

Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2018-19

Contact:

<ul style="list-style-type: none">Section 75 of the NI Act 1998 and Equality Scheme	Name: Mrs Shirley Poxon Telephone: 0300 013 3333 ext. 40114 Email: Shirley.poxon@ardsandnorthdown.gov.uk
<ul style="list-style-type: none">Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above <input checked="" type="checkbox"/> Name: Telephone: Email:

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

www.ardsandnorthdown.gov.uk/about-the-council/equality

Signature:



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

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

This report reflects progress made between April 2018 and March 2019

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 2018-19, 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.

The Equality Commission approved the Council's Equality Scheme on 25 March 2015.

In this reporting period the Equality Action Plan was reviewed and updated to reflect current issues. The format was changed to correspond to the Service Plans of each Council Section and Directorate. All actions were agreed by the relevant personnel and determined by the original action plan of 2015 and complaints, comments and service changes since that date. Actions that had been completed were removed to ensure the action plan was meaningful. The action plan was discussed with the Internal Screening Group and Consultative Panel to ensure issues identified by each group were reflected in the revised Equality Action Plan 2018 - 2020.

Ards and North Down Borough Council continues to use the Internal Screening Group comprising a breadth of officers from across the Council Directorates. The group scrutinise the Council's policy screening outcomes in relation to Section 75, Disability Discrimination, Rural Needs, Sustainability and GDPR. The group members collectively oversee screening documents, review them in line with the policy and agree or challenge the outcome of screened Council policies. This cross council working group ensures Section 75 and the council's disability duties are mainstreamed across the Council throughout the policy development process. The policy development process has been detailed in a previous annual report to ECNI. The on-going review of membership of this group ensures officers across the council are trained in policy screening. During the period of this report the group met on four occasions and reviewed 28 policy screening outcomes.

The Council is committed within its Equality Scheme to publish screening reports quarterly. These have received a limited response from consultees. However, their availability on the website enables individuals to access information at their convenience. The exercises to circulate information to consultees enable the consultee list to be regularly updated and ensures engagement with consultees is meaningful and transparent. This list is also of value across the council for a range of engagements. In the period of this report consultees did challenge a number of screening outcomes, asked for copies of the policy screened or asked for clarity on mitigating circumstances. These requests remind officers of their obligations and the possible means of mitigating against potential or actual adverse impact. All completed screening

forms are retained on the Council's website as a requirement of the approved Equality Scheme.

As the council officers are trained to mainstream Section 75 duties and responsibilities into their tasks and policy development many positive actions and initiatives are unreported as these practices are now implemented into service delivery.

The Head of Administration and Compliance Officer (Equality and Safeguarding) and Head of Administration met the ECNI Liaison Officer on 27 February 2019 at the Town Hall, Bangor. This meeting was to share experiences of the implementation of the Equality Scheme. The officers also discussed the Council's second EQIA which was available for consultation, the value of the internal and external scrutiny of Council screened policies, and the S 75 training delivered and attendance by employees and elected members.

The External Ards and North Down Borough Council Consultative Panel on Equality and Good Relations met on four occasions during the period of this report. Prior to each Challenge Workshop members were provided with the relevant completed screened policy documentation to enable them to prepare in advance. The standing agenda items include updates on relevant issues from across the public sector, ongoing delivery of the Council Equality Action Plan and Disability Action Plan and the Council responsibilities under the Rural Needs Act (NI) 2016. The panel scrutinised and challenged the outcome of 28 screened council policies. Their role teased out issues not obvious to officers when developing or delivering policies and presented officers with the perceptions of the Council's actions to service users and potential service users in some of their policy delivery. As panel members only come together at challenge workshops a team building afternoon was held in January 2019. This was well attended and gave participants the opportunity to carry out tasks with those they do not otherwise meet. The groups were also asked to scrutinise elements of the consultative panel and give suggestions to how the dynamics of the meetings and outcomes of the workshops could be improved. The feedback was positive with a request that an event like this is held at least biannually.

During the period of this report the Equality Impact Assessment on the Decision to name Ards & North Down Borough Council's new-build leisure facility in Newtownards as: 'Ards Blair Mayne Wellbeing and Leisure Complex' was completed and a report presented to the Council. The Council decision was to name the new complex 'Ards Blair Mayne Wellbeing and Leisure Complex'.

The panel members present at the Consultative Panel team building event requested that members who did not attend four consecutive meetings they are asked to step down from the panel but may return when their circumstances to better attend improve. This has been introduced as a condition of membership.

During the period of this report an Equality Impact Assessment (EQIA) was identified as required in relation to Ards and North Down Borough Council's response to a request to locate Ulster Scots Agency Operation Lion plaques at Bangor and Donaghadee Harbours. The EQIA was written and the consultation period of 12 weeks closed on Friday 24 May 2019 at 4.00pm. The outcome of the EQIA will be reported in the ECNI Annual Report 2019 – 2020.

The Compliance Officer (Equality and Safeguarding) continues to provide practical advice in relation to consultation on projects including the consultation process with individuals and representative groups of those with a disability. The employee on-line questionnaire continues to be used by officers to help plan events and consultation meetings to assist officers consider the range of needs of those with a disability and carers. The document has continued to receive compliments in providing prompts in relation to identified needs and reasonable adjustments that could be introduced in the planning stages of any event.

The Council continues to work with AccessAble (formerly DisabledGo) to increase its range of audited premises across the Borough and raise the profile of the availability of this information source. To facilitate this, a training was delivered in June 2018 by DisabledGo officers to Visitor Information Centre employees, front of house receptionists and those involved in event planning. This was well attended and enables a breadth of employees who engage with the public to share the information or encourage them to direct service users to this source for the Council area and all other audited areas in the UK.

On 30 October 2018 The Mayor of the Council and three Elected Members attended the launch of the rebranding of DisabledGo to AccessAble along with the Compliance Officer (Equality and Safeguarding) and Assistant Compliance Officer. The event introduced the Elected Members to the value of being involved with this site. Every opportunity to raise awareness of the on-line site and range of information has led to more users accessing the website and its content. In the annual audit by AccessAble the new and revised information was updated promptly to ensure credibility of the information.

The Compliance Officer (Equality and Safeguarding) and other officers continue to work with senior management and Elected Members to deliver the Equality Action Plan measures to ensure the Council provides welcoming and inclusive facilities across the Borough. The Action Plan is reviewed regularly at the Internal Screening Group.

Ards and North Down Borough Council Disability Forum held five meetings during this reporting period. They also arranged for all members to visit the new Ards Blair Mayne Wellbeing and Leisure Complex after it opened. These walkabouts were to introduce individuals to the centre and the range of facilities as well as learn what the management required to put in place to facilitate individuals and their range of needs. Signage was a significant issue as the centre is large, although each floor is colour coordinated. The comments and responses of individuals and management have enabled improvements to be put in place.

The Disability Forum is made up of five elected members (two Mental Health Champions and the three Diversity Champions), two Council Officers and a broad range of individuals who represent those with disabilities and carers. The meetings are all well attended and the agenda for each meeting included a presentation from a relevant speaker. Two additional meetings facilitated a visit to Bangor Aurora Aquatic & Leisure Complex. This was on the invitation of the centre manager and appreciated by all in attendance. The Disability Forum meetings are also praised for opportunities to discuss local concerns and the

opportunity for information sharing between all individuals and representative organisations and groups.

In September a half day conference was hosted by the Council for all Elected Member Champions from across the province along with Diversity Equality Mangers and Community Planning Managers. This was to highlight the concerns of service users raised at the June 2018 Disability Forum meeting about continuing reductions to community transport budgets which were significantly limiting their attendance outside Monday to Friday 9.00am to 5.00pm events, thus increasing social isolation, loneliness and stress.

This year to mark World Mental Health Day on 10th October 2018 employees were encouraged to place three phone numbers in their personal and work phones for themselves or to pass on to others should they identify the need to contact any of the three organisations – Samaritans, Westfield Health Care and Lifeline.

Two Diversity Awareness Events entitled “It Takes Allsorts” were held on Thursday 18 October 2018 afternoon and Tuesday 23 October 2018 morning for Elected Members and Council employees. The events at two different Council community facilities was to encourage a broad attendance of elected members and employees from across the Council service areas. The programme was developed based on comments from the evaluation of the November 2015, November 2016 and October 2017 events. The programme for 2018 explored The anniversary of the First World War and how this was celebrated in Northern Ireland with the issues that had surfaced, the need for security in the digital world; changes for women in the hundred years from some females received the right to vote and an inspirational talk from Baroness May Blood that drew on her life experiences to being invited into the House of Lords. The Diversity Champions told the attendees of their personal support for diversity and how their role is used across the Council. Each session provided an opportunity to network over lunch and coffee. The Mayor closed the event and demonstrated his support for the event and encouraged attendance in future years. Each event was well attended by employees and elected members, many for the first time, and the feedback was positive in relation to the topics covered and opportunity to network. Raising awareness of the diverse range of individuals that the Council serves gives council officers the opportunity to ensure service provision anticipates and meets their needs.

