**EQUALITY COMMISSION FOR NORTHERN IRELAND**

**Public Authority 2013 – 2014** **Annual Progress Report on:**

* **Section 75 of the NI Act 1998 and**
* **Section 49A of the Disability Discrimination Order (DDO) 2006**

This report template includes a number of self assessment questions regarding implementation of the **Section 75 statutory duties** from

*1 April 2013 to 31 March 2014 (****Part A)*.**

This template also includes a number of questions regarding implementation of **Section 49A of the DDO** from the *1 April 2013 to 31 March 2014 (****Part B****).*

Please enter information at the relevant part of each section and ensure that it is **submitted** electronically (by completing this template) and in hardcopy, with a signed cover letter from the Chief Executive or, in his / her absence, the Deputy Chief Executive to the Commission **by** **31 August 2014**.

In completing this template it is essential to focus on the application of Section 75 and Section 49. This involves progressing the commitments in your equality scheme or disability action plan which should lead to outcomes and impacts in terms of measurable improvement for individuals from the equality categories. Such outcomes and impacts may include changes in public policy, in service provision and/or in any of the areas within your functional remit.

**Name of public authority** (Enter details below)

|  |
| --- |
| Northern Ireland Office |

**Equality Officer** (Enter name and contact details below)

|  |
| --- |
| Section 75: Laura FretwellEmail: laura.fretwell@nio.x.gsi.gov.ukHead of Corporate Governance Northern Ireland Office1 Horse Guards RoadLONDONSW1A 2HQ DDO (if different *from above): As Above* |

Part A: Section 75 Annual Progress Report 2013 - 2014

Executive Summary

* What were the key policy / service developments made by the authority during this reporting period to better promote equality of opportunity and good relations and what outcomes were achieved?

The Northern Ireland Office (NIO) represents Northern Ireland interests at UK Government level and UK Government interests in Northern Ireland. We do not deliver any frontline services to the general public in Northern Ireland; however, we are fully committed to promoting equality of opportunity and good relations in all areas of our work in line with Section 75 of the Northern Ireland Act 1998 and the Equality Act 2010 in Great Britain, which also extends to the NIO in some respects.

**Statement of Strategic Direction**

Our key purpose is to make the political settlement work and in partnership with the Northern Ireland Executive help bring about a stable, prosperous Northern Ireland at peace with itself and ready for new challenges and opportunities. To do this we:

* support and implement the political Agreements to increase the stability of the institutions;
* work with the Executive to rebalance the Northern Ireland economy, promoting growth, trade and encouraging inward investment;
* support reconciliation and the Executive’s objective of building a shared future for all, while acknowledging the past;
* champion Northern Ireland’s interests in Whitehall making sure Cabinet takes full account of Northern Ireland and that Whitehall policies are represented there effectively;
* support democracy and take the lead against the terrorism and violence that threatens national security;
* work closely with the Irish Government on matters of common interest.

We work hard as a Department to offer our best advice and support to our Ministers and colleagues, to help us all carry out our duties and statutory obligations to Parliament, the public and others. We maximise our people’s talents and use our resources to carry all this work out as effectively possible.

Throughout this reporting period, the NIO was headed by a Director General. On 9 June 2014 the post was upgraded to Permanent Secretary to reflect the importance the Prime Minister and Secretary of State for Northern Ireland attach to the work the Department does.

During the reporting period the NIO was organised around six core business areas:

* Business Delivery Group (BDG)
* Engagement Group (EnG)
* Constitutional and Political Group (CPG)
* Economy Group (EG)
* Security and Legacy Group (SLG)
* Strategy and Communications Group (SCG)

At the end of reporting period there were 314 staff employed by or seconded to the Department, or on fixed term appointments. This includes staff working in the Crown Solicitor's Office and the employees of the Chief Electoral Officer for Northern Ireland.

