

Armagh City, Banbridge and Craigavon Borough Council



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:

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

Signature:

A handwritten signature in black ink, appearing 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 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.

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

In May 2017, Connected the first Community Plan for the Borough was launched. 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.

The new governance structure for the Community plan is two tiered, with a Community Planning Strategic Partnership, which has strategic oversight of the process and six Thematic Action Planning Teams reporting into the partnership. An engagement Working Group, consisting of staff from the Council and Community Planning Partners has also been formed to support the establishment of the Community and Voluntary Sector Panel and to develop a coordinated approach to community engagement.

During the reporting period work was underway in establishing a community and voluntary sector panel. In February 2018 an engagement process was undertaken with community and voluntary sector organisations across the Borough, to scope and design the framework for the community panel, seeking to ensure the process was as inclusive as possible.

The community panel will provide a means of ensuring that all sectors are actively involved and working in partnership to support the community planning process. Eligibility criteria were set and one of the criteria stated that panel members should have a good understanding of the needs of different communities experiencing inequality and disadvantage within and across the Council area, including section 75 groups and communities of place. Panel members will be recruited in the forthcoming period.

There are six Action Planning Teams and during the reporting period the Skilled and Enterprising Economy Action Planning Team met. The Team agreed four deliverables:

1. Develop clear, achievable and measurable shared action plans to cover a two-year period

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2. Consult with stakeholders and promote involvement of Section 75 groups in this process
3. Implement performance management framework including review
4. Ensure cross-cutting themes of equality, connectivity and sustainability are integral to the action plans.

In May 2017 the Performance Improvement Plan for 2017-2018 was approved.

During the reporting period the Council issued for Consultation its Performance Improvement Plan 2018-2019. A cross departmental working group informed 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. Develop 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. One of the key actions includes continuing to deliver equality and disability training to staff.

The 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.

The cross departmental Customer Care Project Team was set up to take a lead role in developing a Customer Care Strategy and oversee the implementation of an associated Customer Care Action Plan. The Customer Care Strategy was launched in September 2017. The Policy & Diversity Officer is a member of this group and has advised on a number of actions included in the Customer Care Action Plan which specifically promote equality of opportunity for disabled customers and those who have language requirements

In November 2017 the updated Disability Action Plan 2017-2019, an Easy Read version of the plan and the Consultation responses to the plan were placed on the Council website. The consultees that provided responses were advised of this.

In January/February 2018 the new Corporate Plan, revised Performance Improvement Plan and updated Audit of Inequalities and Equality Action Plan were issued for consultation. The Equality Action Plan linked the relevant Community Planning Theme and relevant Corporate priority to each of the Measures included in the plan. All consultation documents are now listed on the Council's new Consultation Hub.

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The Local Development Plan process commenced in August 2017 which was announced by public notice, along with the publication of the local development plan timetable and statement of community involvement (SCI). In March 2018 The Preferred Options Paper (POP) was issued for public consultation. An Equality Impact Assessment was also issued for consultation to a range of consultees including the Council's section 75 stakeholder list. The Preferred Options Paper (POP) is the first of three public consultation documents that the Council will issue during the Local Development Plan Process.

Equality and Disability Training was delivered to staff in June and December 2017. A total of 72 staff members attended. Evaluation of the training revealed that staff members felt it was a useful refresher course that was practical and clear with a good use of videos and examples. In October 2017, 15 staff members attended Autism awareness training.

In July 2017, the Community Relations Council delivered a Good Relations Seminar to the Council's elected members.

In January 2018, the NOW Group presented to the Governance, Policy and Resources Committee and explained to the Committee members how the JAM Card worked. It was agreed that the Council would sign up to the initiative. The roll out of staff training had begun in March 2018.

The Council has an agreement with Disabled Go to sponsor an access guide. In February 2018 DisabledGo visited the area to update the access guide and run a work experience day for local people. The day started off with some classroom training with attendees learning all about DisabledGo's website, the questions surveyors ask and the surveying tool that the team uses. In the afternoon participants went out and helped survey new places on Bridge Street in Banbridge. Everyone involved in the day now knows how to survey Key Access Reviews.