Diversity Awareness training has been provided to a limited number of employees from across the council as the previous three years had a large drive. Since then specific diversity training has been delivered across a number of sites to ensure employees have the knowledge and skills for the many situations’ they may have to deal with in their day to day work. Diversity Awareness sessions inform employees and elected members of the Council’s duties and responsibilities under the legislation and give practical examples of how we as individuals and public employees can ensure we have regard for equality of opportunity and good relations in policy development and service delivery. This is where requests for specific training is requested and identifies the needs for specific service areas or a general need across the council.

The data for the borough area that informed the Audit of Inequalities and used in all S75 screening exercises is regularly updated using a range of sources for

both quantitative and qualitative data by the Council statistician. This ensures all data used is relevant and timely and, where possible, related to a local level of Electoral Ward or Borough as appropriate. Where no quantitative data is available qualitative information has been sourced where possible.

The Council continues to appoint Diversity Champion Elected Members at the Annual Meeting. Their role continues to support the Diversity Champion Officer and introduce and deliver initiatives across the Council to ensure service delivery, internally and externally meets the needs and addresses the expectations of employees and service users. The Diversity Elected Member and officer attended a workshop during the period of this report to work through the Local Government Staff Commission and all Councils to ensure the role is relevant and training is provided in relation to identified needs.

The Council are continuously informed of the range of publications and consultations carried out by IMTAC to ensure they are kept up to date on pertinent issues. This included good practice for design and allocation of car parking spaces in certain designated areas for those with a disability. This information was circulated to council officers from relevant council directorates and ensures consistency to meet the needs of those who require these spaces and improve parking provision at council facilities and events as well as in planning and developing capital projects.

The Council has continued to provide and offer the services of BSL interpreters at a range of events and meetings. During the period of this report one of the Diversity Champions and a colleague requested the Compliance Officer (Equality and Safeguarding) facilitate a Meet Your Councillor event with the deaf community in October 2018 and to invite the deaf community to attend a Council meeting and observe from the public gallery. This took place in September 2018. These two events were both well supported and had BSL interpreters provided. The deaf community in attendance explained some of their frustrations in communicating with the Council and invited the councillors to attend one of their meetings in the Marquis Hall. This invitation has not been received to date.

The Council continue to produce information on audio and large coloured print to circulate to residents with visual impairments. This enables accurate information to be available to all residents in relation to waste disposal and collection services. The Borough Newsletter that is produced twice a year and circulated to all residents is provided on audio to all those on the current mailing list.

Council officers continued to have a range of publications including forms and letters translated into a number of languages to ensure engagement with residents and businesses was effective and appropriate. These were undertaken on a request to ensure clients are engaged in their first language.

Telephone translation services are also provided by the Council and a number of officers used these services during this reporting period. This enables officers and those they are meeting to discuss the issues promptly in the environment where the issue is being dealt with as services are available remotely on mobile telephones.

The Council, in meeting its commitment to Good Relations as the secondary part of the legislation works with through community development to deliver the agreed action plan for the period. Through this groups and individuals from different political, racial and religious traditions have been enabled to engage with one another in ways which develop understanding, trust, equality and fairness; build confidence and inclusion and encourage meaningful dialogue and sustainable relationships based on the principles of equity, respect for diversity and Interdependence.

ANDBC's Good Relations Action Plan for 2018 – 2019 was delivered to meet the aims and strategic outcomes of the four key themes of Together: Building a United Community: Children and Young People; Safe Community; Shared Community and Cultural Expression. All programmes were delivered using an outcome based approach.

The programmes for children and young people aimed to continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations through:

- Improving attitudes of children from different backgrounds
- Young people engaging in bringing the community together

This took the form of two local primary schools having a shared history/educational programme that included visiting the battlefields in France and Belgium.

It also included the Shared Voices programme with volunteers from the Intercultural Forum and International Women's group. This programme was delivered to additional schools and new experiences included in the programme.

A Community Cup Programme was delivered over 6 weeks during May and June that enabled 16 Junior football teams from across the borough and outside the Borough, including Comber, Ards, Millisle, Bangor, Ballywalter, Portavogie, Portaferry, Dundonald and Belfast to compete. The programme facilitated 250 participants including representation of different genders and backgrounds and encouraged young people and coaches to play with the correct attitude. A handout for all parents and supporters encouraged them to support the young people regardless of the team or perceived background.

The fourth programme was 'Tackling Young Peoples Resilience Building Programme in Partnership'. The young people were introduced to the resilience programme through teamwork activities and workshops. A day approach was used to try and bring as many young people together to introduce individuals from a range of backgrounds and explore further working relationships between the groups. Unfortunately, numbers were not as many as been hoped for but those in attendance have begun to build a relationship and are better informed of other opportunities available to them in the borough.

Our Shared Community aims to create a community where division does not restrict the life opportunities of individuals and where all areas are open and accessible to everyone with the strategic outcomes:

- Increased use of shared space and services

- Shared space accessible to all

This was delivered through the following programmes:

Community Relations Through Sport which included Personal Development and Mutual Understanding (PDMU). PDMU is an important part of the programme and Good Relations focuses on encouraging each child to become socially effective and responsible citizens and make informed choices and decisions.

'It Takes Allsorts' in-house awareness raising programme which provides training sessions for Council staff on how good relations and equality issues can impact your role within the working environment.

Our Safe Community aims to create a community where everyone feels safe in moving around and where life choices are not inhibited by fears around safety with the strategic outcomes to:

- Reduce the prevalence of hate crime and intimidation
- A community where places and spaces are safe for all

The activities included Holocaust Events including a Memorial Event, Exhibition, a moving drama written by Jane Coyle titled 'The Suitcase', Schools Talk by a holocaust survivor and a range of Library Talks. The Holocaust programme has developed organically to work in partnership with other agencies and inclusive of all communities.

Hollywood Culture Night also works to address the aims and takes place annually in September.

Our Cultural Expression aims to create a community which promotes mutual respect and understanding, is strengthened by its diversity, and where cultural expression is celebrated and embraced through

- Increased sense of community belonging
- Cultural diversity is celebrated

This is delivered through Grant Funding; History Talks – Understanding Ourselves and Others; Vulnerable Persons Relocation Scheme including the No Hate Here being promoted through the borough with leaflets, roadshows etc. in partnership working through the Intercultural Forum.

There are other activities and programmes throughout the Borough and across a breadth of age ranges that ensure Ards and North Down Borough Council Good Relations is promoted and work continues to raise awareness of the need to respect others irrespective of their Section 75 dimensions.

A Council Safeguarding Steering Group oversees the Safeguarding Policy for children, young people and adults who may be vulnerable. This ensures the Council's obligations are met in all the relevant directorates. Employees are trained to the level required within the SBNI Training Strategy. The Compliance Officer (Equality and Safeguarding) reports back to the group from the various meetings attended. At each of the meetings in this reporting period a presentation was delivered on current topics that employees across the council would benefit from in relation to all ages. In June 2018 the speaker was the Director of Action on Elder Abuse. In November 2018 the speaker was from Transgender NI and provided an insight to the accessibility needs of children and young people in the trans community. The issues identified that could be

addressed in service delivery have been carried out and additional training been made available to employees from many Council services.

Ards and North Down Borough Council continues to work through a PEACE IV Partnership. The PEACE IV partnership is comprised of members of the local community, Elected Members and Statutory Agencies. £3.3 M worth of EU funding has been awarded to Ards and North Down Borough Council from SEUPB to deliver the PEACE IV Programme. The funding and resultant PEACE IV Programme will promote positive relations where cultural diversity is celebrated and people can live, learn and socialise together free from prejudice, hate and intolerance. The plan itself includes 19 projects that aim to support peace and reconciliation across the Borough through 3 key themes of Children and Young People, Building Positive Relations and Shared Spaces and Services. The projects include:

- Capacity Building & Youth Leadership
- Youth Shelters
- Primary Schools (Out of School Hours) Active Diversity & Good Relations
- Community Based Sports & Good Relations
- Children & Young People Diversity (World Faiths)
- Comber, Holywood, Portaferry and Portavogie Shares Spaces and Services
- Personal Development & Training
- Open Dialogue
- Connecting Communities
- Cross Community Intercultural Theatre
- Cross Border Intercultural Puppetry
- Genealogy & Storytelling
- Musical Traditions
- Celebration of Minority Communities
- Community Based Arts
- Celebrating Cultural Diversity (World Faiths)

The delivery of these programmes involves many sections of the Council from all directorates.