The core Department has 181 members of staff comprised of 101 members of the Home Civil Service (HCS), 62 seconded from the Northern Ireland Civil Service (NICS), and 15 others including casual staff and Commissioners. In addition, at the end of 2013-14 there were 133 staff and other appointees working in offices funded by the NIO vote such as the Crown Solicitor’s Office, The Electoral Office and other smaller bodies.

In addition to the core Department, there are a range of matters which are dealt with through a network of associated bodies. These differ considerably from each other in terms of their formal status, intended purpose, statutory or other responsibilities, the degree of independence from government and their size.

Although the NIO is not engaged in the delivery of frontline services, we are active in promoting equality of opportunity and good relations where there is the opportunity to do so. For instance, over the past year we have:

* Appointed an Equality Champion at Management Board level.
* Promoted our Departmental Equality scheme, including the quick guide.
* Made training available on Section 75 statutory duties to all staff based in the London office. Staff in Belfast had previously received training during the 2012-13 reporting period.
* Undertaken work to support the Cabinet Office and the Northern Ireland Executive’s efforts to extend the National Citizen’s Service Scheme to Northern Ireland. This will help promote good relations between young people from several of the Section 75 groups including race, religious belief and political opinion.
* Worked with key partners, such as the Ministry of Justice (MOJ) and the Northern Ireland Civil Service to ensure that all staff had access to the appropriate personnel policies and procedures to support equality of opportunity in the workplace.
* Promoted a Guaranteed Interview Scheme to actively encourage applications from registered disabled staff. The Guaranteed Interview Scheme was extended to Public Appointments towards the end of the reporting period.
* Operated arrangements to enable staff to join either the MOJ or the Department of Justice’s (DOJ) diversity networks, the DOJ being more convenient for Belfast based staff whilst MOJ is more convenient for those in London.
* Sponsored a number of Arm’s Length Bodies, including the Northern Ireland Human Rights Commission, the Civil Service Commissioners for Northern Ireland, and the Electoral Office for Northern Ireland, each of which, in its own way, plays a key part in ensuring equality of opportunity across a variety of fields, and which report on Section 75 compliance separately to the Equality Commission.
* Facilitated the use of Hillsborough Castle for events by the wider community and charities across Northern Ireland. During 2013-14, the Department continued to make productive use of Hillsborough Castle. In addition to 51 citizen ceremonies, the highlights included the G8 investment dinner, a royal garden party and the Oyster Festival Fun Day. We also hosted a number of gun salutes, Garden Show Ireland’s garden festival, a major music event on the main lawn, the Soap Box Derby and the Field Hospital Family Day.

In addition, during the reporting period, staff within the Department participated in a number of fundraising and volunteering activities for a range of local charities.

Further detail about the functions and operation of the Northern Ireland Office can be found in the [Annual Report and Accounts](https://www.gov.uk/government/publications/nio-annual-report-and-accounts-2013-14).

* What are the main initiatives planned in the coming year to ensure the authority improves outcomes in terms of equality of opportunity and good relations for individuals from the nine categories covered by Section 75?

Over the coming year, the NIO will continue to develop links with other Government departments and stakeholders to ensure that we play our part in promoting equality of opportunity and good relations wherever practicable.

We will further embed our relationship with the Ministry of Justice, other Whitehall Departments and the Northern Ireland Civil Service to ensure that all our members of staff receive appropriate support.

We will keep under review our effectiveness of internal and external communications to ensure that our services are accessible to all, providing alternative formats where appropriate on request, including making use of social media.

We will be considering what additional steps we need to take to ensure compliance with our public sector equality duties under the Equality Act 2010, elements of which also extend to the Northern Ireland Office.

We will also continue to conduct screening and Equality Impact Assessments (EQIAs) and to mainstream the screening and EQIA process across all business areas.

**New / Revised Equality Schemes**

* Please indicate whether this reporting period applies to a new or revised scheme and (if appropriate) when the scheme was approved?