In October 2017, the Council hosted its annual local democracy event. Around 120 local students from across the Borough participated in an event to mark Local Democracy Week at Craigavon Civic and Conference Centre.

The Council in partnership with the U.S Consulate hosted the US: NI Youth Leadership Initiative event, which aims to promote civic responsibility, build leadership skills and encourage democratic engagement among young people from across Northern Ireland.

Welcoming the students and guest speakers, Lord Mayor of Armagh City, Banbridge and Craigavon, Alderman Gareth Wilson said,

“We believe passionately in engaging, empowering and connecting young people to participate in politics at all levels, that is why I am delighted to see so many young people here today who are interested in local democracy and their local Council area.”

“Today’s event provides the unique opportunity for young people to gain an insight in Council operations, learn how young people’s voices can be heard and the skills necessary to pursue a career in politics.”

U.S. Consul General in Northern Ireland, Daniel Lawton said,

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“We are delighted to help facilitate these important workshops and hope that they inspire and empower young people from every corner of Northern Ireland to work effectively for a better, shared future.”

The Council organised a number of events to mark International Women’s Day. With an emphasis on showcasing and raising awareness of strong female role models and encouraging female empowerment, the events highlighted Council’s pledge to support the annual initiative once more and to #PressforProgress in order to strive for gender parity.

On 3 March 2018, a cultural celebration was held in Portadown Town Hall. Guest Speaker Mary Montague gave an inspiring talk as she shared experiences from her personal and work life.

Bringing together students and guests from a variety of schools and organisations, the Council in partnership with the Observatory and Planetarium, Armagh hosted an International Women’s Day Event at Craigavon Civic and Conference Centre on Tuesday 6 March 2018.

Focussing primarily on women in Science, Technology, Engineering and Mathematics (STEM) careers, the event was compered by television presenter and journalist Paul Clark MBE and opened by Lord Mayor Alderman Gareth Wilson and Chief Executive, Roger Wilson.

“I am delighted to see the huge support from the audience and the inspiring female role models who have joined us to support and celebrate International Women’s Day. It is hard to believe in today’s society that gender imbalance still exists in the workplace and although we have made great advancements in recent times there is still so much for us to do to change this.” Commented Lord Mayor Alderman Gareth Wilson.

A female empowerment event was arranged on the 8 March 2018 in the Armagh City Hotel. Guest speaker, Louise Lytle imparted her guidance and support on female empowerment and encouraged females to take the lead towards a path where they feel valued.

On the same date in the Market Place Theatre, in conjunction with the Home of St. Patrick Festival – our symposium highlighted that women account for the vast majority of modern day slaves. It explored and examined this very real issue facing many women across the globe.

On 12 March 2018 the Council hosted an event for Council staff. The session saw three inspirational speakers take to the stage to share their guidance, experiences and ultimately encourage female empowerment to around 30 staff members. Guest speakers included Mairead Mackle, Homecare Independent Living, Louise Warde Hunter, NICS Gender Champion and Chair of NICS Women’s Network and Grainne Cochrane, Woodland Training Services.

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

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- 2** Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2017-18 (*or append the plan with progress/examples identified*).

Positive Action Measures as stated in the Council's Equality Action Plan

1. Development of a Performance Management Framework that reflects the requirements of section 75 of the N.I Act 1998.

During the reporting period the Council issued for Consultation its Performance Improvement Plan 2018-2019. A cross departmental working group informed 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;

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. Develop 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. One of the key actions includes continuing to deliver equality and disability training to staff.

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

The 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 strategies, plans, projects and services 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. The Committee reporting template also includes a section – Equality or Good Relations Implications. This ensures that any equality or good relations implications are brought to the elected members' attention. Equality Impact Assessments are conducted where it is considered proportionate to do so in order to

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further examine the policy for equality impacts, mitigation and/or opportunities to promote equality of opportunity. Staff members are regularly reminded to adhere to these guidelines. During the reporting period a number of policies were screened as part of the Policy Development process. While a Policy Screening Report was approved by Committee in December, it was not issued to consultees as further changes were made to one of the policies and it was then issued beyond the reporting period.

