

**Armagh City, Banbridge and Craigavon Borough Council**



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

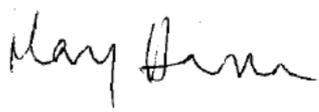
**Contact:**

<ul style="list-style-type: none"><li>Section 75 of the NI Act 1998 and Equality Scheme</li></ul>	Name: Mary Hanna Telephone: (028) 3752 9600 Email: <a href="mailto:mary.hanna@armaghbanbridgecraigavon.gov.uk">mary.hanna@armaghbanbridgecraigavon.gov.uk</a>
<ul style="list-style-type: none"><li>Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan</li></ul>	As above x Name: Telephone: Email:

Documents published relating to our Equality Scheme can be found at:

<http://www.armaghbanbridgecraigavon.gov.uk/yourcouncil/equality>

**Signature:**

A rectangular box containing a handwritten signature in black ink that reads '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 2015 and March 2016**

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

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

- 1** In 2015-16, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

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

A number of plans were developed on 1 April 2015 to coincide with the commencement of the new Council. This included the Corporate Plan 2015-2017 which has three Corporate Priorities.

1. Place – increasing prosperity through developing the economy, employment, connectivity and environment
2. People – improving everyone’s quality of life, opportunity, safety and wellbeing
3. Position – giving the leadership to tackle the issues that matter and influencing decision makers at all levels.

Included under the people priority is a commitment to “celebrate diversity, promote equality and good relations to build a peaceful shared society.”

The Regeneration and Development Strategy 2015-2020 complies with the Council’s Corporate Priorities. It specifically complies with the Corporate Plan people commitments through three thematic action areas. These also comply with the statutory equality and good relations duties. The three thematic action areas commit to;

1. Reducing social inequalities-through regenerating communities which exhibit deprivation, protecting the vulnerable and ensuring access for all across the Borough to services and opportunities.
2. Fostering a progressive, dynamic and sustainable third sector that contributes to building good relations, cohesion and equality in the Council Borough; and
3. Developing a strong cultural and arts offering building on and celebrating the rich heritage of the Council Borough.

The Council developed its first Performance Improvement Plan for 2015-2016 and it is also aligned to the Council’s Corporate Priorities. Under Corporate Priority (3) “Strengthen our Position” one of the improvement objectives was to develop and begin implementation of a range of strategies, projects, action plans and policies to support the effective operation of the Council and to assist with the improved performance and transformation of services. It was stated that all services and policies would be linked to corporate priorities and underpinned by equality requirements.

An interim local rural development strategy was also developed. The strategy describes a framework for the delivery of priority 6 of the Northern Ireland Rural Development Plan 2014-2020 in the Armagh, Banbridge and Craigavon Borough Council area. The areas of intervention for grant assistance include- Rural Business Investment, Rural Basic Services, Rural Village Renewal, Broadband and cooperation.

In the development of the Interim local rural development strategy 2015-2017 there was extensive consultation with the statutory, community/voluntary and private sectors. In relation to the section 75 groups, a number of meetings were held with groups that represented the following section 75 categories; women, children, young people, adults, older people and ethnic minorities. In addition all consultees included in the Council's section 75 consultation list were contacted by either e-mail or letter.

The consultation process identified many issues. However, a lot of them went beyond the remit of the rural development programme but will be considered as part of the community planning process. One comment received that was relevant related to the difficulties experiences by some older people when filling in online applications. Hard copy applications are now made available.

The Council developed a new Financial Assistance policy. It operated as a pilot policy for six months and the policy was reviewed again following this period. The policy was developed as a result of a wide community consultation and comments were received from organisations that represent a broad section of section 75 consultees. The organisations that participated in the online questionnaire deal with issues which include disability, youth, early years, school children, older people, women, good relations, ethnic minorities and faith.

These comments influenced the final policy.

During the initial consultation, transport needs for older and younger people in rural areas was raised as an issue. The mitigating factor was to introduce a rural linkages grant.

Following the first review of the policy which resulted in a number of amendments, workshops were held with community groups, highlighting the changes.

Work commenced on the Council's Community Plan. The Council is committed to ensuring that every effort is made to involve representatives from under-represented groups in the wider community planning structures, so that all section 75 groups have a voice in the process. During the reporting period an equal opportunities monitoring questionnaire was being developed so that the Council could monitor the involvement of section 75 groups in the community planning process.

The Council's Good Relations Strategy and Action Plan 2015-2017 was informed by a Good Relations Audit which was conducted during the Council's shadow period. Relevant stakeholders and residents in the Armagh City, Banbridge and Craigavon Borough participated in the Audit.