This reporting period applies to a revised scheme. The NIO’s Equality Scheme was reviewed and consulted on in 2012. It was submitted to the Equality Commission for Northern Ireland (ECNI) in August 2012 for their consideration and approved in December 2013. During this period, the NIO adhered to the commitments set out in the Scheme.

Section 1: Strategic Implementation of the Section 75 Duties

* Please outline evidence of progress made in developing and meeting *equality and good relations objectives*, performance indicators and targets in corporate and annual operating plans during 2013-14.

The NIO does not deliver frontline services in Northern Ireland, therefore specific equality objectives are not included in our Departmental Business Plan.

However, the NIO is responsible for delivering the coalition Government’s programme for democratic and political renewal in Northern Ireland, including the development of civil liberties and working with the Northern Ireland Executive and others in fostering the Big Society in Northern Ireland.

At Departmental level, we are fully committed to fulfilling our Section 75 equality duties and reporting requirements. We adhere to the principles set out in the Civil Service Code and the Commissioner for Public Appointments Code of Practice which continues to ensure that all appointments are made on merit on the basis of fair and open competition. Equality and good relations are ongoing responsibilities for all staff within the NIO and its sponsored bodies and we ensure that all individual policy decisions which have potential equality implications are fully considered, screened and, as necessary, subject to the EQIA process.

**Section 2: Examples of Section 75 Outcomes / Impacts**

Given the renewed focus of Section 75 aiming to achieve more tangible impacts and outcomes and addressing key inequalities; please report in this section how the authority’s work has impacted on individuals across the Section 75 categories. Consider narrative in the following structure:

* + *Describe* the action measure /section 75 process undertaken.
	+ *Who* was affected across the Section 75 categories?
	+ *What impact* it achieved?

As previously outlined, the NIO has taken action to support equality of opportunity in the workplace and continues to ensure equality of opportunity across a variety of fields through the sponsorship of the number of Arm’s Length Bodies (ALBs). We have well established arrangements that allow staff to join Ministry of Justice and

the Departments of Justice’s diversity networks.

We also adhere to the principles set out in the Civil Service Code and the Commissioner for Public Appointments Code of Practice which continues to ensure that all appointments are made on merit on the basis of fair and open competition. Equality and good relations are ongoing responsibilities for all staff within the NIO and its sponsored bodies and we ensure that all individual policy decisions which have potential equality implications are fully considered and, as necessary, screened.

We have also undertaken work to support Cabinet Office and the Northern Ireland Executive’s efforts to extend the National Citizen’s Service Scheme to Northern Ireland.

* Please give examples of changes to policies or practices using ***screening or EQIA***, which have resulted in **outcomes or impacts for individuals**. If the change was a result of an EQIA please indicate this and also reference the title of the relevant EQIA.

All policies considered during the reporting year were screened out and as such no EQIAs were conducted in 2013-14. EQIAs will be conducted should screening indicate that they are necessary.

* Please give examples of ***outcomes or impacts on individuals*** as a result of any ***action measures*** undertaken as part of your Section 75 action plan:

The NIO’s Equality Scheme includes an action plan with measures that are relevant to the current work and functions of the Department. None of the action measures are assessed to have any outcomes or impacts on individuals.

* Please give examples of ***outcomes******or impacts*** **on individuals** as a result of any **other Section 75 processes** e.g. consultation or monitoring:

None.

**Section 3: Screening**

* Please provide an update of new / proposed / revised *policies screened* during the year.

For those authorities that have started issuing of screening reports in year; this section may be completed in part by appending, to this annual report, a copy of all screening reports issued within the reporting period.

Where screening reports have not been issued, for part or all of the reporting period, please complete the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of policy subject to screening**  | **What was the *screening decision*? E.g. screened in, screened out, mitigation, EQIA…** | **Were any *concerns raised about screening by consultees;* including the Commission?** | **Is policy being subject to *EQIA*? Yes/No If yes indicate timeline for assessment.**  |
| Revised Procurement Policy  | Screened Out | None |   No |
| Overtime Policy | Screened Out | None |   No |
| Health & Safety Policy | Screened Out | None |   No |
| Revised Travel Policy | Screened Out | None |   No |
| Revising the scale of fees for Returning Officer charges at local elections in Northern Ireland. | Screened Out | None |   No |

**Section 4: Equality Impact Assessment (EQIA)**

Please provide an update of policies subject to EQIA during 2013-14, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2014-15.