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

Equality and Disability Training was delivered to staff in June and December 2017. A total of 72 staff members attended. Evaluation of the training revealed that staff members felt it was a useful refresher course that was practical and clear with a good use of videos and examples. In October 2017, 15 staff members attended Autism awareness training.

In July 2017, the Community Relations Council delivered a Good Relations Seminar to the Council's elected members.

In January 2018, the NOW Group presented to the Governance, Policy and Resources Committee and explained to the Committee members how the JAM Card worked. It was agreed that the Council would sign up to the initiative. The roll out of staff training had begun in March 2018.

5. Equality Working Group to meet and discuss relevant issues.

The Equality Working Group met in May 2017 and February 2018

6. 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 be undertaken with departments on where improvements can be made regarding section 75 monitoring.

7. Clear Guidelines to be developed for staff members working with Transgender 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. Recommendations were made and these were being considered by the different Council Departments.

8. Organise an International Women's Day Event

The Council organised a number of events to mark International Women's Day. With an emphasis on showcasing and raising awareness of strong female role models and encouraging female empowerment, the events highlighted Council's pledge to support

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the annual initiative once more and to #PressforProgress in order to strive for gender parity.

See section 1

9. The Council will update its list of providers regarding alternative formats (including easy read and/or Audio Transcription) Translation services including BSL and ISL translation.

During the reporting period the Policy & Diversity Officer updated the list of Providers

10. Organise an annual consultation event to be held with consultees (Disabled Go)

The Council has an agreement with Disabled Go to sponsor an access guide. In February 2018 DisabledGo visited the area to update the access guide and run a work experience day for local people. The day started off with some classroom training with attendees learning all about DisabledGo's website, the questions surveyors ask and the surveying tool that the team uses. In the afternoon participants went out and helped survey new places on Bridge Street in Banbridge. Everyone involved in the day now knows how to survey Key Access Reviews.

11. Explore opportunities to work with the NOW Group to raise awareness of the JAM Card Project.

In January 2018, the NOW Group presented to the Governance, Policy and Resources Committee and explained to the Committee members how the JAM Card worked. It was agreed that the Council would sign up to the initiative. The roll out of staff training had begun in March 2018.

12. 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 completed a first draft of a guidance document on organising accessible events. This was shared with members of the Equality Working Group.

13. Guidance to be developed on communicating with disabled people, older people, younger people and different racial groups which will take into account the views of the working group and disability organisations.

During the reporting period, the Policy & Diversity Officer had begun drafting a Guidance Document.

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14. Organise a Local Democracy Event

In October 2017, the Council hosted its annual local democracy event. Around 120 local students from across the Borough participated in an event to mark Local Democracy Week at Craigavon Civic and Conference Centre.

The Council in partnership with the U.S Consulate hosted the US: NI Youth Leadership Initiative event, which aims to promote civic responsibility, build leadership skills and encourage democratic engagement among young people from across Northern Ireland.

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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:

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 May 2017, Connected the first Community Plan for the Borough was launched. 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.

During the reporting period work was underway in establishing a community and voluntary sector panel. In February 2018 an engagement process was undertaken with community and voluntary sector organisations across the Borough, to scope and design the framework for the community panel, seeking to ensure the process was as inclusive as possible.

The community panel will provide a means of ensuring that all sectors are actively involved and working in partnership to support the community planning process. Eligibility criteria were set and one of the criteria stated that panel members should have a good understanding of the needs of different communities experiencing inequality and disadvantage within and across the Council area, including section 75 groups and communities of place. Panel members will be recruited in the forthcoming period.

The cross departmental Customer Care Project Team was set up to take a lead role in developing a Customer Care Strategy and oversee the implementation of an associated Customer Care Action Plan. The Customer Care Strategy was launched in September 2017. The Policy & Diversity Officer is a member of this group and has advised on a number of actions included in the Customer Care Action Plan which specifically promote equality of opportunity for disabled customers and those who have language requirements.