## PART A

The Equality Action Plan and Audit of Inequalities 2015-2017 were developed and issued for consultation in October 2015. These align with the Council's Corporate Plan and the measures in the plan are linked to the Corporate priorities. Included under the people priority is a commitment to "celebrate diversity, promote equality and good relations to build a peaceful, shared society." A summary version of the Equality Scheme was developed and issued to Council staff and placed on the Council website. An easy read version of the Disability Action Plan was also developed and consultees were advised of its availability.

The Council endorsed the Local Government Staff Commission's Equality and Diversity Framework and approved the appointment of four Diversity Champions, three Officers and one elected member champion who is also the Council's Lord Mayor.

Three screening reports were issued during the reporting period.

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

In October 2015, young people across the Armagh City, Banbridge and Craigavon Borough Council area participated in an event in Craigavon Civic Centre to mark local democracy week.

Twenty one young people from local post primary schools met with Councillors and Officers at the new Council's first local democracy event to tell them their views on how services could be improved for young people.

A range of topics were discussed including the Lord Mayoral role, environmental health issues, investing for health initiatives and two of the new Council functions, 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.

Five presentations detailing exactly how this could be achieved were presented to Councillors Garath Keating, Colin McCusker and Margaret Tinsley and their student peers in the Council's new 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 Darryn Causby said, "This has been a very enjoyable event and the students have shown great interest and enthusiasm by providing us with their ideas on how to improve council services and make Armagh City, Banbridge and Craigavon Borough Council a better place for young people to live and study".

The Council organised an International Women's Day event in March 2016. The event was held in the Craigavon Civic and Conference Centre and consisted of 16-18 year old female students from across the Borough as well as representatives from the local community.

National Trustee for Northern Ireland on the BBC Trust, Dr Aideen McGinley OBE, was the keynote speaker for the event.

Aideen was joined on stage by three other business women: Jill McEaney, Theatre Director at the Market Place Theatre and Arts Centre, Armagh; Jane Harnett,

## PART A

Managing Director of Harnett Oils; and Aine Beatty, I.T Manager, Ben Sherman and founding Chairperson of Down's & Proud.

Covering essential topics such as personal drive, ambition, dedication and a commitment to excellence, the audience were treated to an exclusive insight into how these women overcame obstacles in the male-dominated business world to get to the top of their respective industries.

A lot of preparatory work was undertaken in relation to the development of a new equality training programme which will be rolled out in the next reporting period. Policy screening and EQIA training was delivered in November and a total of 39 staff members attended.

In January, February 2016 the Council arranged mental health awareness sessions to support managers/supervisors to recognise and respond with confidence to mental health concerns within their area of work. Sessions were held across a number of sites and 37 attended.

In March 2016 Mandatory Code of Conduct training was commenced.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2015-16 (*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.

The Council developed its first Performance Improvement Plan for 2015-2016 which is also aligned to the Council's Corporate Priorities. Under Corporate Priority (3) "Strengthen our Position" one of the improvement objectives was to develop and begin implementation of a range of strategies, projects, action plans and policies to support the effective operation of the Council and to assist with the improved performance and transformation of services. It was stated that all services and policies would be linked to corporate priorities and underpinned by equality requirements.

2. 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 equality 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 three screening reports were issued to consultees.

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

A training plan has been developed which consists of the delivery 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.

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

During the reporting period a new Equality and Disability training programme was developed, one tailored for Managers and another for frontline staff. During the reporting period it was agreed that priority would be given to training on the policy screening and EQIA process to ensure that equality screening was embedded into the policy development process. Training on mental health awareness and the Council's Code of Conduct was also prioritised. Equality and Disability Training will be delivered

to a range of staff in the next reporting period. Elected members will also be offered additional training.

5. Establish a new Equality Working Group

The majority of the Council's Heads of Department were appointed towards the end of the reporting period but prior to this it was difficult to reach agreement on terms of reference or membership of the group. The group will be set up in the forthcoming reporting period.

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

During the reporting period the Local Government Staff Commission agreed to assist the Councils to establish a list of providers for the 11 district Councils and the Northern Ireland Housing Executive in the provision of the following;

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

The list of providers had not yet been agreed. However, the Council has access to a range of providers as a result of legacy Council policies.

**3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2015-16 reporting period? *(tick one box only)*

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

Please provide any details and examples:

Our new Council commenced on the 1 April 2015 and policies have been developed where appropriate. 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. Managers and Policy Makers were offered training on policy screening and conducting Equality Impact Assessments.

The Council developed a new Financial Assistance policy. It operated as a pilot policy for six months and the policy was reviewed again following this period. The policy was developed as a result of a wide community consultation and comments were received from organisations that represent a broad section of section 75 consultees. The organisations that participated in the online questionnaire deal with issues which include disability, youth, early years, school children, older people, women, good relations, ethnic minorities and faith.

