

British Council Northern Ireland



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2020-21

Contact:

<ul style="list-style-type: none">Section 75 of the NI Act 1998 and Equality Scheme	Name: Sarah Brisbane Telephone: 02890 192201 Email: sarah.brisbane@britishcouncil.org
<ul style="list-style-type: none">Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above X Name: Sarah Brisbane Telephone: 02890 192201 Email: sarah.brisbane@britishcouncil.org

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 "Brisbane". The signature is enclosed 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 1 April 2020 and 31 March 2021

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 2020-21, 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: 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. The [British Council's EDI Policy](#) forms the foundation of our approach to EDI and is embedded into all our programmes and practices as an organisation.

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 and activities 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 in 2012. Several recommendations were made, all of which have been actioned. As per last year's report, 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. 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.
- An Evacuation Chair lift is fitted for use throughout the premises and training provided to staff
- 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 are fitted with inductive couplers to assist those with hearing difficulties. Additionally, a text relay service/text phone is available upon request.
- The front door of the building has been fitted with automatic opening to enable ease of access for visitors with disabilities. A security officer has also been employed to reside in the main foyer area and can provide assistance to visitors.
- A defibrillator is installed in the office and a selection of staff has undertaken training to enable them to use it.

We are working with the Global Estates Team and Disability Action NI to ascertain if an accessibility audit of the premises is required on return to office working in the coming months. We have very robust Covid processes and have carried out risk assessments across all of our UK properties which has meant staff access is withing a risk mitigation framework with the majority of staff still working from home **British Council Northern Ireland Work**

The British Council builds connections, understanding and trust between people in the UK and other countries through work across our three pillars of arts and culture, education and the English language.

We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world.

We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

We work on the ground in more than 100 countries. In 2020-21 we connected with 80 million people directly and with 791 million overall, including online and through our broadcasts and publications.

COVID-19 has had a huge impact on the British Council's international operations in 2020-21 with loss of commercial income and a rapid shift to online classes and events which has resulted in significant changes to our ways of working.

1) EDUCATION

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 through Global Learning - 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.

Schools Online - 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 Schools Online 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 inter-cultural understanding.

Mandarin Speaking competition - an annual competition, 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. The third Northern Ireland heat of the Mandarin speaking competition was held at the end of 2020 and resulted in a number of pupils from Northern Ireland going forward to the UK heats. This in turn resulted in a pupil from Northern Ireland winning the UK intermediate category.

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.

We believe that engaging the UK sector in working with policy makers and practitioners and their counterparts in other countries strengthens both nations.:

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

[Going Global Conference](#): each year leaders in higher education, business and government attended the British Council's annual Going Global conference. Over 85 countries are represented by delegates, including vice-chancellors, pro vice-chancellors, and government

ministers. The conference was cancelled in 2020 due to the Covid pandemic.

Education Dialogues: is a series of events happening around the world which brings together policymakers 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 connections, understanding and 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.

[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 [International Mobility](#) 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.

Some of the more popular outward 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).

TURING SCHEME

The [Turing Scheme](#) is the UK government's global programme to study and work abroad. The scheme provides funding for international opportunities in education and training across the world.

Eligible organisations can apply for funding through the Turing Scheme for projects that offer the opportunity to study or gain work experience abroad for the 2021-22 academic year.

SCIENCE

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

Youth and Skills

Our work in youth and skills 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.

Examples include:

Future Leaders Connect

[Future Leaders Connect](#) is the global network for emerging policy leaders aged 25-35 from Northern Ireland to take part in a global 6-week online policy and leadership programme, spanning 10 countries (Ethiopia, India, Indonesia, Kenya, Morocco, Nigeria, Pakistan, Poland, Ukraine and the UK).

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. In Northern Ireland we have been exploring the

international dimensions of peacebuilding 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 an 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.

British Council is a major partner in a number of festivals that occur in Northern Ireland throughout the year such as the Belfast International Arts Festival, and Outburst Queer Arts Festival.

3) ENGLISH and EXAMS

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 2020-21 (*or append the plan with progress/examples identified*).

General:

➤ **JAM Card (Impact: Disability & Social awareness raising)**

British Council Northern Ireland is a JAM Card Friendly Organisation <https://jamcard.org/>. The JAM Card is a social innovation from the NOW Group (an organisation that supports people with learning difficulties and autism into employment). We are committed to showing people with learning difficulties and communication barriers that as a JAM Card friendly organisation we will give them a little extra time and patience in customer service situations. We used our website and social media channels to widely promote our membership of this initiative.

➤ **Time to Talk Day (4 February 2021)**

Time to Talk Day is one of the biggest days in the mental health calendar and provides a chance for all of us to be more open about mental health – to talk, to listen, to change lives. To mark the day the Northern Ireland office were invited to take part in this [Time to Talk Day 2021 Quiz](#) and staff attended a Mindfulness session followed by an informal chat for people to ask questions and share experiences of using mindfulness to support positive mental health..

To mark the day, the organisation launched a new self-access mental health awareness course which incorporates awareness raising of the signs and symptoms of mental health problems, the most common mental health problems and the importance of breaking down the stigma that is often associated with mental ill health. Since then, there has also been a drive for volunteers to take part in Mental Health First Aid training at a corporate level to increase the number of trained mental health first aiders throughout the organisation.

➤ **LGBTQIA+ community for British Council colleagues**

The British Council prides itself on both its cultural relations and inclusion agenda, and one of the ways to incorporate this into our working life is the setting up a new voluntary led Lesbian, Gay, Bisexual, Transsexual, Queer, Intersex, Asexual, Other (LGBTQIA+) group. **LGBTQIA+ Community** aims to support colleagues identifying as LGBTQIA+ no matter where they live and work by fostering a support network and by raising a voice for LGBTQIA+ issues within the British Council. The group welcomes participation from all British Council LGBTQIA+ colleagues and allies. Each region has a regional lead who organises events and social meet-ups locally.

➤ **Disability Advisory Panel**

The British Council Disability Advisory Panel is made up of people with significant personal and professional experience of disability and act as a 'critical friend' to the Diversity Unit and other teams on request.

Two representatives from Northern Ireland sit on the panel: Equality Manager for Belfast Health and Social Care Trust and Employment Advocacy Officer at

Disability Action. Both have great direct and indirect experience with disability and their areas of expertise are really broad. Further information about the Disability Advisory Panel can be found on our internal intranet.

➤ **Employers Network for Equality & Inclusion (enei)**

In February 2021, the British Council UK subscribed to membership of the Employers Network for Equality & Inclusion (enei) 'the UK's leading employer network covering all aspects of equality and inclusion issues in the workplace'.

Whilst for cost reasons our membership is UK rather than global many of the resources available will have international applicability. Any staff member can sign up for access to a range of webinars and other online events.

➤ **Business Disability Forum**

British Council (via the Wellbeing team) is a member of the Business Disability Forum, another fantastic resource. It's a not-for-profit membership organisation that 'exists to create a disability smart world by linking businesses, disabled people and government.' The website hosts a knowledge hub, resources and toolkits and a regular events calendar which staff can access.

➤ **Disability Confident Employer**

The British Council is a Disability Confident Employer which provides a step towards increasing the low numbers of disabled people within the organisation by helping us recruit and retain disabled people and people with health conditions for their skills and talent.

A self-assessment template and a matrix have been completed by colleagues in the Diversity Unit and HR with the support of the Disability Working Group.

➤ **EDI Toolkit & Microsoft Teams EDI page (Impact: Training and Awareness raising)**

An EDI toolkit has been written for all Northern Ireland 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 continues to be updated on an ad hoc basis. All EDI related documents are also saved in a dedicated folder of the recently created EDI Teams group for easy access by all Northern Ireland staff. EDI notices and important announcements are also posted to this page for the benefit of all Northern Ireland staff.

➤ **Northern Ireland EDI working Group**

To ensure a co-ordinated and joined up approach to EDI across the Northern Ireland office, an EDI Working group was created in 2019 and has been very active throughout 2020/21. 7 representatives from across a range of departmental units sit on the working group, which meets monthly. An EDI action plan and wellbeing plan has been devised and the group is responsible for highlighting and celebrating international diversity days.

The main objectives of the group are to:

- Further develop an inclusive organisational culture and facilities, based on the corporate [EDI Strategy 2021](#)
- Feed into teams' Diversity Assessment Framework (DAF) submissions
- Offer professional development opportunities in capability and leadership through EDI related training

➤ **Mental Health Charter & Every Customer Counts**

British Council NI is a signatory of the *Mental Health Charter* for Northern Ireland employers and service providers. The Charter, jointly produced by the Equality Commission, Action Mental Health, Disability Action, Mindwise, Mental Health Foundation and Inspire provides a framework for working towards mentally healthy workplaces. As signatory to the Charter and its 5 commitments we undertake to promote positive mental health initiatives which will be beneficial to the organisation, employees and the whole community in Northern Ireland. As part of the Charter is it our intention to arrange for disability work shadowing opportunities in 2021/22.