# EQIA Timetable: April 2013 - March 2014

|  |  |  |
| --- | --- | --- |
| **Title of Policy EQIA**  | **EQIA Stage at end March 2014 (Steps** **1-6)** | **Outline adjustments to policy intended to benefit individuals and the relevant Section 75 categories due to be affected.** |
| None |  |  |

Where the EQIA timetable for 2013-14 (as detailed in the previous annual Section 75 progress report to the Commission) has not been met, please provide details of the factors responsible for delay and details of the timetable for re-scheduling the EQIA/s in question.

Not applicable

* Ongoing EQIA Monitoring Activities: April 2013- March 2014

|  |  |  |
| --- | --- | --- |
| **Title of EQIA subject to Stage 7 monitoring** | **Indicate if differential impacts previously identified have** **reduced or increased**  | **Indicate if adverse impacts previously identified have reduced or increased** |
| None |  |  |

Please outline any proposals, arising from the authority’s monitoring for adverse impacts, for revision of the policy to achieve better outcomes the relevant equality groups:

Not applicable

2014-15 EQIA Timetable

|  |  |  |
| --- | --- | --- |
| **Title of EQIAs****due to be commenced during** **April 2014 – March 2015** | **Revised or New policy?** | **Please indicate expected timescale of Decision Making stage i.e. Stage 6**  |
| None at present |  |  |

**Section 5: Training**

* Please outline training provision during the year associated with the Section 75 Duties / Equality Scheme requirements including types of training provision and conclusions from any training evaluations.

During the previous reporting period of 2012-13, formal training on Section 75 duties and equality requirements was provided to members of staff located in Belfast by the Northern Ireland Civil Service’s Centre for Applied Learning. The training provided members of staff with an overview of how to mainstream Section 75 into policy development and explained how equality fits with the Northern Ireland Executive’s Programme for Government.

During the current reporting period we:

* + Appointed an Equality Champion at Board level
	+ Provided training on Section 75 statutory duties to all staff based in London.
	+ Produced a quick guide for staff which provided a summarised version of the Equality Scheme to staff to help them better understand requirements in line with the Departmental Equality scheme.

In addition all members of staff continued to be able to avail of guidance on the NIO’s intranet and from the Equality Officer.

Formal training requirements will be reviewed in the next reporting period

**Section 6: Communication**

* Please outline how the authority communicated progress on delivery of the Section 75 Duties during the year and evidence of the impact / success of such activities.

In line with the commitment set out in the Equality Scheme, the NIO has undertaken to communicate progress on the delivery of its Section75 duties. We recognise the growing range of communications channels and the differing needs and preferences of different groups. During the current reporting period we reviewed our communication methods to avail of new opportunities and we:

* + revamped our Intranet for staff to improve access to information
	+ introduced Twitter as an extra method of publicising and cascading important messages quickly to a wider audience
	+ transferred our external internet site onto the new “Gov.Uk” format in line with other Whitehall Departments. In doing so, we have made it simpler, cleaner and faster for the public to have access to services and information such as consultations and publications.
	+ ensured that consultation responses and press releases on relevant issues were made in a timely manner.

Section 7: Data Collection & Analysis

* Please outline any systems that were established during the year to supplement available statistical and qualitative research or any research undertaken / commissioned to obtain information on the needs and experiences of individuals from the nine categories covered by Section 75, including the needs and experiences of people with multiple identities.

No new systems were introduced in 2013-14. However, we are currently reviewing the resources and training provided to policy advisors. As part of this review we will consider if additional access is required to obtain statistical and qualitative data.