These comments influenced the final policy.

During the initial consultation, transport needs for older and younger people in rural areas was raised as an issue. The mitigating factor was to introduce a rural linkages grant.

Following the first review of the policy which resulted in a number of amendments, workshops were held with community groups, highlighting the changes.

In the development of the Council's Community Plan the Council is committed to ensuring that every effort is made to involve representatives from under-represented groups in the wider community planning structures, so that all section 75 groups have a voice in the process. During the reporting period an equal opportunities monitoring questionnaire was being developed so that the Council could monitor the involvement of section 75 groups in the community planning process

**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

In the development of the financial assistance policy, the mitigating factor to introduce a rural linkages grant will ensure that the transport needs for older and younger people are being addressed.

In the development of the Council's Community Plan it is hoped that in capturing a range of views, the plan will reflect the needs of the Community.

**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 stated above, the new policy development process will ensure effective integration of the equality duties.

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):*

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 2015-16 reporting period? *(tick one box only)*

Yes, organisation wide

Yes, some departments/jobs

PART A

- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- x Not applicable

Please provide any details and examples:

5 Were the Section 75 statutory duties integrated within performance plans during the 2015-16 reporting period? *(tick one box only)*

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

Please provide any details and examples:

The Council developed its first Performance Improvement Plan for 2015-2016 which is aligned to the Council's Corporate Priorities. Under Corporate Priority (3) "Strengthen our Position" one of the improvement objectives was to develop and begin implementation of a range of strategies, projects, action plans and policies to support the effective operation of the Council and to assist with the improved performance and transformation of services. It was stated that all services and policies would be linked to corporate priorities and underpinned by equality requirements.

In the 2015-16 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- x Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs

PART A

- No, these are already mainstreamed through the organisation’s ongoing corporate plan
- No, the organisation’s planning cycle does not coincide with this 2015-16 report
- Not applicable

Please provide any details and examples:

The Council’s Corporate Plan 2015-2017 has three Corporate Priorities

- 4. Place – increasing prosperity through developing the economy, employment, connectivity and environment
- 5. People – improving everyone’s quality of life, opportunity, safety and wellbeing
- 6. Position – giving the leadership to tackle the issues that matter and influencing decision makers at all levels.

Included under the people priority is a commitment to “celebrate diversity, promote equality and good relations to build a peaceful shared society.”

As mentioned in question 5 the Council developed its first Performance Improvement Plan for 2015-2016. It was stated that all services and policies would be linked to corporate priorities and underpinned by equality requirements.

The measures contained within the Equality Action Plan 2015-2017 are also linked to the Council’s Corporate Priorities.

**Equality action plans/measures**

**7** Within the 2015-16 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 2015-16 reporting period (*points not identified in an appended plan*):

No amendments made during the reporting period.

**9** In reviewing progress on the equality action plan/action measures during the 2015-16 reporting period, the following have been identified: (*tick all that apply*)

PART A

- x Continuing action(s), to progress the next stage addressing the known inequality
- x 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                      x                      Sometimes                       Never

- 11** Please provide any **details and examples of good practice** in consultation during the 2015-16 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

In the development of the Interim local rural development strategy 2015-2017 there was extensive consultation with the statutory, community/voluntary and private sectors. In relation to the section 75 groups, a number of meetings were held with groups that represented the following section 75 categories; women, children, young people, adults, older people and ethnic minorities. In addition all consultees included in the Council's section 75 consultation list were contacted by either e-mail or letter.

The consultation process identified many issues. However, a lot of them went beyond the remit of the rural development programme but will be considered as part of the community planning process. One comment received that was relevant related to the difficulties experiences by some older people when filling in online applications. Hard copy applications are now made available.

The Council's Financial Assistance policy was developed as a result of a wide community consultation and comments were received from organisations that represent a broad section of section 75 consultees. The organisations that participated in the online questionnaire deal with issues which include disability, youth, early years, school children, older people, women, good relations, ethnic minorities and faith.

These comments influenced the final policy.

During the initial consultation, transport needs for older and younger people in rural areas was raised as an issue. The mitigating factor was to introduce a rural linkages grant.

Following the first review of the policy which resulted in a number of amendments, workshops were held with community groups, highlighting the changes.

## PART A

Twenty one young people from local post primary schools met with Councillors and Officers at the new Council's first local democracy event to tell them their views on how services could be improved for young people.

A range of topics were discussed including the Lord Mayoral role, environmental health issues, investing for health initiatives and two of the new Council functions, 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.

Five presentations detailing exactly how this could be achieved were presented to Councillors Garath Keating, Colin McCusker and Margaret Tinsley and their student peers in the Council's new 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.

