



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

Contact:

• Section 75 of the NI Act 1998 and Equality Scheme	Name:	Sarah Brisbane
	Telephone:	02890 192201
	Email:	sarah.brisbane@britishcouncil.org
• Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above	X
	Name:	
	Telephone:	
	Email:	

Documents published relating to our Equality Scheme can be found at:
<http://nireland.britishcouncil.org/about/equal-opportunities-diversity>

Signature:

A handwritten signature in blue ink that reads "S Brisbane". The signature is written in a cursive style and is centered within a rectangular box.

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

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

This report reflects progress made between April 2016 and March 2017

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

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

- 1** In 2016-17, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

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

NOTE: THE BRITISH COUNCIL NORTHERN IRELAND IS PART OF A GLOBAL ORGANISATION. THROUGHOUT THE REPORT, WE REFER TO OUR GLOBAL EQUALITY, DIVERSITY AND INCLUSION (EDI) POLICIES WHICH ARE ADHERED TO BY THE NORTHERN IRELAND OFFICE. SEVERAL SECTIONS OF THE REPORT ARE NORTHERN IRELAND SPECIFIC.

British Council overview:

The British Council's cultural relations work aims to develop trust and understanding between different nations and cultures, drawing on a hugely diverse workforce and set of contacts. It therefore needs strong alignment to principles and practices of equality, diversity and inclusion as well as our core values; these include valuing people, integrity, mutuality, professionalism and creativity.

British Council Northern Ireland Senior Management Structure:

Responsibility for the effective implementation of our equal opportunities and good relations lies with Director Northern Ireland. Director Northern Ireland is accountable to the British Council for the development, implementation, maintenance and review of the equality scheme in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998, including any good practice or guidance that has been or may be issued by the Equality Commission.

The Director Northern Ireland works in partnership with the Northern Ireland Advisory Committee (NIAC) which meets three times a year with senior managers and this forum provides the opportunity to discuss and provide updates on our programmes which aim to build trust with a diverse range of people, including those from the 9 categories covered by Section 75 of the Northern Ireland Act (the Act). Our activities in our programme areas ensure we comply with the requirements of the Act.

British Council Northern Ireland premises:

An independent disability access audit was carried out by Disability Action who made a number of recommendations which have been actioned. These include:

- More robust bollards in place outside the building (to protect against illegal parking on the footpath/pedestrian area adjacent to the building, thus also offering easier access and further protection to wheelchair users or those with disabilities)
- A bicycle store provided in the building basement for staff

- Promotion of Belfast Bicycle Scheme for visiting staff (bike rack adjacent to office)
- Cycle2Work is continuing for another year. This government-backed scheme aims to encourage commuters to use bicycles for all or part of the journey to work. It enables employees to lease a bicycle and related equipment (up to a value of £1000) through a salary sacrifice agreement which is exempt from Income Tax and National Insurance during the lease period, affording a tax-free benefit to staff.
- Planned CCTV to assist disabled visitors/guests implemented for the premises
- An Evacuation Chair lift has been fitted for use throughout the premises
- Personal Emergency Evacuation procedures are in place to facilitate safe egress for persons with restricted mobility
- Display screen equipment assessments have taken place to promote good ergonomics and healthy environment
- Telephones have been fitted with inductive couplers to assist those with hearing difficulties. Additionally a text relay service/text phone is available upon request.

British Council Northern Ireland Work

The British Council exists to promote a “friendly knowledge and understanding” between the people of the UK and worldwide. Our work is divided into three business areas: Education & Society, English, and the Arts.

1) EDUCATION & SOCIETY

Education - Schools

We bring an international dimension to teaching and learning in schools with international links, professional development opportunities, curriculum resources, classroom support and awards.

Through our global network and portfolio of schools programmes, we connect our school sector to others throughout the world to achieve two outcomes:

- ‘Enriched education’ - Sustained collaboration between us and other countries on professional development, curricula and system reform, and policy dialogue, which provides improved educational outcomes for young people
- ‘Global citizenship increased’ – Young people and educators demonstrate an increased capacity in the skills, understanding and outlook required to work in a global economy and contribute responsibly to society, locally and globally.

Both of these outcomes contribute to a more prosperous and secure society.

These endeavours are supported by many of our programmes some of which are summarised below:-

Connecting Classrooms - a fully funded learning journey that includes face-to-face and online courses, international professional partnerships and visit funding opportunities based around the core skills.

eTwinning - a free and secure online network, creating an online community for

schools across Europe, where teachers from more than 40 countries can find partners, share ideas, exchange best practice and work on projects to enable pupil collaboration.

SchoolsOnline - a one stop global portal for teachers around the world to find school partners, explore teaching resources and establish international links for professional development. In Northern Ireland we have a specific SchoolsOnline ezine with content more relevant to NI teachers.

Language Assistants - work in primary and secondary schools, including sixth form and further education colleges to support language learning and cultural knowledge.

HSBC Mandarin Speaking competition - an annual competition run in partnership with HSBC, which provides an opportunity to give secondary schools and students the chance to test their Mandarin speaking skills in front of a panel of judges and schools from all over the UK. For the first time we will be organising a NI heat of the HSBC Mandarin speaking competition in Northern Ireland at the end of 2017.

Erasmus+ - see page 6

International School Award - a globally recognised accreditation which helps schools to enrich learning and improve teaching by guiding international learning activities, from introducing international education into the curriculum to embedding it within a school's culture.

Education - Higher/Further Education

As an international cultural relations organisation the British Council promotes and supports the exchange and mobility of students, scholars and academics around the world. We use our expertise in higher education to build trust and understanding with other countries by:

- supporting the development of policy and practice in the UK and internationally
- building partnerships between institutions
- promoting the mobility of academics and students

Supporting the development of policy and practice in the UK and internationally

We contribute to the development of a global academic community by providing platforms to discuss higher education globally and promoting innovative research.

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[Going Global conference](#): the world's largest open forum for education

leaders to debate higher and further education issues and challenges, and to discuss collaborative solutions. The next conference will take place in London from Monday 22 to Wednesday 24 May 2017.

Education Dialogues: is a series of events happening around the world which brings together policy-makers and influencers to debate the challenges and opportunities facing international higher education.

Events: forums, inward missions, outward missions, study visits, roundtables, workshops, seminars. Our events aim to develop international collaborations and to be mutually beneficial.

Research and publications: we publish research and analysis that is publicly available within our [knowledge centre](#).

Building partnerships between institutions

We focus on developing education partnerships with institutions between the UK and their counterparts in other countries. Partnerships are a powerful mechanism to engage the UK internationally and to build trust.

We help UK institutions to internationalise by providing market analysis and intelligence, developing research partnerships, and providing on the ground support for higher education partnerships.

We provide opportunities for higher education leaders to exchange knowledge and establish collaborations, and list them under the [events](#) and [opportunities](#) pages.

Our partnership programmes include:

[Newton Fund](#) - Aiming to strengthen science and innovation capacity and unlock further funding to support poverty alleviation in partnering countries.

[UK India Education and Research Initiative](#) (UKIERI) - Aiming to strengthen educational links between India and the UK.

[Britain-Israel Research and Academic Exchange Partnership Programme](#) (BIRAX) - Bringing together British and Israeli scientists to tackle some of the world's most challenging diseases including cardiovascular and liver disease, diabetes and Parkinson's.

[Research and Education Network for Knowledge Economy Initiatives](#) (RENKEI) - Platform for partnerships between the UK and Japan in industry and higher education.

Promoting the mobility of academics and students

We encourage international study and support the exchange and mobility of students, scholars and academics around the world because we believe that experiencing another country first hand provides an unparalleled opportunity for individuals to understand and engage with people from different cultures, share ideas and work to solve global challenges.

We manage a number of mobility grants and scholarships aimed at UK academics, scholars and students, details of which can be found on our [Study Work Create page](#).

The Study, Work, Create web portal launched in 2013 pulls together information on all the various programmes and study opportunities offered by the British Council in one place. This has resulted in considerable increase in enquiry level and driven traffic to the website up by 250% since its inception. As a result there is a significant increase in awareness of the broad range of programmes offered. To date there has been a 12% increase in participation in programmes targeted at the 16 to 25 year old groups (groups previously under-represented)

We market the UK as a study destination because we believe that international students and academics enrich our society and we are passionate about the long term impact that international higher education can have on individuals and their societies in the UK and beyond.

Our mobility schemes for international students, scholars and academics are listed on our [Education UK page](#).

Our work aims to support the capacity and capability of governments, institutions and individuals in the UK and other countries to take an active role in developing their country, their community and themselves.

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Some of the more popular mobility programmes open to higher education students in Northern Ireland are:

Study USA

The Study USA Programme offers undergraduate students an opportunity to study business and management for one academic year at universities and colleges in the USA with the purpose of producing graduates with an international, business-oriented perspective.

IAESTE

The International Association for the Exchange of Students for Technical Experience (IAESTE) provides paid, course-related work experience abroad to students of technical degrees (primarily Science, Engineering and the Applied Arts).

Erasmus+

The Erasmus+ programme provides opportunities for student and staff mobility in higher education and further education institutions as well as institutional partnerships. Erasmus+ is an integrated programme, based around key actions rather than sectors of education. The three key actions funded by the programme include: Learning mobility of individuals; co-operation for innovation and good practices; and support for policy reform.