* Please outline any use of the Commission’s Section 75 Monitoring Guide.

The Commission’s Section 75 Monitoring Guide has continued to be available to staff for use as a resource throughout the year.

Section 8: Information Provision, Access to Information and Services

* Please provide details of any initiatives / steps taken during the year, including take up, to improve access to services; including provision of information in accessible formats.

The NIO makes all its publications, including consultation documents, available online and printed copies can be requested free of charge. We have put in place arrangement so that publications can be made available on request in different formats, for individuals with particular needs. The NIO also has access to a translation service for individuals who write to us in languages other than English.

Section 9: Complaints

* Please identify the number of Section 75 related complaints:
* received and resolved by the authority (including how this was achieved);
* which were not resolved to the satisfaction of the complainant;
* which were referred to the Equality Commission.

No Section 75 complaints were received during the current reporting period.

**Section 10: Consultation and Engagement**

* Please provide details of the measures taken to enhance the level of engagement with *individuals* and representative groups during the year.
* Please outline any use of the Commission's guidance on consulting with and involving children and young people.

The NIO is committed to carrying out consultation in accordance with best practice guidance. All consultations seek the views of those directly affected by the policy, the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary and community groups, our staff and their trades unions and such other groups who may have a legitimate interest in the matter, whether or not they have a direct economic or personal interest.

The Secretary of State and the Minister of State routinely engage with all sections of the community. During the reporting period they made a number of visits to schools, colleges and youth groups across Northern Ireland.

**Section 11: The Good Relations Duty**

* Please provide details of additional steps taken to implement or progress the good relations duty during the year. Please indicate any findings or expected outcomes from this work.

The NIO routinely monitors any adverse impact on the promotion of equality of opportunity of our policies. This is an important part of continually improving our service delivery. The NIO also undertakes broader monitoring to identify opportunities to better promote equality of opportunity and good relations in line with Equality Commission guidance.

The Secretary of State and the Minister of State work closely with the Northern Ireland Executive, the wider Northern Ireland Government institutions and church and community leaders to promote good relations. They have carried out a wide range of visits in NI, promoting equality and good relations, and engaging with all sections of the community including those with differing cultural backgrounds.

* Please outline any use of the Commission’s Good Relations Guide.

The Equality Commission’s Good Relations Guide was considered as part of the process when developing the NIO’s new Equality Scheme.

**Section 12: Additional Comments**

* Please provide any additional information/comments.

The NIO’s role and responsibilities has significantly changed since 2010 following the devolution of policing and justice. During the initial post devolution stages, our primary focus was on reshaping and reorganising the NIO to effectively deliver our core functions.

As we emerge from that process, greater emphasis is now being placed on

reviewing policies and processes to ensure they remain relevant going forward. Significant work has already progressed in this area and over the last year we delivered equality and diversity training to staff located in Belfast and London.

The NIO continues to be fully committed to fulfilling our responsibilities under Section 75.

**Part B: ‘Disability Duties’**

**Annual Report 1 April 2013 / 31 March 2014**

**1. How many** **action measures** for this **reporting period** have been

15

0

0

 Fully Partially Not

 Achieved? Achieved? Achieved?

