

EQUALITY COMMISSION FOR NORTHERN IRELAND**Northern Ireland Screen Annual Progress Report 2011-12
on Section 75 of the NI Act 1998 and
Section 49A of the Disability Discrimination Order (DDO) 2006**

Name of public authority

Northern Ireland Screen

Equality Officer

Section 75:

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Part A: Section 75 Annual Progress Report 2011 - 2012**Executive Summary**

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

The Northern Ireland Screen Equality Scheme was approved by the Equality Commission in March 2004. The screening of existing policies was completed in August 2005 and the resulting EQIAs (of the Equal Opportunities and Harassment Policies) were completed

in September 2006. The continuing focus of the Equality Scheme Action Plan is therefore on the monitoring of policies. Northern Ireland Screen closely monitors participation in a number of programmes, mainly through the use of equal opportunities monitoring questionnaires. This method continued to provide robust information on the Section 75 profiles of individuals involved in the programmes and a monitoring report was prepared at the end of the year. Northern Ireland Screen is confident that each programme is being operated in a manner which promotes equality of opportunity and good relations.

Towards the end of the year work began on the audit of inequalities and equality action plan, prior to the development of a new Equality Scheme, which is due to be completed in October 2012.

In terms of policy and service developments, the main areas of activity continue to be production and development, Irish and Ulster-Scots languages, education, heritage, exhibition, skills development and training, business development, marketing and information. In 2011-12 Northern Ireland Screen delivered or assisted in delivering a wide range of initiatives which promoted equality of opportunity, good relations and diversity, including:

- the Irish Language Broadcast Fund which supports the local Irish speaking community and fosters the Irish speaking independent production sector in Northern Ireland by funding a broad range of Irish Language content broadcast on BBC NI, TG4 and RTÉ. The ILBF also funds a range of training initiatives for Irish speakers working in the sector in Northern Ireland;
- the Ulster-Scots Broadcast Fund which was established in 2010 to provide finance for the production of film, television of other moving image projects relating to the Ulster-Scots heritage, culture and language in Northern Ireland;
- three Creative Learning Centres (in Derry/Londonderry, Belfast and Armagh), which support digital creativity programmes for young people, especially those experiencing disadvantage, and professional development for teachers and youth leaders;
- the Digital Film Archive, which is now provided at 19 sites across Northern Ireland and allows free public access to over 70 hours of film footage spanning over 100 years of Northern

Ireland history;

- the Digital Film Archive Outreach Programme, which delivers themed presentations to a wide range of community groups and historical societies and schools;
- After School Film Clubs which give pupils and teachers the chance to explore the world of film, with free weekly screenings, online reviewing, industry events and hands-on support.

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

In 2012-13 Northern Ireland Screen will complete the development of the new Equality Scheme and equality action plan, conducting consultation over the summer months. Implementation of the action plan will commence later in the year, following approval of the Scheme by the Equality Commission. Actions will include:

- providing training for officers in relation to the new Equality Scheme and revised Disability Action Plan;
- reviewing current monitoring systems, identifying any gaps and taking action to address them;
- evaluating the results arising from the monitoring systems which are already in place;
- attracting greater numbers of applicants from under-represented groups to skills development courses;
- working with exhibition and outreach partners to improve monitoring of those who attend events and identify ways to increase attendance from under-represented groups.

New / Revised Equality Schemes

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

As indicated above, the new Equality Scheme is currently in development. This reporting period therefore applies to the original Equality Scheme approved in March 2004.

Section 1: Strategic Implementation of the Section 75

Duties

- Please outline evidence of progress made in developing and meeting *equality and good relations objectives*, performance indicators and targets in corporate and annual operating plans during 2011-12.

The 2011-12 Operating Plan contained various objectives, performance indicators and targets relating to initiatives with equality, good relations and diversity elements. For example:

Creative Learning Centres

- Target of 1400 teachers to avail of 100 introductory and follow up courses in creative digital technology. This target was exceeded as 173 courses were delivered and 1979 teachers participated.
- Target of 30 new schools to be involved in the extended programme. This target was exceeded as 39 new schools became involved.
- Target of 250 schools to be involved. This target was exceeded with 314 schools involved over the year.

After School Film Clubs

- Target of 61 schools to be involved in running film clubs. This target was exceeded with 68 schools signed up by the end of the year (3 stepped down from scheme during year).

Irish Language Broadcast Fund

- Target of 70 hours television broadcast to 25000+ people in Northern Ireland. This target was exceeded as 94.5 hours were broadcast to the target audience.

Ulster-Scots Broadcast Fund

- Target of 20 hours programming. This target was not met as only 18 hours were commissioned during the year.

Digital Film Archive

- Target of 40 outreach events / presentations. This target was exceeded as 65 outreach / events were delivered.