➤ **Staff Wellbeing Strategy**

British Council Northern Ireland has embedded several initiatives to address the issue of staff wellbeing, particularly during the period of remote working during the Covid pandemic. We currently participate in the Northern Ireland Chest Heart & Stroke Association (NICHS) [Well Team](#) programme. A Wellbeing survey took place for all Belfast staff in Spring 2020. Results of the survey were based around 4 areas of focus:

- personal health (provision of health checks, advice on nutrition and physical activity)
- psycho-social (focus on mental health/stress)
- physical environment (office temperature, back pain)
- community involvement (initiatives which allow staff to participate in community-based activities)

The survey will be repeated again in 2021/2 to monitor improvements.

A 3-year Wellbeing Plan has been devised based on the survey results. So far it has included:

- Delivery of webinars by NICHS on a range of wellbeing topics – healthy eating, sleep and physical activity, stress

- Bite-sized videos were available for staff on a range of wellbeing topics throughout autumn/winter 2020
- Series of 'Wellbeing Wednesdays' – staff were invited to take time out each Wednesday to focus on their mental health, read about a range of wellbeing topics, watch videos about wellbeing topics and mindfulness.
- Physical challenges - a walking challenge took place during Sep-Nov 2020 where a combined total of 1300 miles were walked. A [Step Challenge for NI Cancer Focus](#) took place in spring 2021 to raise money for local cancer patients. Staff walked or ran a combined 2.7 million steps within one month.
- Local community volunteering opportunities were offered to staff eg the opportunity to volunteer to become a disability advocate via the [Disability Action Oneside Project](#) (one member of staff participated). More initiatives are being considered.
- Two-day Health Champion training took place for members of the EDI working group via NICHS in autumn/winter 2020
- Nomination of mental health champion who has been trained in Mental Health First Aid by NI Chest Heart & Stroke Association (NICHS)
- Staff advised to take British Council training on Manual Handling and Safety & Security (re sitting posture)
- Staff were invited to submit their personal Wellbeing techniques and ideas. These were collated and discussed at our October 2020 staff meeting as a way of providing ideas to others on how to maintain positive wellbeing. A non-prescriptive list was circulated to staff.
- A range of Wellbeing resources are shared on our EDI teams folder, including signposting to local services
- Local online events and information on mental health/wellbeing were shared on Teams
- Marking of Mental Health Awareness Week 10-16 May with the theme of 'Nature'.
- Mental Health Matters Teams peer-to-peer support group for UK staff
- Secret Santa charity donation to NICHS

The British Council's wellbeing resources were shared widely with teams, including :

- Employee Assistance Programme
- British Council Wellbeing Playbook – useful exercises to help change your habits and focus your energy on improving your own wellbeing from one-off activities to building daily habits and routines around the following:
 1. Stress Management Techniques
 2. Wellbeing, Happiness & Positive Mental Attitude
 3. Resilience
 4. Communication & Assertiveness
 5. Time Management & Prioritisation

- Looking after Yourself and Others section of the UK Covid-19 page
- British Council Keep Well campaign
- British Council Wellbeing Toolkit for Line Managers

All documents are accessed via the British Council's Wellbeing sharepoint folder.

- **'Every Customer Counts' Commitment**

British Council Northern Ireland has signed up to the Equality Commission's '*Every Customer Counts*' Commitment which demonstrates our commitment to promoting accessible services to our customers and that we welcome reasonable adjustment requests. We completed a self-assessment tool to establish how open our services currently are to disabled people and identify how we could make improvements.

- **Marking of International Days:**

- **LGBT History month (February 2020)**

To mark [LGBT+ History month](#) the latest edition of [#FiveFilmsForFreedom](#) went live on 17-28 March. Staff celebrated diversity in solidarity with countries where equal rights are limited by watching five short films that focus on [#LGBTIQ+](#) experiences. Films can be accessed here: <https://film.britishcouncil.org/about/work/fivefilmsforfreedom>

A staff member [penned a deeply personal and eye-opening account](#) of his own experience growing up in Northern England as a gay man in the 1980s.

On 24 February, staff attended an event entitled ***Queer Art – celebrating and learning from LGBT+ artists*** when a panel of external speakers shared their personal stories, celebrated LGBT+ identities, and discussed the power of art to connect, challenge and inspire.

Staff also contributed to a **virtual book club** of queer literature to share with colleagues.

- **IDAHOT (International Day Against Homophobia, Biphobia and Transphobia) (17 May)**

Staff were invited to commemorate the annual IDAHOT day with a reminder that the issue of sexual orientation and gender identity (SOGI) matters deeply for sustainable development because it is about fighting discrimination and promoting social inclusion and is key to ending poverty and building shared prosperity. Staff were invited to:

- Watch this [video](#) to understand more about diversity at work and this [video](#) on why LGBTI inclusion matters

- Refresh their knowledge about the [British Council's EDI Policy](#) and resources on EDI (shared on our sharepoint)
- Enjoy some [book reviews](#) shared by our Literature team

- **Black History Month (October 2020)**

In celebration of [UK Black History Month 2020](#) (BHM), a global **BHM Engagement Week** took place during **12 – 16 October** during which a range of internal activities and events took place to acknowledge the contribution and celebrate the achievements of black people. This year, colleagues had the opportunity to contribute to and learn from discussions on anti-black racism and decolonisation as well as join a fun quiz at the end of the week. During the week, staff heard from Coventry University academics on the theme of decolonisation and who provided an insight into why and how the Coventry University locates itself in the growing decolonisation discourse, including the outcomes they are working towards. Staff also heard from FCDO Director of Communication Helen Bower-Easton CBE who chaired a panel of Black British experts in the Creative Arts and British Enterprise International hosted a panel of senior black men and women in the international development sector as they shared their career journeys in this sector including experiences, challenges and career progression insights.

- **International Day of People with a Disability 2020 (3 December)**

This year's [International Day of People with Disabilities](#) theme 'Not all Disabilities are Visible' focused on spreading awareness and understanding of disabilities that are not immediately apparent, such as mental illness, chronic pain or fatigue, sight or hearing impairments, diabetes, brain injuries, neurological disorders, learning differences and cognitive dysfunctions, among others.

To mark the day, the EDI Group shared with Northern Ireland staff a useful document which gave details of **acceptable disability language and etiquette and common disability symbols** and their meanings. We also invited staff to attend the Dept for Communities [Online Event to Celebrate International Day of Persons with Disabilities - 3 December 2020, 14.00-15.00](#) and a PCS webinar on neurodiversity awareness. We also shared the British Council Northern Ireland Disability Action Plan 2020-2025 and reminded staff to record all requests for reasonable adjustments for events or from staff in our [Reasonable Adjustments Log](#).

Corporately, the organisation ran an **International Day of Persons with Disabilities Campaign** which was hosted by the Disability Summit Working Group, with support and involvement from the Diversity Unit. Staff were encouraged to visit the Cultural Engagement's team dedicated SharePoint page to find out more about the events and activities that took place and discover the resources which the working group have collated including the **Disability Campaign Resources** page which includes some suggested resources about disability for learning and development. Our **Disability Facilitators** published an article around our new inclusive corporate value called [Things have to change now for disability inclusion](#) – 10 actions for communication.

We also shared resources on how to best support disabled artists & audiences & encouraged staff to sign up to the [@DisArtsInt](#) newsletter: <http://bit.ly/2qQperY> #disabilityartsinternational #IDPWD

- **World AIDS Day (1 December)** - to mark the day, the British Council re-launched its HIV/AIDS policy. HIV/AIDS is recognised from the point of diagnosis as a disability under the GB Equality Act 2010 and therefore is covered as one of our six priority areas.
- **International Day of Older Persons (1 October)** - as age is one of our 6 EDI focus areas, we circulated a resource pack to support colleagues across the organisation to engage with this EDI area which is also available on our intranet site.
- **International Womens' Day (8 March 2020)**

To mark IWD in the Northern Ireland office, staff were invited to take part in a QUIZ: [British Council NI International Women's Day Quiz 2021](#).

Globally, the British Council held various activities, including several events for colleagues. The British Council Gender and Inclusion team hosted a **Global Women in Leadership Marketplace** all-day webinar for staff to 'drop into' throughout the day and join one of the respective sessions. Colleagues and teams from around the world (including the UK) told their stories and provided practical examples about women in leadership and the impact this has had.

UK staff also took part in a **Journeys to Leadership** talk during which one of our senior female colleagues shared her experiences and challenges of being a woman in a leadership role.

Staff were also invited to explore the Inclusive Communities intranet page and our [Empowering Women and Girls website](#).