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- 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.

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.

Measures in the Customer Care Action Plan include the Disabled Go initiative and the JAM Card initiative. Both initiatives have the potential to improve the Customer Service offered by the Council. The availability of alternative formats and the translation service has also been discussed in the Customer Care Project Team.

- 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*):

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*):

Translation Service was updated

Other (*please specify and give details*):

Measures included in the Equality Action Plan

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:

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:

During the reporting period the Council issued for Consultation its Performance Improvement Plan 2018-2019. A cross departmental working group informed 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;

15. Provide and Promote more opportunities for people to improve their physical, mental and social wellbeing through increased participation.
16. Improve economic growth across the Borough
17. Develop and promote the built, natural and cultural heritage, creating vibrant and attractive urban and rural areas.

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18. 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. One of the key actions includes continuing to deliver equality and disability training to staff.

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

Please provide any details and examples:

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.

These three cross-cutting themes are also included in the Corporate Plan.

The 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.

In January/February 2018 the new Corporate Plan, revised Performance Improvement Plan and updated Audit of Inequalities and Equality Action Plan were issued for consultation. The Equality Action Plan linked the relevant Community Planning Theme and relevant Corporate priority to each of the Measures included in the plan.

Equality action plans/measures

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

Actions completed:

6

Actions ongoing:

10

Actions to commence:

1

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 2017-18 reporting period (*points not identified in an appended plan*):

In February 2018 an updated Audit of Inequalities and Equality Action Plan was issued for consultation. New measures were added. These include;

1. Section 75 groups will be targeted during the recruitment of members for the Community Panel.
2. Organise an International Women's Day Event
3. Organise an annual consultation event to be held with consultees. (Disabled Go)
4. Explore opportunities to work with the NOW Group to raise awareness of the JAM Card Project.
5. Organise a Local Democracy Event
6. The Council's Good Relations Reference Group will aim to progress the development of the Flags and Emblems Policy

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

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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. During the reporting period the skilled and enterprising economy action planning team met and a number of section 75 groups were represented on this team.

In January/February 2018 the new Corporate Plan, revised Performance Improvement Plan and updated Audit of Inequalities and Equality Action Plan were issued for consultation to a range of consultees including the Council's section 75 stakeholder list. An equality screening assessment together with a questionnaire was issued with the Council's Corporate Plan.

The Local Development Plan process commenced in August 2017 which was announced by public notice, along with the publication of the local development plan timetable and statement of community involvement (SCI). In March 2018 The Preferred Options Paper (POP) was issued for public consultation. An Equality Impact Assessment was also issued for consultation to a range of consultees including the Council's section 75 stakeholder list. The Preferred Options Paper (POP) is the first of three public consultation documents that the Council will issue during the Local Development Plan Process.

During the reporting period a meeting was held with representatives from RNIB and Guide Dogs, a Guide Dog User and some of the Council's Environmental Health Officers in order to amend the Council's Guidance on the licensing of Pavement Cafes. The Guidance has not yet been finalised.

During the reporting period a meeting was held with the Disabled Children and Young People's Participation Project regarding the Council's Disability Action Plan and the Council's Corporate Website. The Council's Disability Action Plan was finalised during the reporting period. Additional accessibility features for the Council website were agreed.

- 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

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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:

Face to Face meetings were held as detailed in question 11 above. The Equality Impact Assessment on the Preferred Options Paper was issued by post and e-mail just before the end of the reporting period.

- 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:

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

Consultation exercises are placed on the Council's new Consultation Hub. E-mails and hard copies of documentation are forwarded to potentially interested groups.

- 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)

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

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

3

While a Policy Screening Report was approved by Committee in December, it was not issued to consultees as further changes were made to one of the policies and it was then issued beyond the reporting period.

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

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1	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 January 2018 the new Corporate Plan was issued for consultation to a range of consultees including the Council's section 75 stakeholder list. An equality screening assessment was attached together with a questionnaire.