Section 2: Examples of Section 75 Outcomes / Impacts

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

Creative Learning Centres

The Creative Learning Centres support digital creativity programmes aimed at young people and contribute significantly to developing a culture of innovation and creativity in schools and among the youth of Northern Ireland. Northern Ireland Screen is in the process of developing a suicide awareness communications strategy (targeted at young people) which will outline how it can deliver key messages through its funded organisations including the three creative learning centres.

After School Film Clubs

After School Film Clubs have been established with the aim of introducing children and young people to the benefits of the world of film and the clubs have considerable potential to contribute to the Executive's efforts to promote a shared future and a cohesive society.

Irish Language Broadcast Fund

The Irish Language Broadcast Fund has had a major impact both economically and culturally and has assisted in promoting good relations between people from Catholic and Protestant community backgrounds. The ILBF Fund specifically targets pre-school and primary school audiences to promote diversity among young people.

Ulster-Scots Broadcast Fund

The aim of the Ulster Scots Broadcast Fund is to ensure that the heritage, culture and language of Ulster-Scots is expressed through moving image and to fund high quality Ulster-Scots cultural TV programmes for a Northern Ireland audience. It is designed to have a significant impact on Northern Ireland culture and assist in promoting good relations between people from Catholic and Protestant community backgrounds.

Digital Film Archive

The number of sites at which the Digital Film Archive can be accessed has been increased to ensure equality of access to both main communities. The DFA can now be accessed at 19 sites across Northern Ireland including, museums, arts centres and public libraries, and contributes significantly to the Executive's efforts to promote a shared future and a cohesive society.

The Digital Film Archive Outreach Programme targets older people and young people; since its launch, the programme has delivered 472 presentations to over 16,000 people, reaching audiences that are often particularly hard to reach.

Exhibition

Northern Ireland Screen works with specialist exhibitors and festivals in Northern Ireland to make a significant contribution to film culture, education and training. Festivals often include strands addressing issues relating to diversity, disability and sexual orientation. The Cinemagic and Cinemobile festivals are specially aimed at children and young people and other festivals often feature themes for people in specific age.

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

	Outline changes in policy or practice which have resulted in outcomes	Tick if result of EQIA
Persons of different religious belief		
Persons of different political opinion		
Persons of different racial groups		
Persons of different age	<ul style="list-style-type: none"> • A process has been put in place to ensure that each personnel specification is reviewed as a 	✓

	<p>vacancy arises to ensure that requirements do not indirectly discriminate against older people.</p> <ul style="list-style-type: none"> • groups. 	
Persons with different marital status		
Persons of different sexual orientation		
Men and women generally	<ul style="list-style-type: none"> • A process has been put in place to ensure that each personnel specification is reviewed as a vacancy arises to ensure that requirements do not indirectly discriminate against women. 	✓
Persons with and without a disability	<ul style="list-style-type: none"> • Northern Ireland Screen has taken steps to ensure that applicants for posts are aware that alternative formats of documents are available on request. • The application form has also been revised to ask candidates to identify any particular needs which might require attention during the selection process. 	<p>✓</p> <p>✓</p>
Persons with and without dependants	<ul style="list-style-type: none"> • The terms and conditions statement for employees has been revised to make it clear that changes to working hours may be possible. 	✓
All categories	<ul style="list-style-type: none"> • The consideration of equality implications has been effectively mainstreamed into policy/programme development. 	

- Title/s of EQIAs referenced:

Equal Opportunities Policy
Harassment Policy

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

As indicated above, the Section 75 action plan is still in development.

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

Northern Ireland Screen closely monitors participation in a number of programmes, mainly through the use of equal opportunities monitoring questionnaires. This method continues to provide robust information on the Section 75 profiles of individuals involved in the programmes and a monitoring report is prepared at the end of the year and published on the Northern Ireland Screen website. In previous years monitoring information has indicated an under-representation of disabled applicants and those from Black and minority Ethnic groups; programmes were therefore specifically targeted at these groups and the number of applicants has increased in each of the last 3 years.

Section 3: Screening

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

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

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

Title of policy subject to screening	What was the screening decision? E.g. screened in, screened out, mitigation, EQIA...	Were any concerns raised about screening by consultees; including the Commission?	Is policy being subject to EQIA? Yes/No If yes indicate timeline for assessment.
None			

Section 4: Equality Impact Assessment (EQIA)

Please provide an update of policies subject to EQIA during 2011-12, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2012-13.

EQIA Timetable: April 2011 - March 2012

Title of Policy EQIA	EQIA Stage at end March 12 (Steps 1-6)	Outline adjustments to policy intended to benefit individuals, and the relevant Section 75 categories due to be affected.
None		

Where the EQIA timetable for 2011-12 (as detailed in the previous annual S75 progress report to the Commission) has not been met, please provide details of the factors responsible for delay and details of the timetable for re-scheduling the EQIA/s in question.

Not applicable.

Ongoing EQIA Monitoring Activities: April 2011 - March 2012

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

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

None.