- **World Mental Health Day – 10 October 2020**

To mark the day, several staff attended a 1-hour session entitled "**Being Kind To Yourself During Difficult Times**" which was run by the Suicide Prevention Development Officers in the Northern Area who invited people to take an hour out of their schedules and practice and explore self-care. A range of local mental health resources was shared with staff.

- **Living Library**

The British Council's Living Library is designed to promote dialogue between staff and encourage them to learn from and understand each other and engage directly in our rich diversity in a very direct way, led by what we are curious about and interested in. The library provides an excellent opportunity for intercultural learning and understanding of our incredible diversity. Staff may

never have spoken in any detail to someone with particular experiences, or from a particular cultural or linguistic group. 'Living books' are given by members of staff who relay stories or accounts of their lives and backgrounds (or aspects of them). This includes their experiences, knowledge, struggles, achievements, interests, perspectives and aspects of their identity.

Staff Training

In addition to the various Wellbeing training delivered by Northern Ireland Chest Heart and Stroke Association during the year (see above), the following training was delivered to staff:

- **Staff talk – 'From Diversity to Inclusion' with Dr Michael Wardlow, ex Chief Commissioner, Equality Commission NI**

The session was very well received by the Northern Ireland team. Michael spoke from a Northern Ireland perspective about unconscious bias, perceptions, identity, the importance of diversity and inclusion in our ethos and culture, and how we move towards becoming a truly inclusive workplace.

- **Staff Talk – Gender in schools in Northern Ireland led by Matthew McDermott, Head of Equality and Human Rights at the Education Authority.**

Matthew outlined key EDI issues in schools in Northern Ireland with a specific focus on gender (particularly transgender) followed by time for questions and discussion. Matthew spoke about the [Transgender Guidance for schools in Northern Ireland](#).

Three members of the British Council's Diversity Unit also attended the session which helped provide important insight which fed into the formulation of the British Council's Transgender and Intersex Guide.

- **UK Virtual Gender Training**

Four members of the Belfast office attended a 3-day workshop To provide participants with an improved understanding of the drivers and impacts of gender inequality and how to integrate gender in to programme design, delivery, monitoring and evaluation. The workshop covered: understanding gender, the impact of gender inequality, tackling gender inequality (the policy framework), gender transformative policies and programmes, gender risks and myths, undertaking a gender analysis, integrating gender into the programme cycle and monitoring/evaluation and action planning.

The following additional training sessions were also available to all UK staff throughout the period:

Monthly Greenwich Cafés - an open and informal space to learn more about the progress of the organisation's anti-racism programme and participate in vibrant discussion on related topics. The café sessions keep the spirit of

conversation, reflection and inclusiveness to model the culture change we want to see.

Equality, Diversity and Inclusion during Covid-19. This event was part of a series sponsored by our Senior Leadership Team and gave us the opportunity to hear and learn from each other in solidarity and support through a challenging time.

EDI Journeys to Leadership talks – senior members of staff gave an overview of their varied careers and talked about working remotely, the skills developed since joining the British council, and how stress and mental health affects work.

Mr George Floyd – Open forum discussion – an opportunity for staff to discuss and reflect on the murder of George Floyd.

Mental Health and Building Personal Resilience - a Global Live Event - Dunkley, the founder of [FD Consultants](#), a global psychological health consultancy, talked about stress, the impact it has on us and how we can manage it, and shared insight into how we can build resilience, so that we can adapt to difficult situations and protect our mental health. Fiona is an accredited psychotherapist, trauma specialist, trainer and mediator.

Global staff talk by our Chairman, Stevie Spring about looking after our mental well-being - about how we look after our own and each other's mental well-being during particularly challenging times. Our Chairman, Stevie Spring, who also Chairs the UK's largest mental health charity, [Mind](#), led the discussion and answered questions. Stevie shared some practical tips on coping with the mental health impacts of the Covid-19 pandemic and some of the learnings from Mind's research on what's working and what's not, in the new world 'workplace'.

As part of Black History Month (BHM): interactive Diversity Unit discussion with a focus on anti-black racism – staff shared views and experiences, questions, challenges and provocations as part of the ultimate aim of combatting and dismantling the global prevalence of anti-black racism and also, helped identify practical steps to combating globally pervasive racism.

Decolonisation in Higher Education – a conversation with Coventry University academics - aimed to enhance our understanding of decolonisation work in Higher Education in the UK through a partner involved in exciting related research and projects.

Using the Gender Appraisal Form for all project and programme opportunities to learn more about the requirements - staff learned about the purpose and advantages of using the recently modified British Council Gender Appraisal Form including guidance on how to use this tool accompanied by practical details to clarify who should be responsible for completing it, and where to consult the Gender and Inclusion team for review and advice.

How is disability understood in different countries? – including the different ways in which disability is understood in countries and the contexts in which we work, especially thinking about less visible disabilities. By sharing our understanding, it helped us to open conversations about disability in British Council and include more disabled people's voices and experiences in our work and as an employer.

FCDO CSSF Gender Strategy - FCDO Gender advisors and Head of Gender and Inclusion British Council spoke to staff about the FCDO's priorities on gender equality.

➤ **External Monitoring**

We conduct monitoring of programme participants from the protected characteristic groups who take active part in programmes and activities offered by the British Council Northern Ireland (Language Assistants, IAESTE, Connecting Classrooms, Study USA, Mock Council of the European Union) and compare the results against a range of benchmarks, including Census data.

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, providing an opportunity to find ways to target boys in our programmes.
- 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 under-representation.

➤ **Internal Monitoring**

The UK Global Network Group (which includes a smaller team in the Northern Ireland office) conducted a group wide staff monitoring exercise for the first time in 2020, and was one of the first teams in the wider UK British Council to do so. Equality monitoring data on staff was captured, analysed and benchmarked, and presented to the wider team at a Teams event on 10 December. The Northern Ireland experience in equality monitoring was presented as a case study of good practice and the wider UK team learned about the Northern Ireland legal equality monitoring requirements and our experience in monitoring of programme participants. There was then a series of deeper dive sessions throughout January and February for staff to work in smaller groups to analyse the data and provide ideas and suggestions on how to address under-representation of our staff across the protected groups. This led to the formulation of a the Group's UK EDI action plan to be rolled out over the next two years.

ARTS:

EDI Arts Focus on the British Council Digital Collaboration Fund

The global pandemic forced Arts organisations across the world to rethink how they design and deliver their creative outputs and gave urgency to inventing dynamic and innovative ways of working. The British Council's Digital Collaboration Fund was an open funding call of over £1.2m to enable creative and cultural organisations in the UK and selected ODA countries to work together to devise new ways to reach audiences in virtual spaces. Over 100 colleagues in our global Arts network worked together to develop and deliver the Fund to create this opportunity for mutual learning and benefit through Art. 34 projects selected will be producing work between now and the end of December 2021. From Northern Ireland we have two exciting projects for which both also connect and crosscut with our EDI themes:

Bounce Culture received a research grant to work alongside the Black Box Belfast to develop a digital project with Curator & Researcher Jepkorir Rose Kiptum, based in Nairobi, Kenya. Entitled SoLab, the project will involve designing and building a digital platform to create and host online spaces for artists living in Africa and from the African Diaspora (AAD) to imagine, discuss, develop, and audition ideas through projects and make connections with Northern Ireland to amplify work from Sub-Saharan Africa.

SoLab is a culturally responsive project that will design and build the digital platform to create and host online spaces for artists living in Africa and from the African Diaspora (AAD) to imagine, discuss, develop, and audition ideas through projects. The R&D phase will see us partner with Maasai Mibili to commission new artwork between artists based in Kenya and Northern Ireland (NI) as well as identifying software engineers and web designers.

SoLab will be interdisciplinary, supporting cross pollination of Music, Visual Art, Film, Dance, Literature, Theatre. This project will allow space for positive mental wellbeing through a lens of creativity and cultural identity, inspired by the movement of Afrofuturism that connects African ancestry, technology, innovation, and creativity. Funding offers an exciting opportunity to catalyst this vision by prototyping the concept, and testing the mechanism of working, creating a collaboration between Kenya & NI. Activity will include identifying suitable artists through partnerships between lead organisations, commissioning new work with performance to be recorded, filmed, and photographed in Nairobi and Belfast. Learning will be key to informing the next phase of the project, lead by key findings, feedback and evaluation.