Science

We work in partnership with the NI Science Festival to help internationalise the festival and enhance its global connections and reach.

Society

Our work in society helps citizens and institutions contribute to a more inclusive, open and prosperous world and connects local issues to global themes, ranging from social action to diversity and youth issues.

We work in the following key areas:

Social enterprise

Our social enterprise programme supports the development of social enterprise and social investment around the world drawing on UK expertise to share best practice and create opportunities.

Governance and civil society

Our work promotes social change and voice and accountability for all. Key areas include institutional development, justice and the rule of law, civil society and economic development.

Women's and girls' empowerment

We facilitate dialogues and networks to raise awareness and support initiatives that address the continuing inequalities that women face in society such as discrimination in the workplace.

Justice, security and conflict resolution

We seek to assist in the design, development and evaluation of justice and security initiatives that promote and protect universally agreed standards of human rights.

Sport

We build sport partnerships between the UK and countries around the world, enabling young people to fulfill their potential through the power of sport.

In Northern Ireland we are keen to explore the international dimensions of peace-building and share the experience of Northern Ireland with other post-conflict societies.

2) ARTS

Our work in arts aims to promote the UK's diverse culture, creativity and innovation overseas. We work across various art forms and with the best of UK talent to develop artistic programmes and opportunities for collaboration in Northern Ireland.

Working jointly with the Arts Council of Northern Ireland through international work, we support and promote Northern Ireland's creative output.

The Artists' International Development Fund is a £50,000 annual programme jointly funded by the British Council and Arts Council Northern Ireland. The aim of the programme is to support individual international developmental opportunities for talent and artistic excellence from Northern Ireland and, thereby, enhance Northern Ireland's international artistic development, reputation and

standing.

The Creative Europe Desk UK is run jointly by the British Council and the British Film Institute with partners across the UK including the Arts Council in Northern Ireland.

British Council is a major partner in a number of festivals that occur in Northern Ireland throughout the year. We aim to get great art to everyone by championing, developing and investing in artistic endeavours.

3) ENGLISH

English teaching has been at the heart of the British Council's cultural relations work since 1943. What we do in English creates opportunities for millions of people around the world through education, mobility and international engagement. In Northern Ireland there are seven British Council accredited English language centres.

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2016-17 (*or append the plan with progress/examples identified*).

General:

- **Time to Talk Day (4 February 2016)**

Drop in sessions were held across the UK for staff to take a bit of time to talk about mental health, involving themes and quizzes or just to talk, share and reflect. Staff were also sent links to the following resources: [Health and well-being](#) intranet page, [Mental Health](#) intranet page, [Employee Assistance Programme](#) (EAP), Time to Change Workplace Workshop [films](#). Feedback from staff was extremely positive. We talked about real experiences and pressure and expectations, periods of difficulty and the impact of mental health issues on ourselves and others. Family, bereavement and the lack of time to talk in the context of busy working lives were also themes. Most of us concluded that we should stop asking people how they are in the general way we do unless we are really interested in a genuine answer and/or have time for this.

- **Staff Away Day (Impact: Disability & Social awareness raising)**

In April 2016 staff from British Council Northern Ireland visited three social enterprises — Hydebank Wood Secure College, USEL (Ulster Supported Employment Ltd) and The Thinking Cup Café — as part of a staff away day. We will continue to explore opportunities for incorporating social enterprise into the day to day operation of the Belfast office. We have used the services of Loaf Catering for several of our staff meetings. Social enterprises such as these create jobs locally and use their profits to help support people with barriers to learning and employment.

- **Investors in People (Impact: Recognition for equality management)**

The Northern Ireland office currently holds the Investors in People Award. This is the highest accolade in people management and recognises that the British Council Northern Ireland supports its staff in all aspects of their working practices including equality management. The Northern Ireland office is currently the only British Council office in the UK to hold this accreditation.

- **EDI Toolkit (Impact: Training and Awareness raising – variety of protected characteristics)**

An EDI toolkit has been devised and is located for all staff and visitors to access as and when necessary. The Toolkit contains all corporate and Northern Ireland specific EDI documents. There is also a range of documents on event management and ideas on how to mainstream EDI into everyday work. There is also a section on useful resources including accessibility guides for venues across Northern Ireland, links to interfaith calendars and international diversity days, lists of nearby places of worship for staff and visitors, and links to EDI training courses. Feedback from staff suggests this is a very useful tool and

helps keep all important EDI documents in one accessible place. The Toolkit will continue to be updated on an ad hoc basis.

- **Marking of International Days:**

1. **International Day Against Homophobia and Transphobia (IDAHOT) - 17th May 2016.**

Staff were sent a quiz to match definitions to LGBT terms with answers shared at the end of the day. A 25 minute video documentary by [Unreported World](#) on China's Gay Shock Therapy, which revealed how some Chinese hospitals use nausea-inducing drugs and electric shock therapy to 'cure' gay people, while gay rights activists are closely monitored by the police. There are 2 mild short scenes which show undercover filming of shock therapy in this). Staff were also sent 4 [short interviews](#) on the Mind website and [BBC coverage](#) of the recent [statement](#) by the World Psychiatric Association (WPA) which condemns the conflation of homosexuality with a mental disorder.

Staff were encouraged to talk to each other- share thoughts, feelings, experiences with their desk neighbours and fellow colleagues. They were also encouraged to discuss the Ashers' Bakery case and share their opinions.

2. **International Day of People with a Disability 2016 (3 December)**

marked by a disability quiz on acceptable/inacceptable use of language and etiquette and the meaning of disability symbols – the winner won a bottle of wine.

- **Staff Training**

Ongoing training from Equality Commission on NI equality legislation and Section 75 requirements

Sept 2016 - Social model of Disability half day training – Kate Dempster & Stephanie Ashcroft

We ran 4 EDI Legal sessions (1 x face to face and 3 by webinar) in October 2016 delivered by Stuart Garland (external Legal Specialist)

A range of Unconscious Bias sessions have been run (at least 5 during November 2016) both face to face and webinar, delivered by Diversity Unit and/or by our Accredited Diversity Facilitators

Diversity Assessment Framework webinars have been delivered (1 in Nov 2016; 2 in Jan 2017)

Inclusive leadership staff talk took place by global webinar by our CEO and members of the Executive Board (12 October 2016)

- **External Monitoring**

Monitoring of customers from the protected characteristic groups taking active part in programmes and activities offered by the British Council Northern Ireland (*Language Assistants, eTwining, IAESTE, Connecting Classrooms, Study USA, Mock Council of the European Union*)

A questionnaire covering all section 75 protected groups is sent to all external

customers across a number of programmes on an annual basis.

Findings:

- Greater participation rate in our education programmes amongst grammar schools over secondary schools
- More female than male participants, and fewer males than national average.
- Mainly 16-25 single with no dependents (due to nature of programmes)
- Mainly white

We will continue to monitor our customers on an annual basis and take action to find ways to address any inequalities.

- **Keep Well Campaign**

As a result of the 2016 staff survey, a Keep Well Campaign has been launched UK wide:

We believe that there is a strong link between well-being, engagement and the success of the organisation. We seek to promote good health and well-being, as well as to support colleagues suffering from ill health. We recognise that mental health issues are common and aim to provide effective support for colleagues experiencing these. We recognise the special challenges that colleagues working for us in 'fragile states' face. We aim to provide high-quality support for colleagues in case of emergencies and crises. We believe that the organisation, line managers and individuals all have responsibilities to safeguard and promote health and well-being. Keep well is intended to raise awareness about a range of issues that have an impact on our health and well-being.

By encouraging the health and safety of colleagues across the organisation, the British Council will:

Make sure that colleagues have access to information and advice about the issues that affect their health

Where possible provide practical support to enable and encourage colleagues to maintain good health

Support colleagues suffering from ill health

Expect managers to take an interest in the health and well-being of their teams, take account of this in the way that they manage them, and make sure that colleagues receive the appropriate support.

ARTS:

1) Afghan Women's Project (Impact: Promoting gender equality)

This project enabled Belfast's creative writers to help give Afghan women a voice. Former Poet Laureate Sinéad Morrissey took part in a three-day workshop at Queen's University Belfast to teach poetry to 20 aspiring Afghan women writers in Kabul via Skype.

The pioneering project, entitled *Afghan Women Spread the Word*, is the

brainchild of Julia Paul, a broadcast lecturer at Queen's University Belfast and was supported by British Council Kabul and British Council Northern Ireland.

The initiative began back in 2013 and aimed to create an online archive of Afghan women's experiences, incorporating audio interviews, shorts stories and poems.

2) Beyond Skin

Darren Ferguson, the CEO of Intercultural arts organisation, Beyond Skin, went to Colombia In October 2016 to talk about music's role in social transformation. He attended a four-day conference in Bogota, discussing the transformation power of music in places of post-conflict.