To acknowledge the support of carers, the Council in partnership with South Eastern Trust Carers, hosted an event in the Londonderry Pavilion, Londonderry Park, Newtownards during carers week on the morning of Tuesday 12 June 2018. The event told the 'Belfast Story' in a drama. This partnership event is a celebration and thank you to the carers on behalf of the Council and was, as always well supported and received. Hosting it in Londonderry Pavilion provided attendees from the Lower Ards Peninsula area to have less far to travel than for previous events. The Mayor welcomed everyone to the event and thanked them for their commitment to family and friends in their role as carers.

From this event the Mayor decided to have an 'Afternoon Tea at Home' event for those who are carers and/or are isolated for a range of reasons. This took place in August and the invitees appreciated his consideration of their needs and the opportunity to meet others in similar situations.

The Community Planning and Planning Service consultation documents and information continues to be produced in a range of formats including being available on audio and in an easy read format on request to encourage meaningful engagement with as broad a range of users as possible. Many initiatives of the Community Plan are working to engage a breadth of services users and as such Section 75 duties and responsibilities are embedded throughout the plan and the work the plan is beginning to develop.

Playwork delivered a series of 4 workshops for council officers to explore the needs of children and young people in play and how the Council services and facilities can work to meet their needs from planning to service delivery both as a council and in partnership with a breadth of partners.

The Compliance Officer (Equality and Safeguarding) attended seminars organised by a range of providers to ensure her knowledge is updated in relation to all areas of responsibility thus enabling best advice to be provided across the Council and to identify potential relevant speakers and trainers to meet the needs of each directorate and service unit as required.

The Compliance Officer (Equality and Safeguarding) delivered training to Leisure Services Summer Scheme staff as part of their induction training on Section 75, disability and safeguarding awareness and responsibility. The training was also provided to community summer scheme employees and those who provide schemes that are supported through the Council by members of the Community Services Team.

IMTAC representatives from groups representing those with disabilities and individuals continue to be consulted about the practical issues in relation to transport, car parking and other local issues. This ongoing engagement is greatly appreciated and invitations to speak and address the issues at small local group meetings has ensured open and meaningful engagement on a broad range of issues. At the public meeting by IMTAC in March 2019, which was held for this area in Ards Blair Mayne Wellbeing and Leisure Complex the Compliance Officer (Equality and Safeguarding) was asked to arrange and take interested attendees on a tour of the complex and speak about accessible beach that, at that time, was being developed at Groomspoint.

The Staff Health and Wellbeing Team ensured they had a programme of events throughout the year that highlighted the range of regional awareness campaigns and local ideas to support all employees by raising awareness of health and wellbeing topics as well as social and active participative sports at a broad range of levels.

These included support for the cycle to work scheme, and employee events both inside working time and outside working time initiatives. The following events were arranged and well supported by employees:

- o Black Light Adventure Zone
- o Creative Craft
- o Free Flu Vaccine
- o Football
- o Kayaking
- o Massage Workshop
- o Men's Craft

PART A

- o Pickleball
- o Step Challenge
- o Vital Nutrition

These events encourage staff to get to know others and also think about their physical and mental health.

A resident complained to their local councillor that the Council had nothing to support their young adult. The relevant elected member and the Compliance Officer (Equality and Safeguarding) met the individual and discussed the role of the various statutory and voluntary sectors with whom they have been involved and were able to arrange a work placement, volunteering and a buddy support for their young adult. This highlighted the range of services available, however, getting to find out about them can be difficult and frustrating.

The Everybody Active Programme engaged a breadth of individuals and clubs across the range of multiple dimensions. These are measured in participation of hard to reach groups and in this programme at women and girls, people with a disability, with high social need and children and older people. To achieve this they work with many stakeholders including Sport NI, The Northern Trust (Aurora), the Council Community Development Section, The South Eastern Health and Social Care Trust and a breadth of schools in the Borough.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2018-19 (*or append the plan with progress/examples identified*).

The outcome of the EQIA on the Decision to name Ards & North Down Borough Council's new-build leisure facility in Newtownards as: 'Ards Blair Mayne Wellbeing and Leisure Complex' was completed during the period of this report and the Council chose as the outcome to name the facility 'Ards Blair Mayne Wellbeing and Leisure Complex'. At the time of writing this report there have been no complaints in relation to Section 75 or Ards and North Down Borough Council Equality Scheme.

The Equality Action Plan was updated in the period of this report and is appended to the report, updated for this reporting period. The layout of the action plan is to align with the Service Plan of the Section.

The Compliance Officer (Equality and Safeguarding) continues to work to deliver this plan in a meaningful and timely manner to ensure the Council is meeting its statutory duties.

However, the measure of the potential inequality of the display and collection of memorabilia and the display of flags that have been on the previous and revised Equality Action Plan continue to be worked through with the Elected Members.

The desired outcome to ensure all Council facilities and the environs demonstrate a welcoming and shared space for users will be achieved through agreeing a council policy that ensures all facilities demonstrate a welcoming and shared space for users. This will include providing an explanation for historical items, celebrating difference and developing and agreeing a policy on Flying of The Union Flag by the Council and considering requests to fly other flags on significant dates.

The meeting with the ECNI Council Liaison Officer in relation to ongoing issues and review of the Annual Report 2017 – 2018 provided feedback and direction to the actions whilst establishing a more informal communication channel to enable the Compliance Officer to request information or discuss concerns.

An action from the Disability Forum of June 2018 that crosses the Equality Action Plan and Disability Action Plan was the half day conference on social isolation and loneliness for all ages as there continue to be reductions in rural and community transport budgets. This event was coordinated by the Local Government Staff Commission and invited a breadth of elected members, officers and community planning partners to learn of the current service, how it is managed in each area and the needs and expectations of users and how the service reductions have impacted on users.

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2018-19 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:

The continual monitoring of policy screening outcomes by both the internal and external scrutiny systems provide the Council with relevant and timely feedback from a breadth of policy makers, operational employees and service users. This is valuable in identifying potential or actual adverse impact and the most appropriate means of mitigating against this. It also contributes to the meaningful consultation process and addresses potential and actual adverse impact from a practical delivery perspective.

The fourth year and programme of the 'It Takes Allsorts' event as an annual staff and Elected Member training event ensured Section 75 equality and good relations duties and responsibilities across the council were highlighted in a practical manner. The sessions in the reporting period for this year addressed both the duties and responsibilities of all employees and Elected Members in relation to the promotion of equality of opportunity and good relations and included talks on:

- The First World War Anniversary and the situation in Northern Ireland for men and women in 1918;
- The Digital World in Reality, and how we can ensure we protect our personal information in the same manner we protect our property;
- The Elected Member Diversity Champions outlined why they support diversity in their role as an Elected Member;
- The Centenary of Women and Men and how our world has changed for both genders; and concluded with a motivational talk by Baroness May Blood who addressed the differences and similarities in our religious and political identities.

This year the 'It Takes Allsorts' programme was included in the Elected Members Training Charter and the attendance was encouraging.

Visits to the new leisure facilities in Newtownards following its opening to the public in January 2019 for individuals and groups with disabilities as well as the public visiting and using the centre has been well received. This has given many the opportunity to see the facilities and learn how they can manage with their personal circumstances and staff assisted during the visits by giving practical demonstrations and one to one consultation. Some of the individuals have brought those they represent to the complex for tours and familiarisation to encourage participation in the range of activities on offer.

The training delivered across the Council throughout the period of this report identified for elected members and employees their Section 75 duties and responsibilities within the legislation. This enabled policies and operational procedures to be developed that ensure the Council are compliant in a practical and relevant manner. It also demonstrated the advantages of the Compliance

and Good Relations Sections working in partnership. Employees and elected members at the training sessions benefited from the opportunity to ask questions and seek clarity on Section 75 application within the council and its application by public authorities that affected them as individuals. Employees also identified service improvements that would enable a broader range of service users to access the council facilities and services.

The Workshop on their responsibilities of Section 75 for Elected Members on the request to light up the Ards Arts Centre enabled a healthy debate on the legislation and how this request required to be considered within the context of the legislation. Debates such as this outside the Chamber allows for open and honest conversations with questions and concerns being addressed.

The request to consider an accessible beach at Groomsport commenced during the period of the previous reporting period. The practical refitting of the existing toilet facilities to include an accessible toilet with 24 hour access, a changing places facility and a store room for equipment with facilities to clean and maintain the equipment was completed by 31 March 2019. Discussions on what each section would be responsible for was confirmed during the period of this report.