The objectives of the Solab project are to:

- Create a platform for artists from AAD to connect, freely create and express themselves in a unique space

- Promote opportunity for artists from AAD to further engage with their community and cultural heritage
- Foster positive cultural identity and mental wellbeing amongst the creative BAME community
- Build audiences, increase awareness and understanding of the breadth of culture within Africa and the Diaspora

Kwa Daniels, Founder of Bounce Culture, said: “With the success of our partnership with the Black Box NEO NEO project, we wanted to expand our work internationally, and in March 2020, got the chance through a research opportunity to Ghana and Kenya with the British Council. This was a chance to find out more about their arts and culture scene and connect with other Arts organisations. Unfortunately, due to Covid-19 this was cancelled, but we still wanted to find a way to build these connections virtually, so applied for this collaboration grant.” Kwa hopes the Digital Collaboration Fund and created platform will help champion African culture and talent and shine a light on black culture here in Northern Ireland.

He said: “With lockdown happening worldwide and events such as the death of George Floyd and the Black Lives Movement, you had nowhere else to look – and it showed there was a lack of value for black lives. We therefore wanted to do something that championed black culture and talent, while connecting the African diaspora - helping Northern Ireland look outwards and see that we can connect on an international level.”

Our second Digital Collaboration Fund project is being developed by **Outburst**, who received the a grant for research and development, will work alongside LGBTQ+ Arts organisations in Brazil (RISCO Festival) and Argentina (CasaBrandon, a LGBTQ+ Arts venue) on a digital project around ‘Translating Queerness’. This will build on their previous work with the British Council, exploring what ‘LGBTQI+’ and ‘queer’ means to artists and audiences around the world. Over the last five years, this has involved residencies, tours, artist exchanges, collaborations and programme networking across the continents of the Americas – and, more recently, in the Middle East and North Africa. This new project will be part art, part toolkit and part excavation project.

Through Outburst’s work there were several issues and themes that arose:

- Challenges of the translation processes
- Cultural translation of queer terminologies
- Deconstruction of English as a hegemonic language
- Translation as a tool for access and mutuality in cultural enrichment.

In addition, the process of "translating queer life" into digital, presents the challenge of migrating encounters usually based on physical presence - and shared spaces of trust - to the online world. This has practical technological implications, but also ethical and aesthetic potentials that Outburst wants to explore. The collaboration will consist of a series of digital events reflecting on the potential and challenges of cross-cultural experiences in queer arts between the UK and the Americas, focusing on the layers of translation involved; linguistic and cultural translation followed by the study of a translation process

key to the sharing of artwork and survival of the arts. From face-to-face organic exchange of knowledge and experience to the digital environment and its numerous possibilities. This responds to the Covid crisis but the digital - as medium but also a language - is here to stay. Workshops will support R&D of exchange projects focused on these topics, resulting in commissioned experimental digital works, with artists (English, Portuguese, Spanish, Irish and native languages speakers) that will present their diverse creative and social visions. Both the research and the commissioned works will be included in the programming of the three partner festivals and extensions throughout the year, and mirrored on the Outburst Americas website platform.

Speaking about the partnership, Artistic Director of Outburst, Ruth McCarthy said: “This project with our partners in Brazil and Argentina has been two years in the making. Having already done a lot of work in the Americas we had reached a critical point where the next step was more collaborative work – and digging a little deeper. With this funding, we now can be more ambitious about what we want to do and really champion the international development of queer art.”

EDUCATION:

➤ **Inclusive Education Practices**

In the Education team, the British Council has been working to mainstream principles of inclusive education in programmes and projects across our schools’ work and in our Continuous Professional Development Framework approach. Our aim in implementing inclusive practices in education is to contribute to supporting more inclusive education systems through transformational approaches that can make positive change based on a belief that every classroom and learning situation should be an inclusive one enabling and ensuring quality education for all.

We have a range of courses, resources and materials created for education projects for colleagues to use in supporting inclusive education. These include:

- A system level inclusion audit tool, completed by our publications: [Unlocking a World of Potential - Core Skills for All](#), and [Creating an inclusive learning experience for English language learners with specific needs](#);
- The [SEN \(Special Educational Needs\) Policy Toolkit](#), which outlines the British Council’s key messaging around the education of children and young people with additional needs and includes a range of materials that facilitate understanding and discussion of access and engagement, enablement and empowerment, and the social versus medical model;
- [the inclusive pedagogies course](#);
- Our [Teaching English Special Educational Needs modules](#), with self-access versions free for all British Council staff;
- The dedicated page on [inclusive practices](#) available on our Teaching English website.

Two professional development workshops took place this year in Northern Ireland as a follow-up to the visits which took place. Due to COVID-19, these took place online. Numbers attending online greatly increased on previous numbers; 184 over two events compared to 49 over two events in 2019/20.

Wednesday 10 March 2021 – workshop focusing on **LGBTQ+ Inclusion in schools**, led by the teachers who travelled to the San Francisco Bay Area in February 2020. 52 participants registered to attend.

Thursday 11 March 2021 – workshop focusing on **SEN/Inclusive Education**, led by the teachers who travelled to Vancouver, Canada in February 2020. 132 participants registered to attend.

➤ **Mandarin Speaking Competition (Impact: Ethnic minorities language learning)**

This year's *Mandarin Speaking Competition* went digital, with heats taking place online. Numbers this year were reduced, which is thought to be due to Covid-19 and pressures in schools of remote teaching. A total of 63 applications were received UK-wide, of which two were from Northern Ireland. Ballymena Academy and Lumen Christi College will compete in the closed online heats in March, before an online final and celebration event will be hosted in May. The entrant from Ballymena Academy went through to the final, however did not win their overall category, competing against strong competition.

➤ **Arabic Speaking Competition 2021 (Impact: Ethnic minorities language learning)**

This year, the British Council also held its first Arabic Speaking Competition on 21st May, which had 50 UK-wide entrants from native and non-native-speaking backgrounds. Contestants had to answer questions and give presentations on a range of topics, with both Friends' School Lisburn and Methodist College Belfast entering pupils to the competition.

➤ **Irish Language Assistants (Impact: Good relations)**

The Language Assistants Team ran a more targeted campaign to recruit ILAs in Q1 of 2020/21 by contacting schools which had previously applied for an ILA but we received no interest due to school closures as teachers were focussing on online teaching.

For the 2020/2021 English Language Assistants application process, the Team fundamentally reviewed the programme's essential criteria for applicants in collaboration with the British Council's Diversity Team. The review was conducted along with the British Council's EDI policy to become more inclusive as a result of societal changes:

Some key changes have been:

- We no longer use “Applicants must have native English”
- We are encouraging applicants from a more diverse academic background and not just candidates who have a third level HE qualification
- Not just UK and Irish passport holders are accepted but for some countries other EU passport holders (in agreement with our overseas partners)

➤ **IAESTE (Impact: Inclusion and Diversity)**

IAESTE has made a significant contribution this year to widening participation through our support of the iEngage programme at Queen’s University Belfast. We have been able to attract students from across the world who otherwise would perhaps not have been able to undertake an internship in NI, due to the high cost of travel, visas etc. This remote programme overcomes some of the obstacles/barriers to participation that are present in physical placements. Through iEngage we have been able to connect NI to a diverse group of 13 students from 12 countries including Qatar, Chile, Syria and Iran.

➤ **Study USA Programme (Impact: Inclusion and Diversity)**

The Study USA programme was postponed for 2020-21 due to the Covid pandemic.

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2020-21 reporting period? (*tick one box only*)

Yes X No (go to Q4) Not applicable (go to Q4)

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 2020-21 reporting period? (*tick one box only*)
- Yes, organisation wide
 - Yes, some departments/jobs
 - No, this is not an Equality Scheme commitment
 - X No, 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 Opportunities and Diversity Monitoring Form for applicants applying for posts that have the potential to be based in the Northern Ireland office whereby applicants are encouraged to 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.

An additional section is attached to the British Council application form for internal and external vacancies. This section states that the British Council operates a Guaranteed Interview Scheme for disabled applicants who meet the essential criteria for a vacancy. All disabled applicants are asked to confirm whether reasonable adjustments are required (and to specify the nature of those adjustments) at application stage.

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.

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 2020-21 reporting period? (*tick one box only*)
- Yes, organisation wide
 - Yes, some departments/jobs
 - No, this is not an Equality Scheme commitment
 - No, this has already been done
 - Not applicable

Please provide any details and examples:

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. In general, senior managers champion EDI, promote the merits of a good work-life balance and initiate activities to back this up. SLT must have an EDI deliverable in the performance plans.

All staff are also encouraged to dedicate a performance management objective 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 EDI 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, Disability Action have supported 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.

The British Council Disability Working 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.

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.

6 In the 2020-21 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? (*tick all that apply*)

Yes, through the work to prepare or develop the new corporate plan

Yes, through organisation wide annual business planning

Yes, in some departments/jobs

No, these are already mainstreamed through the organisation's ongoing corporate plan

No, the organisation's planning cycle does not coincide with this 2020-21 report

Not applicable

Please provide any details and examples:

As part of Strategy 25, we undertook a review of our values in 2020/21 to ensure that they aligned with the new vision, purpose, strategic pillars and offers. Our values must help us create the culture we need to deliver effectively. This has become even more important as we face challenges that we couldn't possibly have imagined this time last year.