3) RUN TO THE ROCK, 20th - 22nd October, The MAC, Belfast

World premiere of Run to the Rock - a new multi-media work created by critically acclaimed visual and performance artist Amanda Coogan, in collaboration with Deaf communities in Northern Ireland and South Africa. Using a combination of sign language, performance, digital sound and live Instagram streaming, Run to the Rock explored key themes in Shakespeare's texts and open up their continuing political relevance and accessibility for global audiences. Individual performers from both Northern Ireland and South Africa engaged with sections of different Shakespearean plays, which were woven together into a performance that empowers both participants and audiences to provide a fresh new look at Shakespeare's works. Run to the Rock is a mediation on Shakespeare inspired by the Robben Island Bible, a copy of the 'Complete Works of William Shakespeare' which was smuggled among, and annotated by, the single cell prisoners of the South African prison during the period of Nelson Mandela's incarceration.

Co-commissioned by British Council and Belfast International Arts Festival as part of Shakespeare Lives 2016. Generously informed by collaborators Educupe and Jazz Hands, based in South Africa.

4) IDA Scheme

Fourteen deaf and disabled artists from Northern Ireland have been announced as recipients of the iDA (Individual Disabled/Deaf Artists) scheme, a dedicated arts stream delivered through the Arts & Disability Forum (ADF) and funded by the Arts Council of Northern Ireland, which allows them to develop their professional artistic careers.

Awards under the iDA scheme are made annually to Deaf and disabled artists working in a range of art forms. The bursaries, funded through the Arts Council of Northern Ireland, will allow each artist to produce a new creative work or receive training or professional mentoring. The 2016 artists include eight visual artists, two theatre practitioners, one dance artist, a poet and two musicians. The artists have impairments ranging from physical disability, visual impairment, mental-ill health and learning difficulties.

5) Outburst Queer Arts Festival (Impact: Sexual Orientation awareness raising and promoting diversity)

In June 2015, two of Northern Ireland's leading LGBTQ (lesbian, gay, bisexual, transgender and queer) cultural activists visited the Americas to learn, share and develop LGBTQ experiences.

Creative Director of Belfast's Outburst Queer Arts Festival Ruth McCarthy, and the organisation's Chair, Cian Smyth, headed to Brazil, Venezuela and Jamaica through the British Council Northern Ireland.

They spent an intensive two weeks sharing expertise as LGBTQ cultural activists in Northern Ireland as well as their skills in creative entrepreneurship and festival development. The pair also demonstrated the role of the arts in exploring issues of human rights and diversity — in a region with its own documented problems and violence directed at LGBTQ communities.

Highlights of the visit included meetings with government policy makers including the Secretary of Human Rights in Sao Paulo, Brazil; learning from social enterprises in Caracas, Venezuela and visiting the On the Edge arts festival in Kingston, Jamaica.

Outburst Queer Arts Festival is Northern Ireland's only, and rapidly growing LGBTQ arts festival. This year it returns for its ninth year aiming to support, encourage and inspire local LGBTQ creativity, in addition to bringing the best in international queer arts to the city of Belfast, Northern Ireland.

About Outburst

Outburst Queer Arts Festival started in 2007 as a grassroots LGBTQ community-led showcase for queer creativity. Since then it has grown into one of the most innovative and exciting small festivals in Ireland and the UK, with an eclectic programme unlike any other in Northern Ireland.

The overall vision for Outburst is simple: to create a bold, brave and innovative platform in Northern Ireland for new local and international queer arts, performance and brilliant creative ideas. From celebrated cutting-edge international artists to explosive new local talent, Outburst shines a great big spotlight on the best of LGBTQ creativity in theatre, performance, spoken word, film, music, dance and much more.

While focusing on the creative voices and engagement of LGBTQ artists and community, they actively promote Outburst as a festival where everyone is welcome, making it one of the most inclusive, welcoming and diverse queer arts events in the world.

6) Five Films for Freedom Campaign

#FiveFilms4Freedom is a global, digital short-film programme in support of LGBT (lesbian, gay, bisexual and transgender) rights – and hence human rights.

The British Film Institute and the British Council promoted the programme through a digital campaign taking place on 16 - 26 March 2017. Tuesday 21 March 2017, is the day we made a concerted effort to encourage audiences worldwide to watch five short-films in support of LGBT rights.

This year, as a way of marking the anniversary of the landmark moment in UK human rights when homosexuality was decriminalised, all five films are from the UK. In the Northern Ireland office, the five films ran on a loop throughout the day in our conference rooms and staff were invited to view the films at their convenience.

Films can be viewed here: <https://www.britishcouncil.org/fivefilms4freedom/watch-films>

EDUCATION:

1) ARK 2016 Research (Impact: Understanding behaviour of young people, particularly by sexual orientation)

We worked with ARK (Queen's University and Ulster University) to survey Northern Ireland's 16-year-olds about their ambitions to study, travel and work outside the UK.

In total 1,156 16-year-olds were surveyed using ARK's annual Young Life and Times (YLT) survey with a 31% response rate. The majority have a strong desire to work outside the UK and viewed learning an additional language as beneficial for their future.

Out of those surveyed, a number were chosen to take part in five focus groups across Northern Ireland, to learn more about their opinions on cultural life in Northern Ireland, learning languages and aspirations to study, live and work outside the UK.

Key findings from the research included:

- Over 60 per cent of 16-year-olds who completed the survey said they would consider working outside the UK; and 57 per cent said they considered leaving for an apprenticeship or internship.
- **Girls** in Northern Ireland are more likely than boys to consider studying outside the UK
- Those in rural parts of Northern Ireland are less likely to consider leaving than those from cities or suburbs
- **Same-sex** attracted 16-year-olds are more likely to think about leaving the UK for work/study or apprenticeships than their opposite-sex attracted counterparts
- Northern Ireland's 16-year-olds think learning an additional language would be beneficial for their future, with 65% feeling an additional language would be useful for travel and leisure (54% for work and 33% for study). ARK 2016 Research. Opinions of young people (surveyed every 16 year old in NI) – findings: rural areas less likely to want to travel or work abroad. **Same sex** attracted 16 year olds are more likely to want to travel, live or study abroad.

2) eTwinning Inclusion seminar

This professional development seminar will take place on 4th April 2017 entitled “How eTwinning and British Council school programmes support inclusion in Northern Ireland”. This is part of a series of UK eTwinning policy-related seminars across the UK. All school education staff working in Northern Ireland will be invited: Principals, vice principals, school governors, Education Authority advisers, teachers, classroom assistants and librarians.

Throughout 2017, the eTwinning programme will deal with a range of topics on inclusion. The scope of work involved will include promotion of activities and projects that help all young people develop with appropriate knowledge, understanding and skills for life.

This seminar which will show audiences how eTwinning and British Council school programmes promote learning experiences which are relevant, enjoyable, cross-curricular, enquiry based and diverse for all pupils.

Participants will gain opportunities to join a highly diverse professional development network, learn about online and onsite CPD opportunities around the globe and learn how to use innovative ICT across the curriculum. They all also have the opportunity to interact with award winning practitioners and hear their stories.

3) Teaching Arabic in Schools (Impact: Ethnic minorities language learning)

The British Council’s Languages for the Future report indicated that Arabic is the second most vital language to the UK over the next 20 years. The British Council is promoting the teaching and learning of Arabic in the UK. As part of the Arabic Language and Culture Programme, 18 schools (grouped in 4 clusters) in Northern Ireland have availed of grants. This is a very encouraging number.

Link for further info <https://schoolsonline.britishcouncil.org/classroom-resources/list/arabic-language-and-culture>.

A classroom resource was produced in hard copy and is available to download via the SchoolsOnline website.

4) Action Deaf Youth (Impact: Disability – potential policy reform)

Through Erasmus+, Action Deaf Youth took part in a bilateral youth exchange partnership with Hungary’s national deaf association, SINOSZ. The project was for deaf young people aged 16 to 25 from various social, cultural and religious backgrounds to provide them with the social, communication and educational tools to understand the rights of deaf people, the cultural diversity and the Sign Language differences between two countries.

As a result, Young Deaf people in Northern Ireland are demanding better access to services by asking MLAs for better legislation to support sign language after discovering that more needs to be done here to improve services.

The project was made possible after the organisation received €25,376 through Erasmus+ — the EU's flagship programme for education, training, youth and sport — and will also see a reciprocal group from Hungary visit Northern Ireland in August. The programme also saw the young people explore access issues in Hungary, with a visit to the Hungarian Parliament.

The visit coincided with the launch of a consultation response from Northern Ireland's ten deaf associations in a bid to lobby for change. Action Deaf Youth is just one of around 70 organisations in Northern Ireland to benefit from Erasmus+, with more than €6.3m being allocated in the first year of the programme.

5) China Day

On 31st May, we hosted a China Day, at the MAC, in partnership with the Confucius Institute at Ulster University. Through a range of presentations and workshops, 35 post-primary school leaders and practitioners learned about opportunities available through both partners to bring Mandarin language and Chinese culture to life in the classroom. Participants learned about Language Assistant opportunities and funding, heard from a past participant of our China Bridge professional development initiative, and took part in Chinese Knot and Calligraphy workshops, facilitated by the Confucius Institute. The centrepiece of the event was the launch of the first ever Northern Ireland heat of the annual HSBC Mandarin Speaking Competition. Now in its 15th year, the competition has previously run in England and Scotland and offers a trip to Beijing for the overall winner. This first-time NI heat will take place in Belfast in November, with schools invited to offer both individual and group entries.