- 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:

All formal and informal consultation by any of the council services is meaningful and transparent. Invitations are made to a breadth of individuals and groups who use the council services or are known to council officers and regularly and irregularly use Council services and facilities. The Council encourages officers to use the template they have designed to assist officers plan meetings to ensure accessible requirements and thus reasonable adjustments are considered throughout the planning and delivery.

Council officers identify individuals or groups who have had no previous contact with the Council and would benefit from their specific needs being identified and service improvements made to facilitate them and other potential users. Individuals that engage in these consultations have an opportunity to challenge what they consider to be adverse impact on any Section 75 category and assist in mitigating adverse or potential adverse impact. Officers welcome these opportunities to ensure engagement is meaningful and appropriate to enable services to work to meet the needs and expectations of users and potential users.

During the period of this report new members were invited to join the Consultative Panel and the Disability Forum. Each brought their unique needs and requirements to the relevant group and through sharing these needs and experiences service delivery of the Council and other statutory bodies continue to be addressed.

The workshop of team building was well received by members of the consultative panel and enabled individuals to get to know one another better and encouraged more engagement at meetings and challenge workshops.

Community Planning has focused support in relation to ensuring the Big Plan is meaningfully consulted upon and populated with relevant data to ensure the diversity of those receiving council services, or may receive these services, are considered and met. Working with other statutory partners who have S75 duties and responsibilities has enabled this to be achieved. The Community Planning Manager and Compliance Officer (Equality and Safeguarding) work collaboratively to ensure the needs of all dimensions are identified and addressed where possible trying to avoid duplication. The impact of these collaborative actions are being measured using outcomes based approach and the Compliance Officer (Equality and Safeguarding) has responsibility for updating and working with all partners on two Performance Scorecards.

The secondment of a NISRA Statistician to work within the Community Planning Section and provide support to other Council service areas has improved the quality and timeliness of data used in all Section 75 screening, equality impact assessment and general enquiries for all the Section 75 dimensions and has ensured it is meaningful and relevant in all decision making. This has greatly improved the commitment to the screening exercises across the Council and has enhanced the consultation engagement process and motivated officers in researching additional qualitative and quantitative supporting information.

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

X As a result of the organisation's screening of a policy *(please give details):*

Ards and North Down Borough Council Veterans Event held in June 2018 in Newtownards town centre programme ensured there was a breadth of activities to engage all age groups attending and not all were to be considered of interest to those serving or supporting the armed forces, whilst demonstrating the councils support for these individuals and their families.

The screening of the Council's decision to install/erect two commemorative plaques at Donaghadee and Bangor Harbours supplied by the Ulster Scots Agency to mark Operation Lion (the landing of guns) in April 1916 identified the potential for adverse impact. An equality impact assessment was carried out and the formal consultation period closed on Friday 24 May 2019.

The screening outcome of a Notice of Motion to Council in September 2018 and further debate and a focused consultation with party nominated elected members received the support of the Council to light up Ards Art Centre in rainbow colours to mark the Launch of Northern Ireland LGBT Awareness week 2019 on Monday 13th May 2019.

Existing employees moving to the new facility (Ards Blair Mayne Wellbeing and Leisure Complex) whose shift working patterns had to

change to accommodate the new arrangements were given the option that where their new shifts prevented them attending their normal worship arrangements these would be accommodated where practicable and safe in continuing the service.

The request to extend the period to light up the Ards Arts Centre red for the two week Remembrance Period in 2018 as a mark of respect for the centenary of Armistice was agreed to, but only for 2018 and to revert in all future years to the 2 days previously agreed.

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

As an outcome of the EQIA on the Decision to name Ards & North Down Borough Council's new-build leisure facility in Newtownards as: 'Ards Blair Mayne Wellbeing and Leisure Complex' this facility was named Ards Blair Mayne Wellbeing and Leisure Complex and all marketing material and signage arranged, installed and delivered. At the time of writing this report no adverse comments have been received relevant to Councils responsibilities under Section 75.

- X As a result of analysis from monitoring the impact *(please give details):*

The positive engagement with a broad range of users and potential users throughout the design and build of the new leisure complex and its additional outdoor facilities to identify the needs of those with a disability and their carers.

All the Good Relations events are monitored for attendance in relation to the Section 75 categories engaged with for satisfaction. The outcome of all the events was positive and the learning from and about other cultures has been meaningful. It is difficult to identify one particular success but, all evaluations are recorded in the Good Relations Activity Report for the same reporting paper and is available and submitted to The Executive Office.

- X As a result of changes to access to information and services *(please specify and give details):*

The provision of a BSL interpreter at the Council meeting in September 2018 and a focused consultation with members of the deaf and hearing impaired community in October 2019 has enable improved engagement with residents to the Borough and the need was recognised for new services to be explored to improve their engagement with the breadth of Council services.

The continued use of an employee self-assessment questionnaire to assist in planning events and meetings and encourage positive actions to ensure meaningful engagement with those who have a disability or are carers.

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

Through the screening of policies and the Internal and External Group scrutiny of outcomes the need to ensure documents and website information have the comment added to all public documents that they will be made available in a range of formats or languages as required.

The continual work to improve the Council's website and ensure all employees who are customer facing know what this means in practical terms to ensure needs can be met appropriately and in a timely manner.

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 2018-19 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 2018-19 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:

Managers are encouraged to include SMART Indicators for their Directorates and Sections that include the promotion of equality of opportunity and good relations. These include

PART A

- Engagement with groups and organisations that work with communities that may be hard to reach or currently disengaged
- The number of groups from both voluntary and community sectors that are requesting Community Development Support
- Numbers participating in Community Based Arts programmes
- Numbers of groups/clubs across the Borough who are taking an active role in the delivery of services within the Borough
- Percentage increase of groups availing of Good Relations support
- Increased number of users in the Boroughs parks and open spaces
- Percentage of Human Resources policies developed, negotiated and implemented.

In the 2018-19 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:

SMART indicators were integrated into some Council Directorates and Sections. Where this has taken place these demonstrate how Section 75 duties and responsibilities have been mainstreamed into the organisation.

Equality action plans/measures

7 Within the 2018-19 reporting period, please indicate the **number** of:

Actions completed:	15	Actions ongoing:	8	Actions to commence:	3
--------------------	----	------------------	---	----------------------	---

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

See updated Action Plan appended to this report

PART A

- 8 Please give details of changes or amendments made to the equality action plan/measures during the 2018-19 reporting period (*points not identified in an appended plan*):

The Equality Action Plan appended to this report was amended and revised during the period of this report.

The delivery of Section 75 is considered to be work in progress as the breadth of those receiving the services changes as their needs and expectations change and service improvements are introduced. Thus, the Equality Action Plan is regularly reviewed to ensure it is relevant and addressing new and existing needs. It is important that any Action Plan addresses the needs identified to ensure the process is transparent and the Council is committed to delivering on the Equality Action Plan.

- 9 In reviewing progress on the equality action plan/action measures during the 2018-19 reporting period, the following have been identified: (*tick all that apply*)

- 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
 - X 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*)

- X All the time Sometimes Never

- 11 Please provide any **details and examples of good practice** in consultation during the 2018-19 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:

Ards and North Down Borough Council have endorsed good practice initiatives to ensure meaningful consultation and understanding in areas that are addressed when ensuring the Council is promoting equality of opportunity and good relations across its range of duties and responsibilities.

The identifying of relevant officers across the Council structure and skilling of these officers to screen policies, oversee completed screening and challenge all screening outcomes is a good practice initiative showing transparency and also engages officers outside the relevant service area to identify potential adverse impact. The membership of the group is fluid due to work commitment or change of responsibilities. This provides opportunities for additional officers to be trained and

engaged in the value and process of screening. This introduces fresh approaches and ideas. The identifying of relevant officers across the Council structure and skilling of these officers to screen policies, oversee completed screening and challenge all screening outcomes is a good practice initiative and uses officers outside the service area to identify potential adverse impact based on their policy development processes. The comments received at Internal Screening Workshops are fed back to the External Screening Group and from the External Screening Group to the Internal Screening Group.

The skilling of the consultative panel members who each have their unique multi-dimensional identities to challenge policy screening outcomes is another example of good practice and a valuable contribution to making Section 75 duties and responsibilities realistic for all involved throughout the policy process.

The requirement to consider and encourage the inclusion of S75 duties and responsibilities within Service Plans and KPI's makes the promotion of equality and good relations realistic in all areas of service planning and delivery.

The Compliance Officer (Equality and Safeguarding) continues to facilitate meetings with individuals who have specific needs and has arranged meetings for council officers so they may learn of their needs at first hand.