The British Council's new three corporate values are at the heart of what we do and how we work. They are: 1) We are open and committed: Our belief in what we do translates into a deep and long-term commitment to the people we work with and the places where we work. We tackle challenges and take responsibility with openness and honesty to bring about positive change 2) We are expert and inclusive: Inclusion is at the heart of everything we do. By involving everyone in the conversation we learn from each other and bring together all of our experience, knowledge and expertise to do the best work that we can. 3) We are optimistic and bold: We believe in the potential of young people to create a better world. Inspired by this optimism, we are positive and creative, and we focus on what works. We are not afraid to make bold choices to shape a better future for everyone.

The development of the new values involved everyone. We ran a Values Team Talk session for colleagues in January 2020, led by line managers, as well as a number of webinar sessions that everyone was invited to join. Across the network, more than 2,000 colleagues took part.

The British Council's [Corporate Plan](#) outlines the organisation's commitment 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, Cultural Engagement, 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 UK DAF target for 2021 is four out of six (an increase from our 2020 target of four out of ten).

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

We have adopted more flexible deployment to broaden opportunities for locally appointed staff and maximise the diversity of our workforce. This included a transition for all staff at senior management level to a single SMT payband 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 mainstreamed into our Northern Ireland Country Plan. The Annual Corporate Plan outlines targets, successes to date and proposed outcomes against targets

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 affects 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 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 promote 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 2020-21 reporting period, please indicate the **number** of:

Actions completed:	1	Actions ongoing:	14	Actions to commence:	
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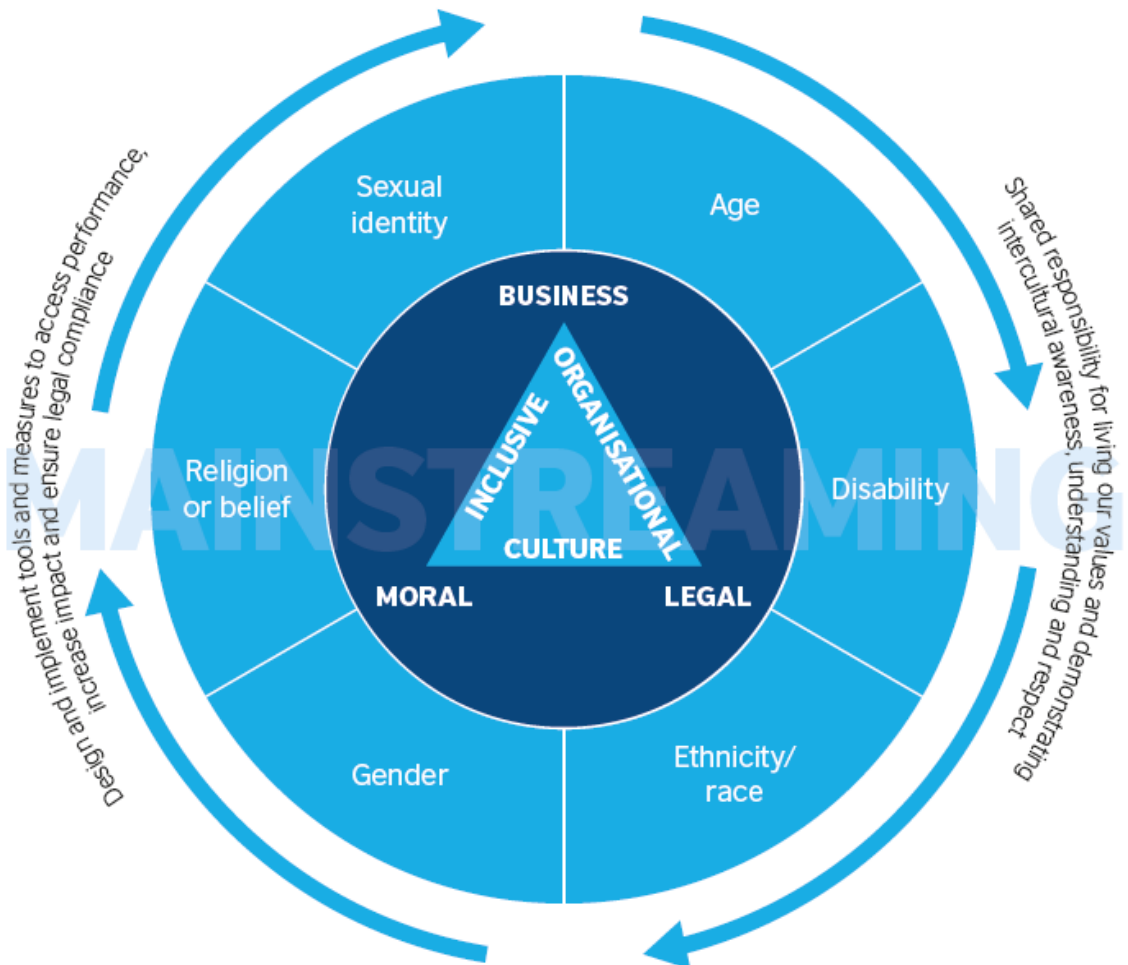
Please provide any details and examples (*in addition to question 2*):

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” is used by all staff to integrate EDI into everyday work, split by job type. See appendices
- A “Guide to Mainstreaming Equality and Diversity in Project Development and Delivery” is used by 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 (see appendices)
- For smaller one-off events, we use the checklist entitled “Questions to Support Inclusive Activities” (see appendices)
- EDI is further mainstreamed into event management using an accessibility checklist (see Appendices). 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 Interpreter. In addition, 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.
- Brand guidelines ensure documents and formats are fully accessible.
- Staff are encouraged to have an EDI objective in their performance portfolios (this has become mandatory for SLT) and a bank of example deliverables has been circulated to all Northern Ireland staff together with a self-assessment checklist
- Ongoing EDI training is rolled out annually

- Screening of all new or significantly amended policies and case studies are circulated
- Web accessibility guidelines in use: [Web Accessibility Guidelines](#)
- We have created an EDI checklist for Northern Ireland staff which captures all routine EDI related activity to adhere to in all aspects of their work.

Our mainstreaming chart which forms part of our EDI strategy is as follows:



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

The British Council's global people data system **MyHR** is a centralised, global database for all of our HR information and includes instant access to accurate and up-to-date information supported by simplified and standardised processes. MyHR also gives us a clear picture of our global workforce and ensure all our HR work is delivered in a secure, compliant and risk-controlled manner. The new system enables users to:

- access, update and manage personal data securely
- book and manage leave easily

- search for colleagues, see the organisational structure and access accurate, up-to-date data in real time
- access the Employee Service Centre (AskHR) for HR advice and system issues
- receive timely automated reminders and guidance relating to specific global processes
- any time access via the MyHR mobile app

Steps are continually taken to encourage staff to complete their personal data on the myHR 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. **NOTE: The MyHR database does NOT contain data on community background for Northern Ireland staff. Community background data is requested on an adhoc basis from our HR department and stored securely in a protected file. Only the Equality Manager has access to this data and therefore staff are unable to view or change it.**

The Global Network Group (of which several Northern Ireland staff are part) piloted an equality monitoring exercise in 2020/21. Equality monitoring data on staff was captured, analysed and benchmarked, and presented to the wider team at a Teams event on 10 December. The Northern Ireland experience in equality monitoring was presented as a case study of good practice and the wider UK team learned about the Northern Ireland legal equality monitoring requirements and our experience in monitoring of programme participants. There was then a series of deeper dive sessions throughout January and February for staff to work in smaller groups to analyse the data and provide ideas and suggestions on how to address under-representation of our staff across the protected groups. This led to the formulation of a the Group's UK EDI action plan to be rolled out over the next two years and it will be extended to include monitoring of UK programme participants (as per Northern Ireland). Other UK teams are now following the lead of the GNG team and will conduct similar monitoring exercises in the coming months.