6) Northern Ireland Science Festival

On 22nd February, this year's partnership between British Council Northern Ireland and the Northern Ireland Science Festival culminated in a World Café event entitled "The Entrepreneurial Scientist and the Sustainable Development Goals". Held at Catalyst Inc. in Titanic Quarter, the evening brought together 19 Newton Fund PhD scholars from 8 countries across the globe with 20 local experts and academics from the fields of economics, society and environment. Participants were assigned one of 5 groups to discuss a range of hypothetical crisis scenarios for Northern Ireland, each related to one of the UN's Sustainable Development Goals. Group discussions centred around Northern Ireland's fate in land, health, fuel and cyber security, with the closing feedback panel exploring ways for us to remain leaders in sustainable development. Discussion continued and plans were made for future collaboration immediately following the event, with a dinner for participants at Titanic Belfast – another partner in the Northern Ireland Science Festival.

7) Irish Language Assistants

Irish Language Assistants (ILAs) has been on the decline for a number of years due to funding and other issues. We have set a target of ILAs in the International Education Programme contract for 2017/18 with none appointed in 2016/2017.

The British Council was very keen to increase numbers of schools applying for an ILA as well as the number of candidates applying. We ensured that the information on the programme was translated into Irish by working with a native Irish speaker and developed with the Communication Manager a marketing plan to promote the initiative using social media.

As a result, 10 applications were received and 3 requests from schools with 1 withdrawing at a later stage due to funding issues. Two ILAs have now been appointed to schools in 17/18.

8) Study USA Programme

From the 2016/2017 cohort, 9 students declared a need to be accommodated at their college for a range of issues from medical requirements to learning needs.

Some specific examples of this are:

- Ensuring a college could accommodate a fridge in the student's room for storage of diabetes medicine.
- Asking that a college provide additional academic support services for a student whose dyslexia was having adverse effects on their grades.

In terms of promotion to diverse groups we presented in every college that had eligible students to ensure we had a diversity of applications. All presentations were promoted widely and had disability access etc. Presentations took place in October/November 2016.

In regards to the 2016/2017 recruitment process (December 2016 – March 2017) we ensured that all information in regards to race, religion, sexual orientation, disability, age, gender, political opinion, marital status and dependents was removed from the data we were reviewing. We also removed the students names from applications during assessment and shortlisting.

From the 2017/2018 cohort applicants, we were not required to accommodate any specific needs at interview. In the matching meetings taking place in March 2017 two students notified us they were members of the LGBT community and wished to be placed at colleges in an appropriate liberal climate. Several students declared that they wished to be placed at colleges where there were facilities for them to practise their faith.

PART A

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2016-17 reporting period? *(tick one box only)*

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

Please provide any details and examples:

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:

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

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

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

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

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

Other *(please specify and give details):*

Section 2: Progress on Equality Scheme commitments and action plans/measures

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2016-17 reporting period? (*tick one box only*)

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

Please provide any details and examples:

The job descriptions and person specifications for advertised vacancies contain a statement of British Council Northern Ireland's commitment to its equal opportunity and good relations obligations under Section 75.

The following text appears in the role profile of all advertised vacancies:-

OUR EQUALITY COMMITMENT:

Valuing diversity is essential to the British Council's work. We aim to abide by and promote equality legislation by following both the letter and the spirit of it to try and avoid unjustified discrimination, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights.

As an Equal Opportunities Employer, all job applicants are required to complete an Equal Opportunity and Diversity Monitoring Form. Provision of this information is voluntary and assists the British Council in its commitment to a policy of equal opportunity and the development of positive policies to promote equal opportunity in employment. The British Council welcomes applications from all sections of the community as we believe that a diverse workforce gives added depth to our work. We aim to ensure that no job applicant or employee receives less favourable treatment on the basis of gender including transgender, marital status or civil partnership, sexual identity, religion and belief, political opinion, race, colour, nationality or ethnic origin, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependants, or any other irrelevant grounds.

The British Council monitors all stages of our recruitment and selection process to ensure there is no potential for unjustified discrimination on irrelevant grounds. Our monitoring data is externally analysed each year, and recommendations are published and acted upon. All information supplied is treated in strict confidence and no identifying details are attached to it. It helps us to monitor and evaluate the success and application of our equal opportunity policy and diversity strategy and to compile anonymised statistics which are included within our formal reporting structures.

A specific requirement relating to Community Background is requested within the

Equal Opportunity and Diversity Monitoring Form for applicants applying for posts that have the potential to be based in the Northern Ireland office whereby applicants MUST declare their Community Background, regardless of which location they are applying from.

We monitor the Community Background of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

The British Council has a Core Skills dictionary which sets out the skills which are required most often in roles throughout the British Council. They include a requirement for team leaders to coordinate a diverse team with awareness of equality and diversity impact as part of project specifications. The Dictionary also specifies that in all communications with internal and external audiences staff must demonstrate an awareness of a diverse audience in speaking and writing.

Likewise, our British Council behaviours were designed in consultation with staff and based on the attributes identified as essential to the Council's ongoing success. The Behaviours are intended to be used as an integral part of all recruitment and selection across the British Council. There are 6 behaviours, each with three requirement levels used to identify the degree of knowledge, skills and experience that is necessary to enable effective performance in the role. The 6 Behaviours are: Creating Shared Purpose, Connecting with Others, Working Together, Being Accountable, Making it Happen and Shaping the Future. Within the Connecting with Others Behaviour, applicants must demonstrate how they achieve understanding and trust in a culturally sensitive way, showing how they take steps to learn about other people, cultures and organisations and adjust their behaviour to respond to how other people think and behave in different cultures or environments.

All staff worldwide are required to ensure their behaviour is consistent with our policies.

5 Were the Section 75 statutory duties integrated within performance plans during the 2016-17 reporting period? *(tick one box only)*

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

Please provide any details and examples:

The British Council Behaviours form a core part of the formal performance planning and evaluation cycle. Within the Connecting with Others Behaviour, applicants must demonstrate how they achieve understanding and trust in a culturally sensitive way, showing how they take steps to learn about other people, cultures and organisations and adjust their behaviour to respond to how other people think and behave in

different cultures or environments.

Staff are encouraged to dedicate a performance management deliverable to Equality Diversity and Inclusion and spend time thinking about what EDI means to them, their experiences and how they can improve their knowledge of EDI as well as how to put this into practice in the workplace. Staff are also encouraged to commit time to looking in detail on the intranet at our EO Policy, Diversity Strategy and the British Council's approach to equality and diversity as well as discrimination legislation.

Marketing and Communications staff play a pivotal role in communicating our EDI commitment to our audiences by ensuring all images used in communications reflect diversity. They also must ensure access to our communications for disabled people and speakers of minority languages and implement changes to address inequalities.

Facilities staff must create the environment in which all customers and colleagues can feel safe and secure by ensuring all refurbishment projects incorporate communication of a clear message of inclusion and accessibility to a wide range of people, for example, disabled people and people with young children. In the Northern Ireland office, we took advice from Disability Action to support us in addressing access issues and ensuring personal evacuation plans are in place for anyone who might need additional support in the event of an emergency.

A member of the Northern Ireland staff is an active participant in our internal Disability Working Group. The group comprises of seven staff from across the UK who give 5% of their time to the group. They meet about six times a year and help us to take forward the disability related action points in our Integrated Equality Scheme and to generally keep disability on the corporate agenda.

Programme staff ensure that every participant attending our events feel welcomed and valued by checking all venues for accessibility issues. We also ensure that equality monitoring data (as a minimum in the areas of gender and age) for customers is carried out to identify under- and over-represented groups and results are discussed and acted upon in relation to the local context and local demographics. Programme staff also provide catering at all events that meets the diversity of participants.

Senior Managers' leadership role is critical to embedding our EDI principles by becoming involved in diversity initiatives and projects. They ensure that Equality Impact Assessments of key policies, programmes and services are carried out as required. Senior Managers ensure staff have EDI deliverables and undertake mandatory EDI training during the year. In general, senior managers champion EDI, promote the merits of a good work-life balance and initiate activities to back this up.

For all Northern Ireland staff, if they have a particular examples of how they have promoted equal opportunities and good relations in an aspect of their work, this is championed throughout the Northern Ireland office and fed to our UK Diversity Team.

In the 2016-17 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- X Yes, through the work to prepare or develop the new corporate plan
- X Yes, through organisation wide annual business planning

- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan
- No, the organisation's planning cycle does not coincide with this 2016-17 report
- Not applicable

Please provide any details and examples:

The British Council's five corporate values are at the heart of what we do and how we work. They are: Valuing People (specifically how we value diversity and respect), Integrity, Mutuality, Creativity and Professionalism.

The British Council's Corporate Plan outlines the organisation's intention to continue to enable the people of the UK to share their culture and way of life with over 600 million people and partners throughout the world, through the programme areas of Arts, Education and Society, and English. Promoting equality of opportunity and good relations is integrated into this intention. We set diversity targets in our Corporate Plan through the Diversity Assessment Framework (DAF). The target for 2018 is eight out of ten (an increase from our current score of six out of ten).

We have developed mentoring programmes for women and have taken first steps towards more flexible deployment to help colleagues appointed locally to develop and progress into more senior roles.

We plan to adopt more flexible deployment to broaden opportunities for locally appointed staff and maximise the diversity of our workforce. This includes an intention to transition all staff at senior management level to a single SMT payband. The reason for this is to give greater flexibility to redeploy senior management staff at any time across all geographical locations without the barrier of grade and payband.