Officers from a range of council services attended meetings with local groups including those with a visual impairment as their members. They each inform those present of their role within the Council and explain the initiatives residents can undertake to engage with the Council in areas of accessing grants, learning about recycling and then learn of the needs of individuals when visiting our town centres in relation to obstructions, signage, of being informed of road closures, or the need to change their waste collection services.

Meaningful consultation is encouraged through the use of BSL interpreters at meetings and events where a need was identified. The translation of a range of literature and the telephone translation service that is arranged for all council employees ensures service users are communicated with in a manner or language that suits their needs. During the period of this report a range of alternative communication methods were used by a number of sections.

The Good Relations Officers and Compliance Officer (Equality and Safeguarding) worked together throughout the year and attended meetings together, where appropriate, demonstrating that Section 75 is delivered to all dimensions and to fully appreciate how some policies and initiatives impact on both the duties of the Act. The requirement to consider and encourage the inclusion of S75 duties and responsibilities within Business Plans and KPI's makes the promotion of equality and good relations both practical and realistic in all areas of service planning and delivery. Through the meetings they attend the speakers and topics are identified to ensure It Takes Allsorts is kept relevant and engaging for the breadth of Council employees and their responsibilities.

A strong working relationship has developed through the Good Relations initiative with those from a range of cultural backgrounds and through the Inter-Cultural Forum. This identifies and encourages the use of a range of languages to ensure individuals are meaningfully engaged. It also delivers programmes in schools to address prejudices and misunderstanding and to look at initiatives to dispel myths and reduce racism and sectarianism. In this reporting period the programmes were

delivered to younger children in the primary sector through the request of speakers and schools.

The consultation event (October 2018) and the invitation to attend the Council meeting (September 2018) was well received and the attendance of BSL interpreters was appreciated as this small reasonable adjustment ensured all in attendance engaged meaningfully with both events. The translation of a range of literature to ensure residents and visitors to the Borough had relevant and up to date information also ensured meaningful engagement. The Borough Magazine being made available on audio also ensures residents who would otherwise not engage have up to date information.

The Good Relations Officers and Compliance Officer (Equality and Safeguarding) worked together throughout the year and attended meetings together, where appropriate, demonstrating that Section 75 is delivered to all dimensions and to fully appreciate how some policies and initiatives impact on both the duties of the Act. The meeting of significance this year was on the issues that affect the Councils where Syrian refugees are being supported.

The range of consultation methods used for the EQIA were complimented. Although the public meetings had no attendance and the staff meetings a very small attendance the on-line questionnaire received a significantly high response. This demonstrates the need to engage meaningfully with customers and ensure a range of formats are available.

12 In the 2018-19 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:

Council officers attended community events on invitation to discuss topics of interest to a particular group.

The EQIA on the 'Decision to name Ards & North Down Borough Council's new-build leisure facility in Newtownards 'Ards Blair Mayne Wellbeing and Leisure Complex' was consulted on with a range of methods. The most popular was the confidential on line questionnaire. There was no attendance at the two public meetings, low attendance at the staff meetings and a few responses through social media and email.

Consultations were held on the EQIA 'Ards and North Down Borough Council's response to a request to locate Ulster Scots Agency Operation Lion plaques at Bangor and Donaghadee Harbours' but these were in the reporting period 2019 – 2020 and will be reported on next year. This EQIA offered meetings on request.

Emails were received to request screening forms in relation to the consultations issued quarterly and notification emailed out to the consultation list or highlighted on the Council website.

Council officers from across the Council arranged for letters and information in alternative languages to engage with service users where English was not their first language.

Council officers that interface with residents at their home arranged for BSL translation and used The Big Word language translation services to meet needs they identified.

The Community Planning Manager and Compliance Officer (Equality and Safeguarding) attended a local community group in Groomsport in October 2018 to consult with them on the proposals to develop the accessible beach and discuss what changes to the area this would have. This was invaluable as a number of concerns were addressed and an outline of the proposals was given including that there would be no new build, a low gradient slope to the beach and as there would be a small number of pieces of equipment available and bookable in advance it would be an organised arrangement.

The Real Lives Event in October 2018 provided an opportunity for many organisations to be available in the one place for individuals to discuss their needs and receive advice appropriate to their needs.

- 13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2018-19 reporting period? *(tick one box only)*

Yes No Not applicable

Please provide any details and examples:

The Council's Consultative Panel on Equality and Good Relations members are reminded of the council's equality scheme and its commitment, as well as their role in scrutinising the screening outcomes of the council policies at each challenge workshop. This ensures the council identify any potential or actual adverse impact, mitigate against it and ensure the process is followed using relevant and timely data. The panel assist in identifying where these requirements have not been identified. During the period of this report they assisted by scrutinising the revised equality action plan for the period 2018 – 2020. A team building exercise was also facilitated to develop their skills in working together to scrutinise the screening

forms and identifying issues that may adversely impact on those they represent or others.

The Good Relations Section continue to develop programmes both within the Council and with a breadth of external groups in relation to meeting the needs of the range of cultures within the Borough. This includes dispelling the myths in relation to race and sectarianism. This has been achieved through various programmes as listed in the summary and working with all age groups in a manner that is of interest and relevance to them.

The Compliance Officer (Equality and Safeguarding) attended meetings with individuals and groups that traditionally work through the Good Relations section of the Council and is also a member of the Intercultural Forum.

'It Takes Allsorts' officers and Elected Member networking and training event in October 2018 identified a range of topics to engage employees and Elected Members that ensured Section 75 is seen in practical service delivery. It also raised awareness around the role of women; the events in Northern Ireland during World War I; the need for security in the digital world; and an inspirational talk from Baroness May Blood that drew on her life through the troubles to being invited into the House of Lords.

The Diversity Awareness raising programme continued to be delivered across all employee group and jointly delivered by the Compliance Officer (Equality and Safeguarding) and Good Relations Manager. There were small numbers trained in this reporting period as the numbers were significant in previous years and specific training to address the range of Section 75 needs were identified from these trainings and delivered or programmed within this period.

The Compliance Officer (Equality and Safeguarding) continues to address specific enquiries relevant to addressing Section 75 duties and responsibilities from the public, elected members and officers.

14 Was the consultation list reviewed during the 2018-19 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)

[Insert link to any web pages where screening templates and/or other reports associated with Equality Scheme commitments are published]

<https://www.ardsandnorthdown.gov.uk/about-the-council/equality>

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

25

16 Please provide the **number of assessments** that were consulted upon during 2018-19:

4	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:

During the period of the previous report the Council decided to adopt the name for the replacement leisure complex in Newtownards as Ards Blair Mayne Leisure and Wellbeing Complex. The consultation period for the EQIA ran for 12 weeks from Monday 12 February 2018 until 4.00pm Friday 4 May 2018. This was carried out in a transparent and meaningful manner with a broad range of stakeholders in a range of formats and selected locations. It included all consultees listed in the Council’s Equality Scheme at that time being informed of the EQIA by email, and the EQIA consultation document and accompanying questionnaire being made available on the Council’s website consultation page at www.ardsandnorthdown.gov.uk/eqia. Two questionnaires were also made available on-line and available in hard copy with addressed envelopes for return during this 12 week period. The EQIA was also advertised in the local and regional papers as is committed to in the Councils Equality Scheme. All responses were confidential. Social media was also used to ensure engagement with a broad range of individuals. Although two focused consultations were arranged for staff and two public consultations were arranged the public consultations had no attendees and the staff events had a very small response.

A focused consultation was also carried out with the Ards and North Down Borough Council’s External Consultative Panel on Equality and Good Relations (Section 75) to deal exclusively with the EQIA. This workshop encouraged all participants to contribute to the discussion, using a familiar and tested format as all members of the Consultative Panel have been trained in challenging decisions from the perspective of those they represent, the range of needs of all Section 75 groups and the statutory duty of the Council.

An online questionnaire was available for employees and brought to their attention through a range of methods. The questionnaire had a covering explanation and request for completion, as the Council aimed to garner as broad a range of opinion as possible. The questionnaire was made available to be completed confidentially either on line or as a paper version with an addressed envelope, to return the completed questionnaire to the Compliance Officer (Equality and Safeguarding). All completed questionnaires were analysed quantitatively and qualitatively by the Community Planning statistician thus were independent.

The EQIA was advertised within the Borough and across Northern Ireland using the publications of the Belfast Telegraph, Irish News, Co. Down Spectator and Newtownards Chronicle. The advertisement indicated the methods of engagement with the Council. It also offered meetings with individuals as required.