3) EDI Working Group to meet once per month to further develop an inclusive organisational culture and facilities, based on the corporate EDI Strategy and ensure a co-ordinated and joined up approach to EDI across the Northern Ireland office (ongoing)

The EDI group which represents staff from across several different teams, continues to meet once per month to discuss EDI activity and propose new EDI actions. We continue to bring EDI initiatives to staff and embed EDI into all our ongoing activity in the office. Some of the actions completed during the period are:

- Wellbeing survey and action plan, staff talks and physical challenges
- Recruitment network list for advertising job opportunities to EDI related organisations
- Creation of EDI checklist for routine EDI related activity for staff
- Collation and dissemination of EDI tools, guidance and corporate policies on dedicated Teams space
- Creation of Reasonable Adjustments log

- Provision of staff training/staff talks on a range of diversity areas by external experts
- Monthly EDI updates at staff meetings
- Marking and celebration of international diversity days throughout the year
- Staff training on Gender Analysis and creation of guidance
- Assistance to staff on the creation of a dedicated EDI deliverable/objective in their performance plans
- Health Champion training for all EDI group members
- Nomination of Mental Health Champion and training provided
- Action plan to address inclusivity of our procurement processes
- Action plan to begin disability work shadowing scheme

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

A dedicated Equality Manager in the Northern Ireland office communicates with staff to increase awareness of EDI issues. Staff are kept up to date with key EDI issues and dates on an ongoing basis mainly via the physical EDI Toolkit and electronically via the newly created EDI specific Microsoft Teams page for colleagues in the Northern Ireland office. The Teams folder 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 Teams folder will continue to be updated on an ad hoc basis.

The Equality Manager sits on two wider EDI working groups across the UK to exchange information and ideas on how to embed EDI into working practices.

Colleagues subscribing to the British Council global EDI mailbase are kept informed of ongoing issues and there are staff Bulletin notices and global staff talks around a range of EDI topics throughout the year. Further communication and training schedules are planned in 2021-22.

An EDI Working group has been created with 7 representatives from across the office to develop an action plan and disseminate EDI related information to staff.

EDI has become a routine item at monthly all-staff meetings in the Northern Ireland office at which time staff are provided with a monthly update of equality related issues.

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

Aside from the various EDI related webinars throughout the year, virtual Teams training sessions took place in the Northern Ireland office this year (see Q2 for more details).

The training plan is being revised for 2021-22 which will include a mixture of virtual and face-to-face training activity.

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)

Staff are encouraged to use the corporate Accessibility checklists when planning small and large scale events.

We have now created a Reasonable Adjustments log for staff to log all reasonable adjustments requests, either internally from staff or externally from programme or events participants. This acts as a reference point for staff to ensure consistency in our approach to providing reasonable adjustments and cost implications thereof.

We have a formal global Reasonable Adjustments Policy for staff with disabilities.

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.

We continue to ensure all external communication is as accessible as possible. The Northern Ireland website is built for accessibility and usability with a clear visual hierarchy – making it easy for the user to navigate through the website content - this includes making text readable and understandable and having content appear and operate in predictable ways. We use good font size and colour contrast combinations, which is helpful for users with colour-blindness and other visual impairments and have included captions and alternatives for our audio and visual content, for those with hearing/vision difficulties.

We use inclusive language throughout the website – for example, we use 'people first' language which keeps the individual as the most essential element. Characteristics such as gender, sexual orientation, religion, racial group or ability are only used when relevant. We avoid idioms, jargons, and acronyms: which can exclude people who may not have specialised knowledge of a particular subject and impede effective communication as a result.

We have collated and disseminated a range of Accessibility Guides to staff to ensure all documentation and online activity is as inclusive as possible. A new corporate accessible language guide is currently being screened and finalised. We ensure all staff are aware of and adhere to [Web Accessibility Guidelines](#)

We also have a webpage dedicated to visitors to British Council Northern Ireland who may have accessibility needs - <https://nireland.britishcouncil.org/about/access-british-council-northern-ireland>. We also plan to develop a dedicated EDI webpage on the British Council Northern Ireland website to showcase our EDI activity and our commitment to EDI.

We have been working with Disability Action NI to find ways to work with disabled people through internships or work shadowing opportunities. We have investigated schemes such as Job Match this will enable us to gain feedback from disabled people regarding the level of accessibility of our physical and online environments.

This year there was a focus on Neurodiversity and how it affects staff at work. A series of videos was disseminated to staff to raise awareness of neurodiversity:

[1\) What does neurodiversity mean to you? \(2:22\)](#)

[2\) How did you find out about your neurodivergence? \(3:25\)](#)

[3\) How does your neurodivergence affect you at work? \(3:05\)](#)

[4\) What could colleagues do to be more inclusive of neurodiversity? \(3:32\)](#)

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

We run coaching and mentoring programmes for **women** and have a corporate target of 50% female representation at senior leadership level.

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.

We also consider opportunities for disabled people to work for the British Council Northern Ireland for example through work experience or internship programmes. The EDI Working group is seeking to find ways to roll this out locally in consultation with Disability Action NI. The corporate target of disabled staff is 7%.

In terms of **ethnicity**, research was conducted that led to focus groups and we ran a series of masterclasses targeted at minority ethnic staff in the UK, recognising their under-representation at senior levels and organisational cultural issues that seem to be preventing their progression. The corporate target of minority ethnic staff at senior management level is 15%. This year at a corporate level, saw the creation of an Anti-Racism Hub, anti-racism Task Force and anti-racism Challenge Group. We also devised an Anti-racism action plan (see appendices). The Anti-Racism hub contains a wealth of Anti-Racism and Black Lives Matter Resources.

Our anti-racism vision is for the organisation to become anti-racist in its culture and in its practices. We will strive to give colleagues and everyone we engage with the opportunity to achieve their potential, regardless of race, ethnicity or background. We will aim to dismantle barriers across our organisation and build a more inclusive and representative workplace and leadership that embraces diversity, calls out discrimination and puts equality at its heart. Our priorities are as follows:

1. Improving our learning and understanding about racism/s and its impact
2. Supporting a more inclusive organisational culture that prioritises anti-racist actions and behaviours, leadership development, and improved ways of listening to and acting on colleagues' feedback and concerns
3. Human resource (HR) policies and practices that are reviewed, revised and undergo equality screening and impact assessment (ESIA)to ensure they promote inclusion and anti-racist principles
4. A greater diversity of nationality and race in our global leadership
5. Programmes, products and services that are deliberately anti-racist and inclusive in their development and delivery, consistent with our commitment to decolonise our work.

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. We have created a recruitment network list which is a list of relevant organisations across all the protected characteristics which we will target when recruitment opportunities are advertised as a way of ensuring that our pool of candidates is as diverse as possible.

The **age** profile of staff will continue to be regularly monitored to ensure there are no barriers to staff in the 51+ age group. Only 339 staff globally are 60 or older and the EU Region and the UK appear to be employing the largest number of people over 60, which seems to be in line with the ageing trends in their societies (Eurostat reports nearly one fifth i.e 19% of the EU population was aged 65 and over). An age-related information and resource pack was produced in 2018 to encourage staff to reflect on how age-inclusive we are as an organisation.

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 covering all section 75 protected groups is sent to all external customers across a number of programmes. The data has been recorded on a central spreadsheet and patterns and trends identified. Some underrepresentation was

identified among boys, with a higher uptake of girls participating in many of our programmes, thus presenting an opportunity for us to target boys. We have also 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 2021-22 and will address any underrepresentation as it arises. A presentation of results will be delivered to staff in summer 2021 and action will be identified to increase participation among the following target groups:

- Males/non-binary/boys schools
- Older participants, married with dependents
- Mix of religious belief and ethnic origin
- Participants with disabilities
- Protestant community background/non-Catholic maintained schools
- Non-heterosexual participants
- Secondary schools

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 receive comprehensive induction training which includes an 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 EDI Policy.

We will seek to establish contact 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. There has been a recruitment freeze during the period due to the pandemic, however the EDI group will focus on possible changes to the recruitment processes in 2021/2 in order to increase diversity of staff once the recruitment ban is lifted.

10) Inclusive Procurement - 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 [Policies for Consultants](#) 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;"

The Equality Manger has joined a cross-departmental working group to look at the inclusivity of our procurement processes and how they can be improved.

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

Our dedicated [EDI Webpage](#) explains our approach that EDI is central to everything we do.

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

To improve our EDI performance internally and externally, we have appointed senior level **Diversity Champions**. Diversity Champions usually occupy a board or executive level position and take on this role in addition to their existing senior leadership role. Diversity Champions have a range of formal, structured and specific responsibilities with the expressed aim of driving improvements in organisational diversity performance generally, or in a specific area and operate in the Champion role in the context of the corporate strategy.

Diversity Champion activities are consistently aligned with the needs and strategic objectives of the British Council and require the Champion to develop a deep understanding of the relevance of EDI to our core work and stakeholders - and the varying ways in which it impacts our people and service delivery. They help to promote EDI and raise awareness of related issues and drive the changes required to

embed EDI across the British Council: to engage staff and customers. Another benefit is that they leverage EDI benefits in terms of employee engagement, enhanced reputation and support our ambition to become a market leader in the services we deliver worldwide.

Locally, we disseminate our commitment to EDI, and the measures we take to address it, at promotional/information events to key stakeholders and customers and also through consultation. We are a JAM Card Friendly Organisation (see Q2) and champion diversity by creating diverse teams and flexing our style to appropriately match others in an inclusive way. EDI Group to seek ways of using our local Accredited Diversity Facilitator to promote our EDI message externally.