EDI is also mainstreamed into our Northern Ireland Country Plan. The Annual Corporate Plan outlines targets, successes to date and proposed outcomes against targets. Part of the remit to 'inspire, educate and teach is to be achieved by:-

- Continuing to develop the professional expertise of our staff across all areas
- Investing to develop our staff and attract talented new people to work with us globally.
- Continuing to be a diverse organisation that strives to reflect our society today – is skilled in engaging with different cultures and follows best practice in equal opportunities and diversity
- Upholding the British Council values of valuing people, integrity, mutuality, creativity and professionalism.

We contribute to the UK government's commitment to international development support for stability, economic development, reduced inequalities and good governance in developing, fragile and conflict-affected countries around the world, including those vital to the UK's strategic interests. Our work will continue to align with the emerging post 2015 Development Agenda, in particular around poverty eradication, quality education, gender equality and sustainable development.

We are aware that globalisation is now affecting every part of the UK touching the lives of citizens, changing communities and shaping our economic futures. At the same time, the UK context is changing, with an increasing focus on the diversity of the UK and embracing the cultural strengths and involving people from across England, Wales, Scotland and Northern Ireland, their regions and major cities. In order to make the greatest impact, we plan to tailor our programmes to contribute to the policy objectives of the UK as a whole and to meet the priorities of the four nations of the UK. We value the opportunity to make greater use of the diversity of the contemporary UK as an asset in itself.

In arts we plan to promote and scale up our innovative digital offer including the continued development of unique digital projects using our disability arts and diversity expertise.

Equality action plans/measures

7 Within the 2016-17 reporting period, please indicate the **number** of:

Actions completed: Actions ongoing: Actions to commence:

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

1) Ensure Equality, Diversity and Inclusion (EDI) is mainstreamed into our current practices (ongoing)

- Celebration of key diversity days throughout the year
- A document entitled “Building EDI into your work” has been circulated amongst staff which provides ideas on how to integrate EDI into everyday work, split by job type.
- A “Guide to Mainstreaming Equality and Diversity in Project Development and Deliver” has been circulated to all staff. This is a checklist for staff to use as guidance about how to mainstream equality and diversity principles and issues into the development, delivery and review of programme work in a more systematic and comprehensive way.
- EDI is mainstreamed into event management using guidance and accessibility checklist. Brand guidelines ensure documents and formats are fully accessible.

There is still more work to do to ensure that EDI is considered at all stages of programme delivery and to encourage an EDI deliverable to be inserted into all staff performance portfolios. Further EDI training is also planned in 2017-18.

2) Monitor data and data accuracy across all protected characteristics for staff within British Council Northern Ireland (ongoing)

Steps were taken to encourage staff to complete their personal data on the online HR system via a series of email reminders. Improvements were made to the system as a whole for assessing equality monitoring data for staff across all job bands. This has

ensured that equality monitoring data is appropriately collected, kept up to date with as much consistency as possible, held as confidential sensitive data, and easily retrieved in a format for reporting purposes. We will continue to encourage staff to update this data on an ongoing basis.

3) Continue communication with HR team to improve system for obtaining external and internal job applicant data – to be obtained for full analysis and inclusion in annual and periodic monitoring reports (ongoing)

We have been working closely with our central HR department to clarify our specific monitoring requirements for Northern Ireland. All recruited posts which are (or have the potential to be) based in Northern Ireland are encouraged to complete an Equality Monitoring form which contains a specific question on community background.

Our central HR department must now retain all HR records for a minimum of 3 years of appointment date to ensure data is available for the 3 yearly periodic review.

Monitoring data is requested from HR for new starts or promotees twice yearly and is recorded locally on a protected spreadsheet. We have applied the residuary method to 5 staff this year using a formalised approach and again this data is recorded locally.

We are currently working on a project to implement a global HR system and are at the stage where we are determining which fields to capture to ensure data is available readily for all legally required reports. This is due to be completed in late 2017.

4) Improve communication on EDI updates, news and best practice to all British Council Northern Ireland staff (ongoing)

The recruitment of a dedicated Equality Manager in the Northern Ireland office has improved communications with staff to increase awareness of EDI issues. Staff are kept up to date with key EDI issues and dates on an ongoing basis. Colleagues subscribing to the global diversity mailbase are kept informed of ongoing issues and there have been Staff Bulletin notices and global staff talks around International Women's Day, International Day of Disabled People, Black History Month, International Day of Older People, etc. Further communication and training schedules are planned for the future including a 3 day EDI conference in Belfast in June 2017.

An EDI toolkit is being used on a regular basis and is located for all staff and visitors to access as and when necessary. The Toolkit contains all corporate and Northern Ireland specific EDI documents. There is also a range of documents on event management and ideas on how to mainstream EDI into everyday work. There is also a section on useful resources including accessibility guides for venues across Northern Ireland, links to interfaith calendars and international diversity days, lists of nearby places of worship for staff and visitors, and links to EDI training courses. Feedback from staff suggests this is a very useful tool and helps keep all important EDI documents in one accessible place. The Toolkit will continue to be updated on an ad hoc basis.

5) Revise EDI training plan for all British Council Northern Ireland staff (ongoing)

In September 2016 two colleagues from our Manchester office came to Belfast to deliver training on the "Social model of Disability". This was attended by 22 staff and

feedback was extremely positive. The most important outcome of the training was that staff are still unsure about the correct terminology and etiquette to use when dealing with people with disabilities. As a result, a document was produced showing the correct and incorrect terminology and etiquette to use as well as training on disability symbols and their meaning. There was also a disability quiz for staff to show their knowledge of acceptable and unacceptable disability terms, with the winning entry winning a bottle of wine. The intention was to create debate among staff on all aspects of disability and to raise awareness of how often unacceptable terms are used in ignorance. The feedback from staff was extremely positive so a future quiz is planned in 2018.

6) Reasonable Adjustments - record and monitor annual data on number of reasonable adjustment requests received and actioned (internally and externally). Remain vigilant of issues affecting disabled staff and customers and ensure an accessible environment (ongoing)

We have designed an Access Sheet for use when planning events. There is a template form attached to our Global Reasonable Adjustments Policy and a good practice form linked to our Disability Assessment Framework that is used in various offices to record reasonable adjustments requests.

The Disability Working Group is looking at ways to log these requests centrally and keep a record of how they are addressed in order to help deal with future requests.

We have a contact with a senior member of staff at Disability Action whom we use as a reference point and we also receive Disability Action's monthly Ezine which helps us keep abreast of issues affecting disabled people across Northern Ireland.

7) Action to help make progress towards the protected characteristics targets, particularly in senior management (ongoing)

We have developed mentoring programmes for women and have taken first steps towards more flexible deployment to help colleagues appointed locally to develop and progress into more senior roles.

We plan to adopt more flexible deployment to broaden opportunities for locally appointed staff and maximise the diversity of our workforce. This includes an intention to transition all staff at senior management level to a single SMT payband. The reason for this is to give greater flexibility to redeploy senior management staff at any time across all geographical locations without the barrier of grade and payband.

As a means of increasing the number of disabled staff across the organisation, recruitment teams have specifically addressed the issue of broadening access to those with disability by establishing contracts with specialist diversity recruiters (such as Employability, Equal Approach, Diversity Jobs) using accredited diverse talent specialists, working across a range of diverse strands including; Disability, Gender, Sexual Orientation, Race, Religion, Generational, Transgender, Obesity, Education, Class, Working Parents and Carers. This has broadened access not only to those with disability but groups across the range of protected characteristics. In line with the British Council EDI strategy these efforts shall continue until targets have been met to address areas of under representation and remove any possible barriers to equality of opportunity. By respecting and valuing diversity we are more likely to attract

talent and fresh perspectives, nurture creativity, innovation and flexibility and new opportunities and sources of support, so we remain relevant and dynamic and achieve greater reach and impact.

All staff are encouraged to declare their disability on the online HR portal and as a result there has been an increase in the response rate.

When advertising for vacancies, British Council recruitment processes ensure reasonable adjustment is actioned for candidates with disability or special needs. We also display the 'positive about disabled people' logo on all recruitment advertisements and our web pages, and offer a guaranteed interview to all disabled applicants meeting our recruitment criteria.

Across the organisation, although there have been increases in progress towards the disability and gender targets there has been little progress towards the ethnicity targets. despite concerted efforts. Research was conducted that led to focus groups and then a series of 'master-classes' targeted at minority ethnic colleagues with an aim to increase professional confidence. Across the global network, there are plans in place to roll out the minority ethnic masterclass model beyond the London office throughout 2017.

Within the Northern Ireland office specifically, we seek ways to increase the percentage of ethnic minority staff which is currently low (although this most likely reflect the low percentage in the local population) but this is a group which we could target when recruiting.

The age profile of staff will continue to be regularly monitored to ensure there are no barriers to staff in the 51+ age group. We also will consider opportunities for disabled people to work for the British Council Northern Ireland for example through work experience or internship programmes.