**12** In the 2015-16 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: (*tick all that apply*)

- 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, an extensive consultation exercise was undertaken as part of the development of the interim local rural development strategy. While all section 75 groups on the Council's section 75 consultation list were contacted by either letter or e-mail, feedback was only received as a result of the targeted meetings with the section 75 categories ie (women, children, young people, adults, older people and ethnic minorities.)

In the development of the Financial Assistance policy, a range of methods were used. Online questionnaires, public consultation sessions, e-mail, telephone and face to face meetings.

PART A

**13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2015-16 reporting period? *(tick one box only)*

- Yes       No       Not applicable

Please provide any details and examples:

Consultees were advised of the latest equality consultations and forwarded all screening reports.

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 2015-16 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)**

<http://www.armaghbanbridgecraigavon.gov.uk/policies>

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

24
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**16** Please provide the **number of assessments** that were consulted upon during 2015-16:

	Policy consultations conducted with <b>screening</b> assessment presented.
	Policy consultations conducted <b>with an equality impact assessment (EQIA)</b> presented.
	Consultations for an <b>EQIA</b> alone.



- 22** Please provide any details or examples of where the monitoring of policies, during the 2015-16 reporting period, has shown changes to differential/adverse impacts previously assessed:
- 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 2015-16, and the extent to which they met the training objectives in the Equality Scheme.

The Policy & Diversity Officer contributed to the development of the Council's new Induction Programme by providing information on the Council's equality duties for inclusion. The new programme will be delivered in the forthcoming reporting period.

A lot of preparatory work was undertaken in relation to the development of a new equality training programme which will be rolled out in the next reporting period. Policy screening and EQIA training was delivered in November and a total of 39 staff members attended.

In January, February 2016 the Council arranged mental health awareness sessions to support managers/supervisors to recognise and respond with confidence to mental health concerns within their area of work. Sessions were held across a number of sites and 37 attended.

In March 2016 Mandatory Code of Conduct training was commenced.

- 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.

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

- 26** Please list **any examples** of where monitoring during 2015-16, across all functions, has resulted in action and improvement in relation **to access to information and services**:

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

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2015-16?

Insert number here:

1
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Please provide any details of each complaint raised and outcome:

The Equality Commission contacted the Council towards the end of the reporting period 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. The Commission advised that they would revert to the Council when it had decided whether an investigation should be authorised.

**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 training to be delivered in the forthcoming reporting period specifically in the area of Equality and Disability.

PART A

**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:**

**4**

Fully achieved

**2**

Partially achieved

**3**

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>	Review Diversity Champion initiative and reappoint Diversity Champions as necessary.	The Council's Lord Mayor was appointed as the elected member Diversity Champion and three Officers were appointed as Diversity Champions.	There is sharing of good practice between the Diversity Champions. It provides the opportunity to raise the profile of disability within the organisation.
Regional <sup>iv</sup>			
Local <sup>v</sup>			

PART B

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

	Training Action Measures	Outputs	Outcome / Impact
1			
2			

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	An Easy Read version of the DAP was developed and issued to the consultees.	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 plan will be accessible to a wide range of people.
2	Ensure strapline advising that documents can be obtained from the Council in alternative formats is included in all external publications.	Further work is still required to ensure that 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.

PART B

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 Awards March 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 (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 reports in relation to new and amended policies (screening form includes questions relating to the disability duties)	The completed screening form will address the disability duties.	All new or amended policies will incorporate the disability duties where appropriate.
2			

PART B

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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	Induction Training for new employees	The Equality and Disability section of the Induction training was prepared		The Induction Training will be rolled out in the next reporting period.
2	Equality and Disability Training for all Council staff	A new Equality and Disability Training programme was prepared		A lot of staff training was delivered during the reporting period and some of it was equality related. This training will be prioritised during the next reporting period.

PART B

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

	Action Measures not met	Reasons
1	Engage with the local disability sector and local disabled people in relation to the drafting, implementation and monitoring of the plan.	A number of action measures were still outstanding and the timing was not right for a review.
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.	As stated above a number of action measures were still outstanding and the timing as not right to add further measures.
3		

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

When the plan is reviewed there will be a discussion with Officers on the effectiveness of the measures. This will be followed by a more targeted consultation with local disability contacts. A staff equality working group will be set up in the next reporting period and it is intended that they will assist with the monitoring of the 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?

No, a number of action measures were still outstanding and the timing was not right for a review. However, the plan is 2015-2017 so it will be necessary to update the plan in the next reporting period.

If yes please outline below:

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

PART B

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?

Yes, it will be considered during the next reporting period.

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<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.