The Council's social media and website were used to inform readers of the EQIA and the consultation period and how they may participate. Stakeholders were informed as to how to participate in confidence should they wish to remain anonymous. The breadth of methods of consultations was used to gather as broad a range of comments as possible.

The outcome of this consultation is contained in the final EQIA.

A second EQIA 'Ards and North Down Borough Council's response to a request to locate Ulster Scots Agency Operation Lion plaques at Bangor and Donaghadee Harbours' was consulted on in the period of this report. Based on the subject matter public consultations were offered to individuals and groups and none were taken up. A focused consultation was carried out with members of the Consultative Panel and the Ulster Scots Agency attended to enable direct questions and responses to be made. This was considered a valuable exercise by all in attendance. There was limited response to social media and the email to all consultees, but this has been attributed to the subject matter. The outcome of the consultation will be reported in next years' annual report to ECNI as the consultation period was for the 12 week period closing on at 4.00pm Friday 24 May 2019.

The Planning Section attended two Consultative Panel meetings in the period of this report. Both attendances used different consultation methods to engage those present to take part in the Local Development Plan – Preferred Options Paper and give attendees and those they represent a number of methods to ensure they engage in this important area of future planning.

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

X Yes No concerns were raised No Not applicable

Please provide any details and examples:

A request was received to Light Up the Ards Arts Centre Red for the Remembrance Period in 2018 as a mark of respect for the centenary of Armistice. This is normally lit up over the two day remembrance period. However, as it was 100 years from the end of World War I it was requested the building was lit for the two week remembrance period in this year only.

A request by the Rainbow Project was made to the Council to have the Ards Town Hall (Arts Centre, Conway Square) lit up in rainbow colours to mark the Launch of Northern Ireland LGBT Awareness week 2019 on Monday 13th May 2019. This was screened in and discussion with Elected Members was facilitated to enable them to consider their political party and personal issues for this request whilst they have responsibilities under Ards and North Down Borough Council Equality Scheme.

Shift Working Patterns for Ards Blair Mayne Wellbeing and Leisure Complex. With employees moving to the new and larger complex it was identified new operational rotas were required. In consultation with employees it was agreed Saturday evening or Sunday working would arrange to facilitate existing employees attend their place of worship for the service should they have previously done this.

The request to hire portable toilets for band parades in small towns and villages was reviewed as this request is outside the Councils Lands and Property Policy to use Council facilities and land. The Council provides public conveniences across the Borough and at all other events organisers are required to provide their own facilities.

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 2018-19 reporting period? *(tick one box only)*

Yes No Not applicable

Please provide any details and examples:

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

20 From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2018-19 reporting period? *(tick one box only)*

Yes No, already taken place
 No, scheduled to take place at a later date Not applicable

Please provide any details:

During this reporting period the statistician from NISRA seconded to Community Planning worked with the Compliance Officer (Equality and Safeguarding) to regularly review data that was available and relevant to the subject matter being screened. This included the NINIS and NISRA stats, The Electoral Office, NI, World Health Organization, ONS 2015 Sexual Identity, Continuous Household Survey as well as the revised deprivation statistics and data from a range of sources in relation to racial group, disability and dependents. It also included qualitative and quantitative data that helped inform both the EQIA's and assisted in analysing and comparing data collated in the consultation periods. The opportunity to look for other information and data ensured best practice was used throughout the process.

Officers in sections from across the range of Council services who award grants or engage with individuals monitored grant awards and take up of programmes and events. This ensures relevant data on the Section 75 dimensions of service users

is collated and regularly updated to assist in service improvements and to target hard to reach groups.

The events team also collate data on attendees and this data was used to inform the community plan in relation to reasonable adjustments through the recording in the Community planning Scorecards.

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

Yes No Not applicable

Please provide any details and examples:

The design and delivery of the accessible beach in Groomsport used data from a range of sources and personal stories to enable best design and delivery and inform the grant request forms to apply for funding from Sport NI. This included data from the Mae Murray Foundation on potential users and range of needs.

The need for relevant and meaningful data – both quantitative and qualitative to ensure screening exercises are meaningful continues. The data sources continue to be reviewed and the assistance of the statistician in this area is invaluable as the sharing of data from all community partners ensures accurate and relevant data is sought and used when identified.

The need to consider how to engage meaningfully with a broad range of users and potential users in relation to the planning consultation and engagement for the Local Development Plan – Preferred Options Paper has assisted in having meaningful data and information on which to base decisions.

22 Please provide any details or examples of where the monitoring of policies, during the 2018-19 reporting period, has shown changes to differential/adverse impacts previously assessed:

Policies across the Council are continually monitored. In the period of this report has monitoring included improved communication methods with ratepayers and skilling employees to use the translation services to enable verbal and written translations and audio to be used where a need is identified.

The Council website has been improved to ensure those whose first language is not English are guided to where they may get information translated to suit their needs.

Improved customer facing services has also taken place through training frontline employees in the needs of those with a disability, dementia and other specific needs.

- 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:

The review of the Workplace Policy has provided clarity for all potential enquirers and employees when asked to consider a placement opportunity for any individual meeting the criteria of the policy. This ensures that the individual, their supporting organisation and the Council Section into which they will be placed have clarity of the process required to receive approval to be on placement, expectations of the individual and duration of the placement.

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 2018-19, and the extent to which they met the training objectives in the Equality Scheme.

A training programme has been on going from 2016 to deliver training on equality and good relations duties and responsibilities of all Council employees and Elected Members. During this reporting period employees across the breadth of Council services have attended training to enable them to deliver their responsibilities with knowledge and skills relevant to meet the needs of service users.

Skills training has been delivered in this period and a three year training programme arranged that ensures needs are met.

Awareness training has been delivered to employee groups to fit in to their work schedule and address the elements that are pertinent to their duties and responsibilities.

Screening skills have been updated for some employees and other individuals introduced to screening and supported through the process.

A range of skills trainings were delivered on topics that ensure employees across the Council are aware of the needs of the range of customers as they are identified or in anticipation of their needs and included Deaf Awareness, Dementia Awareness, Keeping Adults Safe, Keeping Children Safe, Awareness of Safeguarding and Safeguarding/S75/Disability Awareness.

- 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:

A team building exercise was carried out for the Consultative Panel members in January 2019. This was well received by all present and an 80% attendance was noted. This has enabled members to work as a team and enabled individuals to be more confident in challenging subject matters and individuals when they are unclear of a specific point.

All employee training has been well received and feedback has confirmed the awareness raising through practical examples ensured the learning was meaningful.

The EQIA process has indicated there is a better understanding of good relations amongst employees and how Council services engage with residents and visitors and have an essential part to play.

Training for council officers who screen policies or are members of the Council's Internal Screening Group on the method of screening and its purpose. This is carried out on a one to one basis and has enabled officers to engage more meaningfully in the Internal Screening Group scrutiny process.

The value of the diversity training to all employees who deliver school holiday schemes across the council to children and young people to assist them in being mindful of the breadth of needs requiring to be addressed.

The annual 'It Takes Allsorts' Diversity Event is reported by all attendees to be an excellent and realistic glimpse at some of the needs of the diverse range of those the council provides services to and for.

The Real Lives event provided employees with training in the needs of those with dementia and their carers and from this initiatives have been introduced. These will be reported on in the report of next year.

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

- 26** Please list **any examples** of where monitoring during 2018-19, across all functions, has resulted in action and improvement in relation **to access to information and services**:

Discussions have taken place with a range of Council services to establish the languages that are not English in areas across the Borough and in neighbouring council areas. This ensures information that is required is made available where possible to enable meaningful engagement on matters including home safety, availability of grants, range of Council services, and inspection of properties. Monitoring of take up has also been introduced across the province to assist in identifying the range of needs and assisting in being more proactive in certain service areas including offering Sign language interpreters or language interpreters at meetings and events.

The continual updating of the consultation list ensures a broad range of statutory, voluntary and community groups as well as individuals are engaged with and are available for council officers to offer focused consultations on relevant subject matter.

The ongoing monitoring of membership and attendance of the Internal Screening Group, External Consultative Panel and Disability Forum to ensure they are representative of the dimensions that are included in the legislation and members skilled to ensure meaningful participation.

The continual review of Community Planning measures to ensure they embrace the range of S75 categories across the Borough and visitors to the Borough thus ensuring all partners are aware of the needs to be met.

Complaints (Model Equality Scheme Chapter 8)

27 How many complaints **in relation to the Equality Scheme** have been received during 2018-19?

Insert number here:

NIL

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:

By March 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)*

Review of Ards and North Down Borough Council Equality Scheme.

To deliver on the agreed outcome on the EQIA on 'Ards and North Down Borough Council's response to a request to locate Ulster Scots Agency Operation Lion plaques at Bangor and Donaghadee Harbours'.