8) External Monitoring – monitoring of customers from the protected characteristic groups taking active part in programmes and activities offered by the British Council Northern Ireland (ongoing)

A questionnaire was designed covering all section 75 protected groups and sent to all external customers across a number of programmes. The data has been recorded on a central spreadsheet and patterns and trends identified. Underrepresentation has not been identified in any category, although we have seen a greater participation rate in our education programmes amongst grammar schools over secondary schools which we will find ways to address. We will continue to monitor our customers throughout 2017 and will address any underrepresentation as it arises.

9) Recruitment and induction – encourage job applications from a diverse audience and an understanding of EDI from the outset (ongoing)

The Disability Advisory Forum offers a recruitment audit service that will assess the accessibility recruitment processes and procedures offering support and guidance where needs have been identified. This is also an avenue which should be further explored and disseminated to staff. As part of the general HR process, all line managers are required to perform exit interviews on all staff who leave the organisation. This highlights any EDI related issues that may be raised and action

taken.

All new staff- both permanent and temporary have received comprehensive induction training which included explanation of duties/responsibilities as they apply under Section 75. All new staff are given a copy of our Equality Scheme and EDI training is carried out during induction process as part of the general HR procedures. All new staff are also given a copy of the booklet "[Welcome to the British Council](#)" which contains full information on our Equal Opportunities Policy.

We will seek to establish contacts with specialist diversity recruiters in Northern Ireland using accredited diverse talent specialists, working across a range of diverse strands including; Disability, Gender, Sexual Orientation, Race, Religion, Generational, Transgender, Obesity, Education, Class, Working Parents and Carers. This will broaden access not only to those with disability but groups across the range of protected characteristics.

10) Support the British Council global society agenda work (ongoing)

The British Council will continue to strengthen our support for growth in developing countries by promoting the rule of law and through programmes which deliver access to justice, equality and a reduction in violence against women and girls. We aim to develop the skills, confidence and life chances of women and girls through personal development opportunities and training for female community leaders. We will provide access to skills in social entrepreneurship, the creative economy and the English language, support professional skills and career development for female scientists and amplify women and girls' voices and engagement through creative experiences. Build the UK's global reputation as a world leader in social enterprise, engaging with governments around the world to influence policy and embed the teaching of social enterprise into education systems. We will seek to support social and creative enterprises to grow and access social investment in order to enhance impact and demonstrate the UK's leadership in this area.

11) Ensure all suppliers are aware of our EDI policy and they too have similar policies. Ensure the diversity clause appears in the main body of contracts. (ongoing)

In addition to building in reference to diversity to the supply of contracted goods and services across the reporting period, the British Council's standard contract template has been commissioned and overseen by the Legal team. The team has ensured that the contract includes specific reference to Equality Legislation and the British Council's own policies - including a link to our Policies website, which includes the Equality Policy. This template is used by colleagues across the organisation for procurement of goods and services. The template itself can be found on the contracts portal, with a copy uploaded to the departmental EDI SharePoint site for ease of reference.

The two specific clauses are:

"British Council Requirements" means the instructions, requirements, policies, codes of conduct, guidelines, forms and other documents notified to the Partner in writing or set out on the British Council's website at http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/ or such other web address as may be notified to the Partner from time to time (as such

documents may be amended, updated or supplemented from time to time during the Term);"

"Equality Legislation" means any and all legislation, applicable guidance and statutory codes of practice relating to diversity, equality, non-discrimination and human rights as may be in force from time to time in England and Wales or in any other territory in which, or in respect of which, the Partner performs its obligations in this Agreement;"

12) Promote British Council EDI strategy externally to stakeholders (customers, audiences, students, candidates, alumni, partners, programme participants, etc) (ongoing)

1. Inclusive leadership staff talk took place by global webinar by our CEO and members of the Executive Board (12 October 2016)
2. Contributions to Voices Magazine with an EDI focus
<https://www.britishcouncil.org/voices-magazine?page=7> see 17 March 2017, 1 March and 23 Feb 2017, 9 Dec and 16 Nov 2016 (various contributors)
3. Shared our approach to authentic leadership with Solid Woman Conference in London, March 2017 (Fiona Bartels-Ellis)
4. LSE Lecture on Unconscious bias – 18 Jan 2017 (Fiona Bartels-Ellis, Head of EDI British Council)
5. Session with Mercer's Vanguard network on Progressing Race Equality, Nov 2016 in London (delivered by Jane Franklin, Deputy Head of EDI, British Council)
6. WIG (Whitehall Industry Group) Conference 2 Nov 2016 How equality monitoring drives alternative approaches to leadership (delivered by Fiona Bartels-Ellis)
7. Shared our approach to EDI with an Armenian delegation, in Scotland, Sept 2016 (Fiona Bartels-Ellis)
8. Tullow Oil Diversity Presentation – 14 July 2016 (Fiona Bartels-Ellis)
9. Winchester University – International Lecture, A British Council perspective on diversity: opportunities and challenges - 10 May 2016 (Fiona Bartels-Ellis)

13) Monitoring of Selection Panels, Working Groups and Monitoring Committees to ensure representation of as many S75 categories as possible (ongoing)

- An annual review of the Board of Trustees is carried out every year, including a request for feedback put to all Board and Executive members on "The mix of skills, experience, knowledge and diversity on the Board and the use made of those skills".
- Equality monitoring reports are run on the Northern Ireland Advisory Committee which provide valuable insight into the profiles of our committees and country offices.
- A review of the diversity of the Boards of Directors of the British Council's subsidiary companies was conducted by an external consultant, which led to a change in advertised role profiles

PART A

- A review of recruitment to Country Committees and Sector Advisory Groups was carried out by the Governance team, resulting in standardised recruitment for all roles, making recruitment fairer and more transparent and creating the opportunity for these groups to become more diverse.

- 8 Please give details of changes or amendments made to the equality action plan/measures during the 2016-17 reporting period (*points not identified in an appended plan*):

None

- 9 In reviewing progress on the equality action plan/action measures during the 2016-17 reporting period, the following have been identified: (*tick all that apply*)

- Continuing action(s), to progress the next stage addressing the known inequality
- Action(s) to address the known inequality in a different way
- Action(s) to address newly identified inequalities/recently prioritised inequalities
- Measures to address a prioritised inequality have been completed

Arrangements for consulting (Model Equality Scheme Chapter 3)

- 10 Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: (*tick one box only*)

All the time Sometimes Never

- 11 Please provide any **details and examples of good practice** in consultation during the 2016-17 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

In accordance with the commitments made in our Equality Scheme we recognise the importance of consultation in all aspects of the implementation of our statutory equality duties. We consult as a matter of form on our equality scheme, equality impact assessments action measures and any other matters deemed relevant to Section 75 Statutory duties.

We carry out our consultation in accordance with the principles contained in the Equality Commissions' guidance Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (2010). All consultations will seek the views of those directly affected by the matter/policy, the Equality Commission, representative groups of Section 75 categories, other public authorities, voluntary and community groups, our staff and such other groups who have a legitimate interest in the matter, whether or

not they have a direct economic or personal interest. We consider the accessibility and format of consultation we use in order to remove barriers to the consultation process.

Specific consideration is given to how best to communicate with people with disabilities, including people with learning disabilities and minority ethnic communities. Information is made available, on request, in alternative formats in a timely manner. We ensure that such consultees have equal time to respond.

We provide feedback to consultees in a timely manner. A feedback report is prepared which includes summary information on the policy consulted upon, a summary of consultees' comments and a summary of our consideration of and response to consultees' input. The feedback is provided in formats suitable to consultees.

Internally, HR visit each region and conduct climate surveys on staff 'wellbeing'. This provides a forum for staff to meet face-to-face with a HR colleague, share viewpoints and outline what 'wellbeing' in its broadest context meant to them as a British Council employee. Follow up communication was circulated to staff outlining next steps and action measures.

Externally, feedback is sought from service users on all our programmes many of which are schools or college programs. The views of participants (children, teenagers and young adults) are taken into consideration directly and indirectly via teachers and program directors and help shape development and direction of future programmes and services.

The British Council Northern Ireland offers a number of internships each year to enable a group of interns to see and experience the work of the British Council at first hand and champion the value of cultural relations.

The objectives of the internship scheme is as follows:

- To offer structured work experience placements within a specific business area to a group of interns
- To give a real introduction to the field of cultural relations to a group of interns
- To enable British Council departments to get support and benefit from a different perspective on their work

As part of the Internship programme, interns attend a three day corporate induction before joining a specific department for twelve weeks. They have a line manager and are set specific deliverables during their stay. In addition, they also undertake a group project which they present to staff and stakeholders at the end of the programme.

Work experience programmes are also managed for approximately ten school students a year and approximately five for higher education students. This scheme is co-ordinated by a local manager affording students the opportunity to gain insights into the broad remit of learning and development opportunities available according to their interests.

- 12** In the 2016-17 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

Face to face meetings

PART A

- 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:

We have an extensive list of consultees from across a wide range of organisations across all the Section 75 groups. See Appendix 2 for full list.

We ensure accessibility of all documentation by making all documents available in alternative formats on request. All documentation is also accessible on our website.

