the above. There will be further harmonisation of policies and rolling out of the equality training programme.

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? *(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):

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:

6

Fully achieved

Partially achieved

2

Not achieved

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

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

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ	Engage with the local disability sector and local disabled people in relation to the drafting, implementation and monitoring of the plan	Contact was made with the disability consultees as part of the consultation on the Disability Action Plan	There has been improved engagement with the disability sector
Regional ^{iv}			
Local ^v			

PART B

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

	Training Action Measures	Outputs	Outcome / Impact
1	Equality and Disability Training was delivered in May, June and December 2016	A total of 56 staff members attended	Evaluation of the training revealed that the participants thought the training was interesting, practical, clear and useful. One of the recommendations for improvement was to focus more on group discussions and to have participants from the same department to maximise learning and understanding.
2	Autism Training	Staff members from the Health and Recreation Department attended this training.	Staff members have a better understanding of the needs of children with Autism.

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

	Communications Action Measures	Outputs	Outcome / Impact
1	Ensure strapline advising that documents can be obtained from the Council in alternative formats is included in all external publications	The strapline is included on all publications. Under the publication section of the Council website, customers are advised to contact the Council if they require a publication in a different format.	It is intended that publications will be accessible to a wide range of people.
2	A draft Disability Action Plan was issued for consultation in	The Easy Read version was produced to ensure more people could understand	It is intended that publications will be accessible to a wide range of people.

PART B

	March 2017 and an Easy Read version of the plan was also developed and issued to consultees.	the Council's commitments in its Disability Action Plan	
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2 (d) What action measures were achieved to '**encourage others**' to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Junior Sports Awards September 2016 (not an action within the plan)	One of the nominations is for Sports person with a disability	The event celebrates the achievements of sports people within the Borough and as a result raises awareness of disability in sport
2	Senior Sports Wards March 2017 (not an action within the plan)	One of the nominations is for Sports person with a disability	The event celebrates the achievements of sports people within the Borough and as a result raises awareness of disability in sport.

PART B

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

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1	Policy screening – ongoing implementation of screening requirements in relation to new and amended policies (screening form includes questions relating to the disability duties)	The completed screening forms will address the disability duties.	All new or amended policies will incorporate the disability duties where appropriate.
2	Review the plan and scope out issues relating to the Council’s new functional areas and review any outstanding measures in the three legacy Council’s Disability Action Plans	The Plan was reviewed and additional measures were added and issued to consultees for a 12 week consultation in March 2017	A revised plan will be available in the next reporting period.

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	Ensure new Council website is fully accessible, particularly for people with sensory impairments	A lot of research had been done regarding the accessibility features to be added. A local disability organisation had agreed to meet with	It is intended that there will be an increased awareness of the services available	

PART B

		Council representatives to discuss the features.		
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4. Please outline what action measures **have not been achieved** and the reasons why.

	Action Measures not met	Reasons
1	Provide equality and disability training for elected members so that they are aware of their obligations in relation to the Equality Scheme, Disability Action Plan and associated legislation	Equality and Good Relations training was to be delivered by the Equality Commission and the Community Relations Council during the reporting period but it was postponed until the next reporting period.
2	Develop a work placement policy/strategy	A working group was set up during the reporting period and the work is ongoing.

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

The plan was reviewed during the reporting period and Officers were consulted regarding the effectiveness of the measures. The staff equality working group also considered the content of the plan. Local disability consultees were forwarded the draft plan.

(b) Quantitative

PART B

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?

The plan was reviewed during the reporting period and a number of additional actions were included in the draft plan and issued for consultation. The plan will be finalised during the next reporting period.

If yes please outline below:

	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?

PART B

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

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

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

^{iv} **Regional**: Situations where people can influence policy decision making at a middle impact level

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

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