The Local Development Plan process commenced in August 2017 which was announced by public notice, along with the publication of the local development plan timetable and statement of community involvement (SCI). In March 2018 The Preferred Options Paper (POP) was issued for public consultation. An Equality Impact Assessment was also issued for consultation to a range of consultees including the Council's section 75 stakeholder list.

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

Yes x 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*)

x Yes No Not applicable

Please provide any details and examples:

The EQIA on the Community Plan – Connected was made available

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

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- 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

x No, scheduled to take place at a later date

Not applicable

Please provide any details:

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

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

Yes

No

x 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:

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

Equality and Disability Training was delivered to staff in June and December 2017. A total of 72 staff members attended. Evaluation of the training revealed that staff members felt

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it was a useful refresher course that was practical and clear with a good use of videos and examples. In October 2017, 15 staff members attended Autism awareness training.

In July 2017, the Community Relations Council delivered a Good Relations Seminar to the Council's elected members.

In January 2018, the NOW Group presented to the Governance, Policy and Resources Committee and explained to the Committee members how the JAM Card worked. It was agreed that the Council would sign up to the initiative. The roll out of staff training had begun in March 2018.

- 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 developments to the training programmes

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**:

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

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:

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

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- 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 (2017-18) 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:

6

Fully achieved

3

Partially achieved

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			
Regional ^{iv}			
Local ^v	Engage with the local disability sector and local disabled people in relation to the drafting, implementation and monitoring of the plan	In June 2017 a meeting was held with representatives from Barnardo's Disabled Children and Young People's Participation Project about the Council's Disability Action Plan and the accessibility of the Council website.	There has been improved engagement with the Disability Sector and additional accessibility features were added to the Council website.

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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 to staff in June and December 2017.	A total of 72 staff members attended	Evaluation of the training revealed that staff members felt it was a useful refresher course that was practical and clear with a good use of videos and examples.
2	Autism Training was delivered to staff in October 2017	A total of 15 staff members attended.	

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 of the 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	The updated Disability Action Plan 2017-2019, the Easy Read version and the consultation responses were placed on the Council website	The Easy Read version was produced to ensure more people could understand the Council's commitments in its Disability Action Plan.	It is intended that the publications will be accessible to a wide range of people.

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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 2017 (not an action within the plan)	One of the nominations is for Sports person with a disability	The event celebrates the achievement of sports people within the Borough and as a result raises awareness of disability in sport.
2	Senior Sports Awards March 2018 (not an action within the plan)	One of the nominations is for sports person with a learning disability and one is for sports person with a physical disability	The event celebrates the achievement of sports people within the Borough and as a result raises awareness of disability in sport.

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.

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2	Develop a Cross-departmental working group to scope out the requirements of a work placement policy/strategy.	The working group was set up.	
	Develop and deliver a range of inclusive sport and physical activity programmes and events, which will increase the skills, knowledge and confidence of people with a disability, to enable them to access sport and physical activity opportunities in their local community	1500 people with a disability engaged in a sport or physical activity annually 3 clubs supported to become more inclusive of people with a disability, annually.	More people with a disability accessing sport and physical activity opportunities independently.

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 meeting was held with representatives from Barnardo's Disabled Children and Young People's Participation Project about the accessibility of the Council website.	Changes to the website were to be implemented beyond the reporting period.	
2	Develop a work placement policy/strategy	A working group has been formed and work had		

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		commenced on scoping the policy		
	Raise awareness among staff of the role of the Diversity Champions. In 2015 the Council appointed three Officer Diversity Champions and one elected member Champion. They include the Policy & Diversity Officer, HR Officer, Community Sport Active Inclusion Officer and the Council's Lord Mayor	Has been incorporated into relevant Lord Mayoral speeches and press releases	Raising the profile of disability within the organisation.	This is an ongoing measure. Further opportunities to raise awareness of the initiative need to be explored.

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

	Action Measures not met	Reasons
1		
2		

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

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This plan was made available in November 2017 following consultation with Officers and local disability consultees. The staff equality working group also considered the content of the plan.

(b) Quantitative

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:

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

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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?

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.