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

Yes No Not applicable

Please provide any details and examples:

We informed the general public about the availability of this material through press releases where appropriate

- 14** Was the consultation list reviewed during the 2016-17 reporting period? (*tick one box only*)

Yes No Not applicable – no commitment to review

Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)

[<https://nireland.britishcouncil.org/about/equal-opportunities-diversity>]

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

PART A

7

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

7	Policy consultations conducted with screening assessment presented.
	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:

- [ESIA: Donations policy](#)
- [ESIA: Insurance for non-permanent worker consultants](#)
- [ESIA: Shared Parental Leave](#)
- [ESIA: Fraud Corruption](#)
- [ESIA: Travel Expenses Policy](#)
- [ESIA: Global Information Services Strategy](#)
- [ESIA Recruitment & Selection Policy 2016](#)

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

Yes X No concerns were raised No Not applicable

Please provide any details and examples:

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

19 Following decisions on a policy, were the results of any EQIAs published during the 2016-17 reporting period? (*tick one box only*)

Yes X 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 2016-17 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:

We monitor our progress on the delivery of our action measures annually and update the action plan as necessary to ensure that it remains effective and relevant to our functions, internal processes, staff and customers.

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:

22 Please provide any details or examples of where the monitoring of policies, during the 2016-17 reporting period, has shown changes to differential/adverse impacts previously assessed:

No changes were made to the Equality Action Plan. Please see Q7 for full details on action measures and current progress.

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:

None

Staff Training (Model Equality Scheme Chapter 5)

24 Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2016-17, and the extent to which they met the training objectives in the Equality Scheme.

In 2015 we introduced a communication and training programme for all

staff and continued to ensure that our commitment to the Section 75 statutory duties was made clear in all relevant publications.

We ensured that staff were informed of interesting and relevant stories or case study examples of particular issues affecting people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme.

Our training plan for staff achieved the following objectives:

- raised awareness of the provisions of Section 75 of the Northern Ireland Act 1998, our equality scheme commitments and the particular issues likely to affect people across the range of Section 75 categories, to ensure that our staff fully understand their role in implementing the scheme
- provided those staff involved in the assessment of policies (screening and Equality Impact Assessment) with the necessary skills and knowledge to do this work effectively
- provided those staff who deal with complaints in relation to compliance with our equality scheme with the necessary skills and knowledge to investigate and monitor complaints effectively
- provided those staff involved in consultation processes with the necessary skills and knowledge to do this work effectively
- provided those staff involved in the implementation and monitoring of the British Council Northern Ireland's equality scheme with the necessary skills and knowledge to do this work effectively.

All British Council Northern Ireland staff and the Northern Ireland Advisory Committee have a copy of the Equality Scheme and were invited to comment on it. All new staff- both permanent and temporary has received comprehensive induction training which included explanation of duties/responsibilities as they apply under Section 75.

A document 'Mainstreaming Disability and Accessibility Awareness into Event Management' is circulated to all programme teams to support and facilitate participation of those with special needs in all British Council open programmes and events.

An Accessibility Access form has been devised and circulated to all staff which contains important issues to consider to ensure support for participants with disabilities. All venues for British Council events are checked for accessibility and related services. The British Council policy clearly mandates they will react to specific needs which includes those requiring or requesting Personal Readers, Infra red or induction loops, Guiders, Braille, Lip Speakers, Temporary wheelchair access lifts, and Sign Language Interpreters.

Additionally there is an anticipatory duty across the following categories: Mobility, Hearing impairment, Visual impairment, Learning disabilities and difficulties, mental health and severe disfigurement. Consideration is made for religious or cultural request such as the availability of rooms for prayer and special dietary needs.

Equality, Diversity and Inclusion training is incorporated into local Induction

Training programmes which covers all legal requirements under the Northern Ireland Act 1998 and Section 75 statutory duties.

Further EDI is an inherent component of regular British Council online training which is a mandatory requirement and all staff must complete on an annual basis.

The Diversity Unit has created a document which includes tips to help anyone that designs or modifies websites to have web accessibility in mind. When designing a website it is important to realise how people with disabilities use the Web, what difficulties they may face and how to assist them in overcoming those difficulties.

In an attempt to raise office awareness of Diversity, we marked and celebrated some key international diversity days throughout the year and organised regional diversity weeks across our global network that have helped staff and external audiences engage with diversity issues in a new way. See Q2 for more details.

Also, as the British Council offer so many courses and programmes via web links, they are constantly growing and being updated. Web Content Accessibility Guidelines (WCAG) is available for those designing a website which outlined advice on making the site more easily accessible to older people. Included also is a template for accessibility evaluation reports to assess if needs are being met.

We have produced a document with information for Intranet users who are visually impaired and/or who would prefer to change the appearance of the intranet pages to make them more accessible.

The Northern Ireland office has a dedicated Equality Manager who is specifically responsible for ensuring that staff are aware of their obligations in meeting the requirements of/developments within Section 75 and the commitments of our equality scheme. The Equality Manager is our direct link to other parts of the UK to ensure that our legislative requirements specific to Northern Ireland are incorporated into all policies and processes.

As a means of raising awareness of LGBT issues the British Council created the Five Films For Freedom Campaign. This was the world's first global, digital Lesbian, Gay, Bisexual, Transgender (LGBT) film festival initiated by the British Council and the British Film Institute and runs annually in March. The campaign seeks to promote freedom, equality and LGBT rights in 135 countries across the social media network.

Total social media reach this year comprised over 75 million estimated impressions across Facebook, Twitter and Sina Weibo. Almost 5 million unique web impressions for the campaign were driven by British Council and our partner Psiphon. The highest number of viewers (over 40%) on BFI Player were from the UK. In the Northern Ireland office, the five films ran on a loop throughout the day in our conference rooms and staff were invited to view the films at their convenience.

Our Global Diversity Network is made up of two or more representatives from each region, who work with the Diversity Unit in a formalised way. They support their management teams in each region to mainstream

equality and diversity in all our practices. They have expertise and understanding of the different cultures and contexts in which they work, so they can ensure our corporate diversity initiatives are meaningful and relevant and can be applied in each region. The GDN share ideas and good practice using a GDN mailbase. This is a mailing list that all staff interested in finding out more about equality and diversity can subscribe to. It is a place for sharing good practice, asking for advice from other colleagues and joining in debates and discussions about topical issues related to global equality and diversity so that we can all learn from each other around equality and diversity.

- 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:

Feedback from staff showed that the online mandatory Equal Opportunities and Diversity training is clear and informative. The delivery of training by a senior member of staff from the Equality Commission on equality law plus the Unconscious Bias training by a member of the Diversity Unit in early 2016 was extremely well received and is something that we hope to repeat in 2017.

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

- 26** Please list **any examples** of where monitoring during 2016-17, across all functions, has resulted in action and improvement in relation **to access to information and services**:

The Communications team on an ongoing basis prioritise links to specific platforms to meet identified demand thus increasing accessibility to relevant programmes and information eg a 'Fronter room' link existed for the C2K teachers online platform to ensure relevant British Council programme information is more easily accessible to all primary and secondary teachers across Northern Ireland.

An alerts communication is emailed to schools outlining upcoming events or programme opportunities, thus capturing a broader audience and increasing participation levels

We measure how people view the quality of our work in three main ways:

- Scores from a customer satisfaction survey distributed both at face-to-face events and online.
- Responses to a question asked mainly of teaching centre students and examinations candidates to find out the extent to which they feel they have acquired new knowledge or skills
- A net recommendation score, which is a measure of the willingness of participants to recommend others to work with us or use our services. The net percentage is calculated from advocates minus detractors, in line with

standard international practice.

This year we had feedback on levels of satisfaction from nearly 250,000 people involved in a wide range of our programmes. Our customer satisfaction score in 2014-15 increased from 82 to 83, meaning that the significant majority of our customers fall within the range where they agree or strongly agree that our programmes are of high quality. The net recommendation score of customers who would recommend the British Council increased from 52 to 54 (threshold -100 to +100) which compares well with external benchmarks. Current Annual Report : www.britishcouncil.org/organisation/transparency/reports-documents

While programmes are open to all sections of the community, the uptake and participation rates are monitored to determine if positive action can be taken to increase participation amongst those from disadvantaged areas or those from minority groups. We plan to formalise this process in more detail in 2016-17 (see Question 29).

We have developed a new British Council Northern Ireland website using the Solas platform (formerly Obtree). The new site addresses accessibility issues in the following ways:

- Easier to navigate -all navigation elements have clickable links, the website is consistent, categories are divided clearly and accurate navigation titles are used
- Simpler - the layout is cleaner and easier to navigate than the previous system
- Easier to read - the new website uses larger font and simpler colours than the previous system and doesn't rely on colour to convey information eg text is all in black to help colour blind readers.
- Streamlined- the new website is now more simplified than the previous system giving people the basic information they need and directing them on to other websites if needed
- Mobile friendly - the new website can now be accessed by phone
- Increased presence - the content is now directly linked to social media
- Clear language and structure – the new website avoids the use of 'Click Here' or vague link names

Complaints (Model Equality Scheme Chapter 8)

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

Insert number here:

0

Please provide any details of each complaint raised and outcome:

No complaints were raised this year.

As part of our response to the Triennial Review, the Executive Board decided to procure the services of an independent company to investigate and review complaints about British Council services, and make recommendations to us for remedial action and/or product and service improvements. After a public procurement exercise, we have now selected a company called Verita to run this service for us. Verita has a strong track record of carrying out independent complaints services in the public sector, and they run a similar service for Arts Council England and the Lottery Forum – so we are pleased to have them on board.