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

- 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
- 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. This is routinely completed and no further action required at present.

14) Ensure all online activity is as accessible as possible (ongoing)

All corporate accessibility guidelines are saved in a dedicated Teams space for staff to access. All communications online are in line with [Web Accessibility Guidelines](#) and [Public Sector accessibility guidelines](#). This year we intended to ‘road test’ one of our online events using a member of Disability Action to attend and provide feedback, however unfortunately this did not materialise, however it is something we intend to do in 2021/22.

Corporately, an Inclusive Language Guide is currently being produced and consulted on. Once it is complete, it will be disseminated to staff and training will be provided. We also are using a document entitled “Ten Actions for written visual and verbal communication” (see Appendices) which is another useful guide for staff.

15) Roll out 2-year wellbeing action plan in association with NI Chest, Heart and Stroke Association

British Council Northern Ireland has embedded several initiatives this year to address the issue of staff wellbeing, particularly during the period of remote working during the Covid pandemic. We currently participate in the Northern Ireland Chest Heart & Stroke Association (NICHHS) [Well Team](#) programme. A Wellbeing survey took place

for all Belfast staff in Spring 2020. Results of the survey were based around 4 areas of focus:

- personal health (provision of health checks, advice on nutrition and physical activity)
- psycho-social (focus on mental health/stress)
- physical environment (office temperature, back pain)
- community involvement (initiatives which allow staff to participate in community-based activities)

The survey will be repeated again in 2021/2 to monitor improvements.

A 3-year Wellbeing Plan has been devised based on the survey results. So far it has included:

- Delivery of webinars by NICHS on a range of wellbeing topics – healthy eating, sleep and physical activity
- Bite-sized videos were available for staff on a range of wellbeing topics throughout autumn/winter 2020
- Series of 'Wellbeing Wednesdays' – staff were invited to take time out each Wednesday to focus on their mental health, read about a range of wellbeing topics, watch videos about wellbeing topics and mindfulness.
- Physical challenges - a walking challenge took place during Sep-Nov 2020 where a combined total of 1300 miles were walked. A [Step Challenge for NI Cancer Focus](#) took place in spring 2021 to raise money for local cancer patients. Staff walked or ran a combined 2.7 million steps within one month.
- Local community volunteering opportunities were offered to staff eg the opportunity to volunteer to become a disability advocate via the [Disability Action Onside Project](#) (one member of staff currently participating). More initiatives are being considered.
- Two-day Health Champion training took place for members of the EDI working group via NICHS in autumn/winter 2020
- Nomination of mental health champion who has been trained in Mental Health First Aid by NI Chest Heart & Stroke Association (NICHS)
- Staff advised to take British Council training on Manual Handling and Safety & Security (re sitting posture)
- Staff were invited to submit their personal Wellbeing techniques and ideas. These were collated and discussed at our October 2020 staff meeting as a way of providing ideas to others on how to maintain positive wellbeing. A non-prescriptive list was circulated to staff.
- A range of Wellbeing resources are shared on our EDI teams folder, including signposting to local services
- Local online events and information on mental health/wellbeing were shared on Teams
- Marking of Mental Health Awareness Week 10-16 May with the theme of 'Nature'.
- Mental Health Matters Teams peer-to-peer support group for UK staff
- Secret Santa charity donation to NICHS

The British Council's wellbeing resources were shared widely with teams, including :

- Employee Assistance Programme
- [Bereavement resources](#) including support for coping with grief and loss, and guidance for colleagues and line managers.
- British Council Wellbeing Playbook – useful exercises to help change your habits and focus your energy on improving your own wellbeing from one-off activities to building daily habits and routines around the following:
 1. Stress Management Techniques
 2. Wellbeing, Happiness & Positive Mental Attitude
 3. Resilience
 4. Communication & Assertiveness
 5. Time Management & Prioritisation
- Looking after Yourself and Others section of the UK Covid-19 page
- British Council Keep Well campaign
- British Council Wellbeing Toolkit for Line Managers

All documents are accessed via the British Council's Wellbeing sharepoint folder.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2020-21 reporting period (*points not identified in an appended plan*):

None

9 In reviewing progress on the equality action plan/action measures during the 2020-21 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 2020-21 reporting period, on matters relevant (eg. 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 is 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 (however this was on hold this year due to the pandemic) 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.

The Equality Scheme and Disability Action Plan reports were reviewed in 2020 and forwarded to our Northern Ireland Advisory Committee and staff for consultation prior to wider consultation and submission to the Equality Commission.

- 12** In the 2020-21 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions
- Telephone consultations
- Other *(please specify)*:

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

We have an extensive list of consultees from across a wide range of organisations across all the Section 75 groups. See Appendices 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 2020-21 reporting period? *(tick one box only)*

Yes X 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 2020-21 reporting period? (*tick one box only*)

X 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*):

8

16 Please provide the **number of assessments** that were consulted upon during 2020-21:

8	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:

All ESIA's can be found on the Northern Ireland EDI webpage:

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

- ESIA: New Recruit Onboarding Process
- ESIA: People Recovery Framework
- ESIA: Safeguarding Policy
- ESIA: Quality Management Review (QMR)
- ESIA: Internationalism strategy refresh
- ESIA: British Council philosophy of work
- ESIA: Exams Premises Design Guide

- 22** Please provide any details or examples of where the monitoring of policies, during the 2020-21 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 2020-21, and the extent to which they met the training objectives in the Equality Scheme.

See Q2 for training undertaken in 2020-21.

We have in place 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 ensure that staff are 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 achieves 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 have receive comprehensive induction training which included explanation of duties/responsibilities as they apply under Section 75.

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.

EDI is an inherent component of regular British Council online training which is a mandatory requirement and which 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.

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 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 and all staff are invited to a screening of the films annually.

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 EDI training is clear and informative.

The staff talks on Diversity & Inclusion, Gender in schools and all wellbeing training/talks were extremely well received by staff locally.

Some of the comments received about the session with Michael Wardlow were as follows:

“really enjoyed the session – great to get an NI legal specific perspective. Michael was really engaging, his examples and stories were great – lots to think about, such as his comments on competency based interviews, insights into 50/50 recruitment policy - from someone with so much experience who is really down to earth.”

“I thought it was absolutely fabulous. Really informative and engaging. I really loved the 3 levels of EDI and the challenge to moved us beyond the tick box compliance. It was great.”

“Great session, really thought provoking. Thanks for setting up! Something different for a Wednesday 😊”

“So interesting and informative. Thank you Michael! Hope we can do it again.”

“Thank you Michael W. Really insightful. “

“Thanks Michael. This was a great session.”

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

- 26** Please list **any examples** of where monitoring during 2020-21, 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 'Frontier 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.
- The percentage of people we work with who report gaining new knowledge or skills
- A net promoter 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.

We focussed solely on those customers who have paid for our services, rather than aggregating fee-paying customers with those receiving services for free. We feel this provides a clearer picture and avoids potential distortion of the results. Our customer satisfaction scores showed that a significant majority of our customers agree or strongly agree that our programmes are of high quality.

Our net promoter score of +46 (in line with target) reflects the extent to which our customers would recommend our work to others. Overall our results continue to benchmark well against industry averages.

The percentage of customers reporting gaining new knowledge or skills is high at 87 per cent. Although the customer satisfaction and net promoter scores are high, there has been a minor drop against these indicators compared to last year. We are analysing customer feedback and conducting research to find out where we might not be meeting expectations. We are, for example, improving payment and refund processes, improving test day experiences for our exams customers, providing more support to enable customers to prepare for tests, improving access to and quality of customer services, and improving the availability of accurate and up-to-date online information.

Source: Annual Report 2019-20

https://www.britishcouncil.org/sites/default/files/annual_report_2019-20.pdf

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 2021-22. (see Question 29).

Complaints (Model Equality Scheme Chapter 8)

- 27 How many complaints **in relation to the Equality Scheme** have been received during 2020-21?

Insert number here:

Please provide any details of each complaint raised and outcome:

No complaints were raised this year.

Section 3: Looking Forward

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

The Equality Scheme was reviewed in January 2020 and will run until 2025.

- 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) External: In 2020-21 we conducted an 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 and fewer boys participating also. We will continue to monitor our beneficiaries in 2020-21 to see if and how the pattern changes. We intend to work with relevant programme managers to seek opportunities to promote greater equality of opportunity and will look at our current policies.

2) Internal: 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.