Continue to deliver the Equality Action Plan.

Continue to deliver appropriate training across the Council to enable all employees and Elected Members to meet their Section 75 Statutory responsibilities.

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2019-20) reporting period? *(please tick any that apply)*

- Employment
- Goods, facilities and services
- Legislative changes
- Organisational changes/ new functions
- X Nothing specific, more of the same

PART A

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:

17

Fully achieved

2

Partially achieved

1

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	N/A		
Regional	Council Members have been made aware through reports, trainings and meetings that, should they be members of, or appointed to any Regional Bodies they must understand and arrange to implement the range of needs and promote positive actions to include	Elected Members participate in Regional Bodies. The Councils of Lisburn and Castlereagh City, Ards and North Down and Newry, Mourne and Down District Council work with the South Eastern Health and Social	The continual promotion of the Buddy Card for Sport and Leisure Activities and Council Arts events and sponsored events to encourage participation of those with a disability by enabling them to be supported by a carer free of charge.

PART B

	<p>persons with a disability into public life.</p> <p>The Council has 3 Diversity Champions (Members), 2 Mental Health Champions (Members) and 2 Age Champion (Members). They have the opportunity to attend local and regional trainings, community planning events and workshops to enable them to learn and share best practice.</p> <p>Council is represented on the South Eastern Trust World Mental Health Day Committee by a council officer. The Mental Health Champion (Members) are invited to sit on the Community of Interest Mental Health and Suicide Prevention SET Group and proactively identify issues relevant to council responsibilities.</p> <p>Council continued to work with the Mae Murray Foundation to develop an accessible beach within the Borough and provide appropriate equipment for users.</p> <p>The Council, through the services of DisabledGo (AccessAble) carried out an annual update audit of all premises on the Ards and North Down Borough Council</p>	<p>Care Trust to raise awareness of promoting and looking after individuals' mental health and in particular around World Mental Health Day on 10th October. The Principal Environmental Health Officer Health and Wellbeing represents the Council on the World Mental Health Day Committee.</p> <p>The Compliance Officer (Equality and Safeguarding) represents the Council on the South Eastern Health and Social Care Trust Local Adult Safeguarding Partnership.</p>	<p>DisabledGo (AccessAble) held their regional launch in Belfast City Council in November 2018. The Mayor and a range of Elected Member Champions, along with 2 officers, attended the event.</p> <p>Through training and attendance at related events, the knowledge of individual Council Members, officers and Disability Organisations is shared. These forums have also contributed to an improved awareness in the importance of mental health for employees and clients of Council services.</p> <p>The value for both the Council and Health Trust working and delivering in partnership is valued by both organisations and those using their respective services.</p> <p>The Council will continue to work with the Mae Murray Foundation to have the accessible beach operational during the Summer 2019. This will enable families and individuals to access the beach area, many for the first time.</p>
--	---	--	---

PART B

	<p>register and added 25 detailed and 4 key access guides. They issued window stickers to premises to raise awareness of the information available.</p>		
Local ^{iv}	<p>The Council supported the Consultative Panel on Equality and Good Relations and identified individuals and representative groups to ensure it was representative of all dimensions of Section 75, thus enabling a broad range of issues to be identified including those with a disability and their carers.</p> <p>Council officers identified and consulted in an appropriate manner with groups that represent disabled people and their carers to highlight areas of importance to them. Council officers attended local interest group meetings to learn of the issues relevant to individuals and learn how they may implement service improvements to benefit residents and Borough visitors.</p> <p>Council continued to audit their premises and facilities to ensure</p>	<p>Accessible beach and associated works were completed by 31st March 2019. This included, accessible toilets, a changing places facility and storage for equipment.</p> <p>Improved access for open spaces and access pathways continued to be made.</p> <p>The review on the upgrade of public toilet facilities and new signage has been complimented by all users. This work is ongoing.</p> <p>Playground equipment suitable for children and young people with a disability continues to be incorporated into all new and refurbished playgrounds and refurbishment programmes.</p>	<p>DisabledGo/AccessAble Ards and North Down Borough Council site now has over 400 guides and premises on the regional website that is deep linked to the Council's website and premises and facilities have window stickers to raise awareness for visitors to their premises. The training enabled employees to encourage the use of this information.</p> <p>Consultative Panel membership is representative of those with a disability and those who have responsibility for those with a disability.</p> <p>As a consequence of the commitment of all employees to ensure the inclusion of people with a disability and their carers, there has been an increased use of all facilities.</p>

PART B

	<p>they are meeting all relevant regulations and are accessible for all users. They sought to improve these where the standards were not being met. A number of community centres and public toilet facilities were identified within the period of this report as requiring upgrading to comply with the regulations and best practice recommendations.</p> <p>Disability are included in each Quarterly Report on Section 75 and Disability Discrimination Act duties and responsibilities to Corporate Services Committee of the Council.</p> <p>The Disability Forum met on 5 occasions and represents a range of disabilities and carers from across the Borough. The Council is represented through the Diversity and Mental Health Champions. The agendas of each meeting</p>	<p>This information is now available on the DisabledGo (AccessAble) website.</p> <p>At the Ards Blair Mayne Leisure and Wellbeing Complex the inclusive play area was opened in January 2019. This facility has received praise as it enables all children to play together and highlights the need for similar facilities across the Borough.</p> <p>Council members were regularly informed of work undertaken, accreditation schemes of charities and consultations that will encourage participation of disabled people in the council services and facilities.</p> <p>Northern Community Leisure Trust (NCLT) has</p>	<p>Improved engagement with all users through focused consultations. Council officers are empowered to arrange the meetings themselves with the Citizen space questionnaire and prompts in relation to accessible meetings.</p> <p>Quiet areas are available for children and older people and their carers that require additional support or time out during attendance at activities and in particular at large Council events.</p> <p>The events team book the mobile toilet facility mobiloo for all large events.</p> <p>BSL Interpreters are provided at the Disability Forum and other meetings and events where a need is identified. This included the council meeting in September 2018 and the focused</p>
--	--	--	--

PART B

	<p>included a presentation and sharing of concerns, events and best practice initiatives to enable shared learning amongst all represented groups.</p> <p>The Inclusive Mobility and Transport Advisory Committee (IMTAC) continue to circulate relevant reports to the Council for information or consultation, as appropriate. These are made available from the Compliance Officer (Equality and Safeguarding).</p> <p>The Compliance Officer (Equality and Safeguarding), and Elected Member Mental Health Champion, worked with the Breathing and Balance Group to discuss addition funding needs and resources for a qualified instructor.</p> <p>Mencap carried out mystery shopping on a range of Council facilities and services. The report</p>	<p>supported the Special Olympics Swimming Squad by providing discounted lane hire.</p> <p>As the Ards and North Down Disability hub, Aurora provides access to a range of Disability equipment and classes. This has led to the creation of a disability bike club based at Bangor Sportsplex currently running several inclusive cycling initiatives from Bangor Sportsplex including tandem cycling for the visually impaired and Croft Community and are exploring initiatives with Clifton and Killard schools.</p> <p>The following sport activities were also available for people with a disability during the period of this</p>	<p>consultation with Elected Member Champions in October 2018.</p> <p>Audio information is provided for residents on service changes and the provision of the Borough Newsletter in a timely manner to publication to assist in communicating with all ratepayers and residents.</p> <p>To raise awareness of World Mental Health Day on 10th October 2018 the Health and Wellbeing group again reminded employees to input three telephone numbers in their personal and work phones that may be required by them or friends, family or colleagues in the future. These were Samaritans, Westfield Healthcare and Lifeline.</p> <p>Throughout the year activities are arranged and promoted for</p>
--	---	---	--

PART B

	<p>was shared with relevant officers and appropriate action requested to improve signage and access routes.</p> <p>In October 2018 the Council hosted a real-lives event by DementiaNI. At this event, attended by 100 people, practical initiatives were discussed to improve Council services to meet the needs of those with dementia.</p> <p>Dementia NI carried out an audit of Ards Blair Mayne Wellbeing and Leisure Complex to provide officers with an insight to the issues that were of importance to assist users in accessing the facilities and its activities.</p>	<p>report: Pilates for People with Sight Loss, Autism Swim, Boccia, Wheelie Active and Curling. Competitions are hosted for teams from across the South Eastern Trust area to raise awareness and develop the competitive spirit.</p> <p>The autism swim classes are scheduled at one of the quietest times of the day to facilitate the needs of the users.</p> <p>New Age Kurling programme has regularly over 20 users that take part in a fun social activity.</p> <p>National Autistic Society run a trampoline class from Aurora on Monday Evenings.</p> <p>The Everybody Active Programme included the following programmes:</p> <p>Ulster Rugby programmes, Couch to 5K, Fitness classes, football and netball.</p>	<p>employees to highlight stress management and mental health wellbeing.</p> <p>Seating has been improved in Pickie Family Fun Park to enable access and opening times for a range of community centres and cemeteries have been requested to be displayed.</p> <p>Friendly Friday art classes are hosted in Ards Arts Centre. An audit was carried out in the new Ards Leisure Complex and awareness has been raised throughout the organisation as to how individual sections can support the needs of those with dementia.</p> <p>The Council's Arts and Heritage Section continue to arrange programmes that are suitable for a range of individuals with disabilities.</p> <p>The Key Performance Indicator for this years programme had a target to increase the participation of people with a disability (17%) to the overall programme. 16% was achieved.</p>
--	---	---	--