The service will cover complaints in all areas of our operational work, including related issues such as fair competition, service delivery and product content. Verita will interview relevant parties, including British Council staff who have been most closely involved with the case, to assess whether we have acted in accordance with our Corporate Plan, policy statements and guidance.

Most complaints are resolved at working contact level, but where they're not satisfactorily concluded, our process for escalation will vary around our network of offices. Teams have been working on refining our escalation process to make it clear what should happen at each stage of a complainant's journey, and who will be responsible at each level. Where a complainant is dissatisfied with our internal conclusions following the escalation process, we will offer, in fact encouraging, the option of a final independent review via Verita.

The aim is to hear what people are saying and learn lessons from it. This could potentially give us a lot of management information that we are not currently accessing; help us to improve our products and services, as well as build confidence in our stakeholders and customers that their concerns are properly taken into account.

Section 3: Looking Forward

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

Dec 2019

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*)

MONITORING

1) In 2016-17 we conducted a formal equality audit of our beneficiaries through the use of a Monitoring Questionnaire based around the nine Section 75 groups. This allowed us to gain a better insight into what groups taking active part in all programmes and activities offered by the British Council. The results were collated and analysed we identified that there was a slight underrepresentation of customers throughout our programmes from the protestant community. We also established that there was an overrepresentation of grammar schools participating in our programmes over secondary schools. We will continue to monitor our beneficiaries in 2017-18 to see if and how the pattern changes and will work with relevant programme managers to seek opportunities to promote greater equality of opportunity and will look at our current policies.

2) Internally, UK wide we are making efforts to reach a target of 100% response rate on online HR portal for staff as well as Northern Ireland Advisory Committee (NIAC) and Board of Trustees to record their personal monitoring data.

The Equality Monitoring intranet site has been revised. The site contains a new animation about how and why we carry out equality monitoring at the British Council, plus guidance on carrying out equality monitoring, our 12 top tips to consider before embarking on equality monitoring, and links to the latest UK equality monitoring reports and some of the good examples of equality monitoring carried out in different country offices. See all guides here: www.britishcouncil.org/organisation/how-we-work/equality-diversity-inclusion/resources

3) We will continue to seek to find ways to further increase the underrepresented groups in senior management (women, ethnic minorities and disabled staff). We will seek to establish contacts with specialist diversity recruiters in Northern Ireland using accredited diverse talent specialists, working across a range of diverse strands including; Disability, Gender, Sexual Orientation, Race, Religion, Generational, Transgender, Obesity, Education, Class, Working Parents and Carers. This will broaden access not only to those with disability but groups across the range of protected characteristics. The Disability Advisory Forum offers a recruitment audit service that will assess the accessibility recruitment processes and procedures offering support and guidance where needs have been identified. This is also an avenue which should be further explored and disseminated to staff.

We have developed mentoring programmes for women and have taken first steps towards more flexible deployment to help colleagues appointed locally to develop and progress into more senior roles.

We plan to adopt more flexible deployment to broaden opportunities for locally appointed staff and maximise the diversity of our workforce. This includes an intention to transition all staff at senior management level to a single SMT payband. The reason for this is to give greater flexibility to redeploy senior management staff at any time across all geographical locations without the barrier of grade and payband.

Within the Northern Ireland office specifically, we will seek ways to increase the percentage of ethnic minority staff which is currently low (although this most likely reflect the low percentage in the local population) but this is a group which we could target when recruiting. The age profile of staff should continue to be regularly

monitored and ensuring there are no barriers to staff in the 51+ age group. We also will consider opportunities for disabled people to work for the British Council Northern Ireland for example through work experience or internship programmes. Across the global network, there are plans in place to roll out the minority ethnic masterclass model beyond the London office.

4) We will record and monitor annual data on number of reasonable adjustment requests actioned (internally and externally) and in 2017 will look to find the most efficient way of achieving this in collaboration with the British Council Disability Working Group. We will also assess the effectiveness of reasonable adjustments made using a formalised approach.

DIVERSITY STRATEGY

1) We will focus our efforts on increasing the Diversity Assessment Framework score target from 6 out of 10 indicators to 8 out of 10. The next deadline for submissions is February 2018.

2) In British Council Northern Ireland we plan to support the British Council global society agenda work by identifying opportunities from the Northern Ireland equality sector expertise and knowledge which could be of interest to an international audience.

TRAINING AND COMMUNICATIONS

- 1) Further staff training has been planned throughout 2017-18 throughout the UK.
- 2) In the Northern Ireland office specifically the EDI Wider Europe Working group, which consists of 20 EDI representatives from across Europe will meet in Belfast for their forthcoming team meeting. A full programme of EDI related activity is planned and input from Belfast staff will be included..
- 3) We will encourage all staff to create an EDI deliverable in their performance portfolio for 2017-18 find ways to ensure EDI is mainstreamed across the office.
- 4) We will seek ways of further improving communications with staff on EDI updates. As well as the Annual Report, Corporate Plan, dedicated EDI web pages, we intend to meet more regularly with leaders of all SBUs in the Northern Ireland office regarding the impact of EDI on their work programmes in order to re-affirm our commitment to and awareness of EDI responsibilities and Section 75 duties.
- 5) An internal EDI Campaign was launched in September 2016 to encourage staff to see diversity as part of what we do, as opposed to an add-on / extra work. The campaign was:
 - celebratory: sharing best practice and celebrating success (stories out of the latest DAF submission).
 - educational: providing staff with toolkits and resources (e.g living library), and raised awareness of the DAF in order to increase participation. Staff were encouraged to collate evidence throughout the two years before submission, as

opposed to waiting until nearer the deadline.

CONSULTATION

We will consider a more focussed consultation strategy through the use of press releases, direct mail shots and possibly focus groups to groups representing the various categories in Section 75 and will continue to revise our consultation list on a regular basis.

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2016-17) reporting period? *(please tick any that apply)*

Employment

Goods, facilities and services

Legislative changes

Organisational changes/ new functions

X

Nothing specific, more of the same

Other (please state):

PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

1. Number of action measures for this reporting period that have been:

Fully achieved

Partially achieved

Not achieved

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

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

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ	Ensure the Disability Symbol is displayed on all job advertisements to show commitment to employment and retention of those with disability.		As evidenced in recruitment records, this has been achieved.
Regional ^{iv}			
Local ^v	Identify a local 'diversity champion' who can co-ordinate with an established diversity working group to facilitate training, communication, and adherence to EDI principles providing feedback	A dedicated Equality Manager acts as a link between local staff and EDI staff in other offices.	This has enhanced existing support and enabled more regular communication and training for NI staff. This has also enabled tighter monitoring of desired outcomes against

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	to teams locally on disability and EDI organisational and local issues.		targets.
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2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	Disability Action Plan to be included in disability awareness training and equal opportunity diversity training		Increased awareness of issues facing those with disability
2	Ensure EDI Disability Issues are covered with permanent and temporary staff, completing e-learning modules at the initial induction process. Locally, automatically incorporated into permanent and temporary staff induction and currently covered in Induction Health and Safety Training. Extend to all contractors, consultants and interns also.		Raised awareness by incorporating into short term temporary staff and intern/student placement inductions and communication to business partners

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

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	Communications Action Measures	Outputs	Outcome / Impact
1	Mainstreaming Disability and Accessibility Awareness into Event Management - guidelines are circulated to all event management teams.		Increased awareness of measures which can be taken to facilitate participation in events by those with disability.
2	Shared Action Plans with all recruitment managers and teams to help make progress towards achieving disability targets for both new positions, moves or promotions		Monitored progress percentages and target achievement
3	Ensure appropriate and accurate collation of monitoring data UK wide and provide in an appropriate format for reporting and monitoring purposes.		Significant progress has been made in improving the retention and output of data by central HR on an ad hoc basis.
4	Development of more robust systems for maintaining equality monitoring data on internal and external job applicants facilitating easy and accurate retrieval via hub UK systems.		All NI Specific jobs or jobs where there is any potential to be based in Northern Ireland have community background assigned. Production of data by central teams is still much improved and can be retrieved much more easily.

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

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	Encourage others Action Measures	Outputs	Outcome / Impact
1			
2			

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

	Action Measures partly achieved	Milestonesvi / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	As members of the Business Disability Forum communicate more broadly to staff members what this means and what they offer i.e. membership provides; an evaluation of the Disability Standard, consultative advice, tailored training			Members will feed back current issues to the Global Diversity Network who will disseminate this in order to broaden scope for participation by those with disability – job

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	and master classes and a content license for our full range of toolkits available for member distribution.			applicants, staff members, programme users and business partners.
2	Sharing of affirmative recruitment measures/action taken to increase job applications from disabled people by use of specialist recruitment partners.			Limited opportunities to do so due to so few externally placed ads, however we did advertise the post for Chair Northern Ireland Advisory Committee role was placed on the WIPNI and Women on Boards UK websites in an attempt to encourage applications from females in senior positions.

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

	Action Measures not met	Reasons
1		
2		

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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

Feedback from staff, Business Disability Forum, recruiting managers, Diversity Unit and HR department.

(b) Quantitative

Feedback from customers using event evaluation forms.

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

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

No

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			

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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?

No changes to the Disability Action Plan will be made until the existing actions are fully complete

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

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

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

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

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

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