2. Please outline the following detail 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[[1]](#footnote-1) | Outcomes / Impact[[2]](#footnote-2)  |
| National[[3]](#footnote-3) | Engage with Cabinet Officereporting mechanisms to monitordiversity of public appointments. | Accurate reporting data onnumber of publicappointments of people withdisabilities. | We contribute to Governmentwide public appointmentsprocesses and policy formation. |
| Regional[[4]](#footnote-4) | Ensure that consultationdocuments are available insuitable formats for people withdisabilities. | Consultation documentsavailable in a range offormats. | We contribute to widerengagement opportunities forpeople with disabilities |
| Local[[5]](#footnote-5) | Promote good relations by visiting all sections of the community and engage and provide feedback to the NI Executive. | Promote equality and good relations in the local community.  | Contribute and promote Equality within NI Executive policy decisions by providing feedback from all sections of the community. |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Training Action Measures | Outputs | Outcome / Impact  |
| 1 | During the reporting period there was mandatory training on Section75, delivered by CAL for staff in London and Belfast. | As mandatory all Staff have access to training resources. | Workforce better understand their duties in relation to Section 75 requirements. |
| 2 | Agreement has also been made with MOJ and DOJ for NIO staff to be able to attend their diversity and other networks. | Staff able to access information and training resources. | Workforce understands the importance of equality and diversity to business delivery |
| 3 | Bullying and harassment training sessions delivered to staff in London and Belfast. | Staff able to access information and training resources. | Workforce understands the negative impact such behaviour can have. |
| 4 | During the reporting period there was mandatory training provided to all line managers around staff management incorporating issues and factors around Section 75. | As mandatory all Line Managers have access to training resources | Line management fully understand their Section 75 obligations for staff management. |
| 5 | Quick guide for staff communicated to all staff, providing a summarised version of the Equality Scheme. | Information and references readily available to staff. | Workforce can refer to the quick guide, hence improving equality and diversity in business delivery. |
| 6 | A nominated Equality officer has been appointed to for all equality and section 75 guidance and issues.  | Staff have a central point of contact for any Section 75 and equality issues. | Queries resolved and advice provided promptly in relation to Equality to both internal and external stakeholders. |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Communications Action Measures | Outputs | Outcome / Impact  |
| 1 | All members of Staff have access to the “Equality Section” on the Departmental intranet to view policies, procedures and guidance. | All staff better supported throughaccess to relevant resources. | Department and staff fully informed as topolicies and procedures. |
| 2 | Continuing application ofpolicies and procedures toensure the Department meetsthe needs of persons withdisabilities | Text phone service available anddetails included on Departmentalletterheads and publications.Intranet/Internet sites AA compliant.Publications are available inalternative formats to meet individualrequirements. | Departmental information more accessible topersons with disabilities. |
| 3 | Nominated Departmental Equality Officer. | Dedicated Equality Officer to communicate provide up to date information regarding policies, publications etc. Information is communicated to both internal and external stakeholders. Contact details provided to all stakeholders for central point of contact. | Ensures all staff are informed of any changes in policy or new requirements. Provides external stakeholders with central point of contact for any queries or concerns and ensures that all required equality publications are adhered too. |
| 4 | Quick guide for staff communicated to all staff, providing a summarised version of the Equality Scheme. | Information and references readily available to staff. | Department and staff fully informed as topolicies and procedures. |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Encourage others Action Measures | Outputs | Outcome / Impact  |
| 1 | We undertook work to supportCabinet Office and theNorthern Ireland Executive’sefforts to extend the NationalCitizen’s Service Scheme toNorthern Ireland. | Will help promote good relationsbetween young people from severalof the Section 75 groups including race,religious belief and political opinion. | Will help promote equality and good relationsin Northern Ireland. |
| 2 | Following on from engagement through visits to all sections of the community, we provide feedback to the NI Executive. | Contribute and promote Equality within NI Executive policy decisions by providing feedback from all sections of the community. | Will help promote equality and good relationsin Northern Ireland. |

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 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Action Measures partly achieved | Milestones[[6]](#footnote-6) / Outputs  | Outcomes/Impacts | Reasons not fully achieved |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
|  | Action Measures not met | Reasons |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

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

(a) Qualitative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Quantitative

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

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

 Please delete: Yes / No

If yes please outline below:

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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. [↑](#footnote-ref-1)
2. **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. [↑](#footnote-ref-2)
3. **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments [↑](#footnote-ref-3)
4. **Regional**: Situations where people can influence policy decision making at a middle impact level [↑](#footnote-ref-4)
5. **Local :** Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora. [↑](#footnote-ref-5)
6. **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved. [↑](#footnote-ref-6)