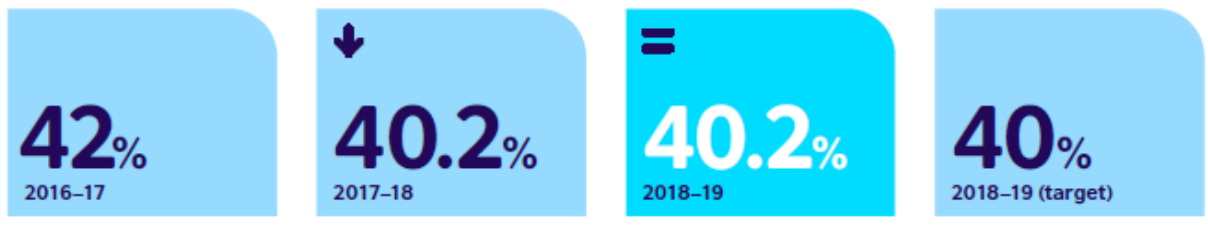
With regards to **global staff monitoring**, there are several areas in our organisation where there is diversity and good representation. There is a wide age range of staff and good diversity in relation to religion or belief, with staff from the six main religions or beliefs and of no religion or belief.

The chart below shows that we have met our target for women in senior roles but have fallen short of our target for minority ethnic and disabled staff in senior roles. We are taking action to address this by running a series of masterclasses targeted at minority ethnic staff in the UK, recognising their under-representation at senior levels and organisational cultural issues that seem to be preventing their progression.

We aim to increase the number of staff with disabilities via our guaranteed interview scheme for disabled applicants.

From next year we will be monitoring progress towards new targets for 2021: 50 per cent women; 15 per cent minority ethnic staff and 7 per cent disabled staff in senior roles.

Women in senior roles



Minority ethnic staff in senior roles



Disabled staff in senior roles



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

- **Underrepresentation within protected characteristics**

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.

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 ensure there are no barriers to staff in the 51+ age group.

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.

We also consider opportunities for disabled people to work for the British Council Northern Ireland for example through work experience or internship programmes via Disability Action NI. We also hope to 'road test' some of our events with an external disability expert to gain feedback on how we can ensure all our events are accessible.

- **Reasonable Adjustments**

We will continue to record and monitor data on number of reasonable adjustment requests actioned (internally and externally) using the Reasonable Adjustments Log which will continue to enable us to assess the effectiveness of reasonable adjustments made using a formalised approach.

- **Gender & Inclusion**

To address our slightly widened gender pay gap due to fewer women proportionally in senior management and more women proportionally in junior management, the action we will take in the next year is as follows:

- Implement the next phase of talent management and succession planning
- Implement business unit specific action planning in Cultural Engagement and English and Exams
- Investigate why women left senior management in higher numbers and whether this was a one off or part of a wider trend using data from exit interviews
- Investigate whether there are any issues with the way we recruit at junior levels – ie why do we not attract more men at junior level and why is it that those who do apply are less likely to be recruited than a female applicant.
- Look at role profiles to ensure they are accessible and contain inclusive language

- **Diversity Strategy**

We will focus our efforts on increasing the Diversity Assessment Framework score target to 4 out of 6 indicators. The next deadline for submissions is May 2022.

- **Training & Communications**

- 1) Further staff training has been planned throughout 2021-22 including a focus on Anti-Racism and Unconscious Bias.
- 2) We will encourage all staff to create an EDI deliverable in their performance portfolio for 2021/22 and find ways to ensure EDI is mainstreamed across the office.
- 3) We will seek ways of further improving communications with staff on EDI updates. An EDI update will continue to form part of our monthly staff meetings and we will meet 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.
- 4) We hope to create a dedicated EDI webpage on the Northern Ireland website to showcase our commitment to EDI and good practice examples of our EDI work and its impact.
- 5) We are seeking ways to link up with the Northern Ireland Roma/Traveller community and intend to run a staff talk from an external organisation which specialises in working with this particular community to raise awareness of the barriers they face and how we can make our programmes more inclusive and representative of the wider society in Northern Ireland.

- **Consultation**

We will consider a more focussed consultation strategy via our social media channels 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 (2020-21) reporting period?
(please tick any that apply)

- Employment
- Goods, facilities and services
- Legislative changes
- Organisational changes/ new functions
- Nothing specific, more of the same
- Other (please state):

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

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

5

Fully achieved

1

Partially achieved

Not achieved

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

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

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ			
Regional ^{iv}			
Local ^v	Identified reasonable adjustments requests and recorded them to the reasonable adjustments log to keep a record of any potential barriers to participation for disabled people.		Identified good practice in providing adjustments for disabled people to participate in our programmes eg provision of fridges in students' accommodation to store medication
	Recruited the services of British and Irish sign language interpreters at an online event		Participants with a hearing disability were able to participate in the events

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	Subtitles were provided at all online events		Participants with a hearing disability were able to participate in the events
	All written communication online and delivery of presentations were completed in an accessible format		Participants with disabilities were able to participate in the events
	Documents entitled “Making online meetings more accessible” and “Tips for making slides more accessible” were compiled and shared with staff (see appendices)		Ensured that online meetings and events were as inclusive as possible for disabled participants.
	Investigating opportunities for disabled people to undertake work shadowing or work placements		To be considered in 2021/2

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

	Training Action Measures	Outputs	Outcome / Impact
	<p>Staff talk – ‘From Diversity to Inclusion’ with Dr Michael Wardlow, ex Chief Commissioner, Equality Commission NI</p> <p>Staff Talk – Gender in schools in Northern Ireland led by Matthew McDermott, Head of Equality and Human</p>		<p>Increased awareness of issues and barriers to participation facing those from various equality groups and how we as an office can help recognise and address these issues. Increased awareness of measures which can be taken to facilitate participation in programmes and events of those from under-represented groups.</p> <p>Staff were given the tools to address</p>

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	<p>Rights at the Education Authority.</p> <p>UK Virtual Gender Training</p> <p>Wellbeing talks across a range of wellbeing areas</p> <p>Wide range of UK wide/global staff training on range of EDI related issues (see Q2)</p>		<p>their physical and mental wellbeing during an exceptionally demanding year during the pandemic and working remotely.</p>
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2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
1	<p>Time to Talk' days held annually for staff to discuss, share and reflect about mental health and wellbeing and share organisational resources</p>		<p>Increased awareness of organisation's Keep Well Campaign and support offered to staff</p>
2	<p>Celebration of annual international diversity days</p>		<p>Increased awareness of issues facing those from under-represented groups and how we as an organisation can help recognize and address these issues and prevent barriers to participation in our programmes</p>

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3	Establishment of an EDI working group with representatives from across various SBUs in the Northern Ireland office.	Increased communication and tighter monitoring of desired outcomes against targets	Facilitate training, communication, mainstreaming and adherence to EDI principles, providing feedback to teams locally on disability and EDI organisational and local issues. Also conduct direct consultation with disabled organisations/disabled people to obtain meaningful feedback.
4	An anti-racism hub was created globally		All anti-racism and black lives matter resources were consolidated in one accessible space
5	EDI updates at monthly staff meetings		Ensuring EDI is at the forefront of planning of events and ongoing programme activity. Wellbeing updates (addressing mental and physical health of staff) was particularly important during 2020/21.

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Section 75 training is provided to all new staff at induction stage		Staff are aware of the requirements by law of the Section 75 duties as a public authority
2	The legal monitoring requirements under the Fair Employment Act 1995 were communicated to staff at a recent presentation by the Equality Manager relating to		Staff are aware of the requirements by law of the Fair Employment Act 1995 as a public authority

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	the results of external monitoring of programme participants		
	All grant agreements and contracts contain information on our commitment to ensuring equality of opportunity across all our activities and programmes		All customers are aware of our equality commitment
	The Equality Scheme and Disability Action Plan were shared with members of our Northern Ireland Advisory Committee		Advisory Committee members are aware of the requirements of the Equality Scheme

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	The Microsoft Teams EDI folder is accessible to all Northern Ireland staff to access up-to-date information and documentation on all EDI issues including disability and reasonable adjustments		Staff to be equipped with knowledge and information to provide customer service excellence and ensure equality of opportunity through programmes and online events

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

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	Action Measures partly achieved	Milestonesvi / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Further develop disability related arts projects such as Unlimited Disability Arts Festival, Bounce Festival and University of Atypical to support disabled and deaf people’s involvement in the arts and facilitate the dissemination of artists’ work to reach UK and international audiences.		Promote positive attitudes towards disabled artists and their work	This is an ongoing arts related activity and dependent on outside agencies and funding.
2				

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

	Action Measures not met	Reasons
1		
2		

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

(a) Qualitative

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Feedback from staff, Business Disability Forum, Northern Ireland Advisory Committee, recruiting managers, Diversity Unit and HR department.

(b) Quantitative

Feedback from customers using event and programme equality monitoring and 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			
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?

The Disability Action plan was revised, consulted and submitted to the Equality Commission at the end of 2019.

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.