PART B

		<p>Junior boxercise taster sessions for pupils at Killard House School.</p> <p>The following were also delivered in partnership with a range of providers Cardiac Rehabilitation – PHA, Cardiac Rehabilitation Centre at Ulster Hospital; Chair Based Class – NCLT; Autism Swim – NCLT; Wheelie Active Club – NCLT and Disability Sport NI; Pilates for people with sight loss – NCLT and Disability Sport NI; Special Olympics Swim – NCLT and Blue Finn Special Olympics; Chi Me – SEHSCT; Wheelchair Rugby Irish League Event – Ulster Barbarians and International Day of Disabilities – NCLT and Disability Sport NI</p>	<p>Of 142 people with a disability attending fitness classes, 222 people with a disability participated in the rugby programme and 55 in the Couch to 5k programme.</p> <p>62 people with a disability participated in the football programme and 48 people with a disability participated in the netball programme.</p> <p>There was a high percent of individuals who achieved sustained participation.</p>
--	--	---	---

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

PART B

	Training Action Measures	Outputs	Outcome / Impact
1	DisabledGo Workshop (AccessAble)	1 session with 10 attendees showcasing how Disabled Go conduct their reviews and how to access the information.	Attendees reported an increased awareness of the issues facing those with access needs. Staff competence in directing individuals to the source of information.
2	Designated Advisor	A session for Council offices was delivered on how to give staff advice, informal grievance procedures and sign posting for specialist advice	Advisors equipped to advise staff on a range of issues, including disability and equality matters, and where to signpost employees to get support on matters such as mental health issues.
3	Safeguarding and Safeguarding Trainer sessions	4 sessions with 35 or total of attendees safeguarding users of Council services	Staff equipped to identify signs and behaviours which indicate the need for safeguarding reporting
4	SafeTalk Training	2 sessions with 26 attendees on suicide risk identification and assistance	Staff equipped to identify persons with thoughts of suicide and connect them to suicide first aid resources.
5	Diversity Awareness	Local arrangements with officers to deliver disability awareness training were delivered as requested.	Council gained a knowledge of Council's duties and responsibilities under the legislation and give practical examples of how they as individuals and public employees can ensure they have regard for equality of opportunity and good relations in policy development and service delivery.

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

PART B

	Communications Action Measures	Outputs	Outcome / Impact
1	Staff health and well-being initiatives to coordinate with significant charity and health awareness dates	<p>Throughout the year mental and physical health issues were addressed in relation to staff health and well-being with a range of events including:</p> <ul style="list-style-type: none"> - Creative craft workshops; - Work well vital nutrition workshops; - Black Light Adventure Zone staff events - Football, Kayaking, Pickleball - Couch to 5K for employees - The Cycle 2 Work Scheme 	<p>Creative Craft – 49 attendees Vital Nutrition – 15 attendees Black Light Adventure Zone – 14 attendees Football – 33, Kayaking – 3, Pickleball – 7 Massage Workshop – 22 Men Craft – 22 Step Challenge – 159 employees registered Flu Vaccine – 107 employees availed of free flu vaccinations 29 employees have taken up the cycle2work scheme in 2018/2019</p>

2 (d) What action measures were achieved to ‘**encourage others**’ to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Screening of Council policies	100% if Council policies screened for section 75 and DDA considerations	<p>28 policies screened within the period of this report and the disability duties were considered in all policy screenings</p> <p>Positive actions taken where appropriate to encourage participation in all areas of council</p>

PART B

			responsibility and improve access to information, premises and facilities.
2	Diversity and Mental Health Champions	Appointment of 2 Diversity, 2 Mental Health and 3 Age Champion Elected Members.	<p>2 Diversity, 2 Mental Health and 2 Age Champions appointed from Elected Members.</p> <p>These roles raise the profile of those with a disability and their carers across the council. They ensure concerns are addressed. They identify the need to consider mental health issues as well as physical health.</p> <p>They also are members of the Councils Disability Forum.</p>
3	Increase the number of job placement opportunities	To provide work placement opportunities for those with a disability and assist them in gaining work experience	At least 4 placements have continued across the Council over the period of this report and lessons learnt by the individual and the Council have enabled reasonable adjustments to be made. This is being continually reviewed to improve opportunities for individuals.
4	Ards and North Down Borough Council Disability Forum	5 meetings of the Disability Forum took place, as well as additional visit to Ards Blair Mayne Wellbeing and Leisure Complex.	An active committee that identifies potential adverse impact for those with a disability and their carers and addresses these in a practical and transparent manner to enable learning for all.
5	Annual AccessAble audit	The addition of 25 premises within Ards and North Down Borough Council to the AccessAble website	Engagement with at least 25 new premises owners and employees making them aware of the AccessAble facility and the breadth of information available on it. This also included information on their responsibilities towards those with a disability and their carers.

PART B

6	Access to Transport Services	Meeting between the Mayor, Elected Member Champions, two MPs in the area and two transport service providers (Disability Action Transport Service and Down Community Transport).	Transport service providers were given the opportunity to detail the issues affecting them and discuss a range of devolved and non-devolved matters.
---	------------------------------	--	--

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	Read and Write Software enabled available within Microsoft Office software	All users of council owned and operated computers have access to software which assists with spelling, grammar, reads back text and takes dictation to assist users with dyslexia or visual impairment.	Accessibility of business technology improved for members of staff.
2	ECNI Mental Health Charter	Mental Health Action Plan agreed by the Council. The Mayor signed the Mental Health Charter with the Equality Commission's Chief Executive in March 2019.	Sets out commitments and actions to delivering the ECNI Mental Health Charter in the workplace. Demonstrates the Council's commitment to working towards a mentally healthy workplace for employees.
3	Cedar's Insight 2 Change Programme	Cedar Foundation involving residents in the Borough,	A range of issues were identified including poor signage and no

PART B

		conducted mystery shopper visits to Council facilities.	display of opening times or contact numbers at some facilities. These have been raised with the respective officers and resolved. The customer care at Ards Blair Mayne Wellbeing and Leisure Complex was complemented.
4	Beach Accessibility	Partnership with Mae Murray Foundation and Sport NI established to deliver an accessible beach initiative at Groomsport beach.	In partnership with the Mae Murray Foundation, Groomsport beach has become the first accessible beach in the Borough to a range of service users.

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

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Disability Friendly Borough Accreditation and Awareness	Meeting with Dementia Friendly Communities Support Manager (North & East NI).	A range of actions were identified as needing completion to achieve Disability Friendly Borough Accreditation. The Ards Blair Mayne Wellbeing and Leisure Complex was audited as part of this process.	The Council and range of community partners are working to deliver a range of training and initiatives across the Borough to raise awareness of the needs of those with dementia and to enable the Borough or parts and service areas to become Dementia Friendly and display the symbol for

PART B

				hose with dementia so they feel welcome.
2	SignVideo	SLA had been signed. Awaiting availability of hardware to facility on-site interpretation	The availability of the SignVideo service will improve how BSL users access Council services and facilities	Awaiting availability of hardware to enable on-site interpretation.

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

	Action Measures not met	Reasons
1	Corporate Induction training	Induction checklist is in place. The development of Corporate induction training is in the process of being completed.

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

Learning from Disability Forum members and speakers at each meeting.

Comments from customers in relation to reporting to the council service standards and how these are met or missed.

Comments and complaints collated from Customer Services Comments and Complaints Procedure and appropriate action required and taken to improve service standards.

PART B

Comments received from public consultations where issues are raised in relation to any matters that will improve the services for those with a disability and are provided by the Council or Council where they may have the opportunity to influence.

Post-training feedback sheets.

(b) Quantitative

Data of attendance at the range of sports development activities.

Take up of the range of employee health and wellbeing events.

Numbers of individuals attending training events.

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?

See Disability Action attached and updated for this reporting period.

Please select

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			

PART B

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?

None

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