2012-13 EQIA Timetable

Title of EQIAs due to be commenced during April 2012 – March 2013	Revised or New policy?	Please indicate expected timescale of Decision Making stage i.e. Stage 6
None planned but the screening of new policies developed during the year may give rise to the need for additional EQIA.		

Section 5: Training

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

The Northern Ireland Screen Equality Scheme includes a commitment to developing an effective training programme for all staff (sections 8.1 and 8.3) in order to –

- raise awareness of current anti-discrimination legislation and the statutory equality duties; and
- provide those employees involved in implementing various aspects of the Equality Scheme with the necessary skills and knowledge to do this work effectively.

Initial awareness training was provided for all staff in June 2004 and March 2005. Refresher training and awareness training for new employees has since been provided approximately on an annual basis.

Evaluation of training

Northern Ireland Screen has a clear procedure for the identification of training needs, the provision of appropriate training and evaluation of the benefits of all training undertaken. All training undertaken in relation to Section 75 and the Equality Scheme has been fully evaluated and the outcomes assessed through this process.

Section 6: Communication

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

Northern Ireland Screen has a well designed, informative website and e-zine which is the focus of communication activities for the organisation. A full Publication Scheme has been introduced enabling the public to access a wide range of documents through the website including all documents relating to Section 75 duties. The website has recently been redesigned and updated.

Internally, the Board receives regular reports on progress on the implementation of the Equality Scheme and there is a standard agenda item at every meeting of the Senior Management Team. Staff are kept up to date on Section 75 issues through team meetings, e mails and workshops.

Section 7: Data Collection & Analysis

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

Prior to the adoption of the Equality Scheme processes were in place to ensure that all available quantitative and qualitative data was used to inform policy development and that additional data was obtained where necessary.

As a result of the adoption of the Equality Scheme, all appropriate monitoring forms were extended to cover eight of the nine Section 75 categories. (In view of the sensitivity of the subject matter and the NICS policy on monitoring, information is not requested on political opinion.) Current staff were also requested to provide information about themselves under these eight categories on a voluntary basis.

Northern Ireland Screen is confident that sufficient information is collected to allow for the effective monitoring of both external and internal policies in terms of their impact on equality of opportunity. Evaluation of the monitoring information is carried out at the end of each year and the latest monitoring report can be accessed on the website, www.northernirelandscreen.co.uk

The monitoring data shows that Northern Ireland Screen is attracting a good range of applicants from most of the Section 75 groups for training and funding initiatives. Many of the schemes are aimed at people wishing to pursue a career in creative and technical disciplines and so there tends to be a high percentage of young applicants. Northern Ireland Screen is confident that all schemes are being operated in a manner which promotes equality of opportunity and that there are no barriers to applicants in any of the Section 75 groups. There has been an encouraging increase in the last year of applications by disabled people and people from black and minority ethnic communities, who were previously under-represented.

- Please outline any use of the Commission's Section 75 Monitoring Guide.

Northern Ireland Screen has found the Monitoring Guide useful in terms of drafting monitoring questionnaires.

Section 8: Information Provision, Access to Information and Services

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

Access to information

Northern Ireland Screen undertook a detailed review of the arrangements for providing information in alternative formats in 2006-07 and concluded that adequate arrangements were in place to provide documents in alternative formats on request. No requests were received in 2008-09.

During 2009-10 the website was updated to present a clearer, more user-friendly homepage highlighting the main areas of activity, to ensure that it is easily navigable and to allow more interactive content, such as the completion of funding applications on-line.

Access to services

Equality issues have been an integral part of Northern Ireland Screen policies for some time and every opportunity is taken to promote and draw attention to equality of opportunity in the delivery of services. Examples of current initiatives which are particularly relevant are set out above in the Executive Summary.

Section 9: Complaints

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

Northern Ireland Screen has developed a procedure for dealing with Section 75 complaints but no complaints have been received to date.

Section 10: Consultation and Engagement

- Please provide details of the measures taken to enhance the level of engagement with *individuals* and representative groups during the year.

Northern Ireland Screen continues to work with specific groups in relation to the delivery of key policies.

For example, Northern Ireland Screen works closely with partner organisations including Clanmill Housing, the Belfast Health & Social Care Trust, Reminiscence Network NI, Northern Ireland Hospice, Workers Educational Association, BBC Outreach (formerly BBC Community Bus) and Engage With Age to maximise use of the Digital Film Archive.

- Please outline any use of the Commission's guidance on consulting with and involving children and young people.

Northern Ireland Screen is aware of the Commission's guidance and other best practice publications on consulting with children and young people and endeavours to follow best practice in all dealings with children and young people.

Section 11: The Good Relations Duty

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

In general, Northern Ireland Screen has taken forward the 'good relations' duty alongside the requirement to promote equality of opportunity. All awareness training includes information on the duty to promote good relations and, in particular, references to the Programme for Cohesion, Sharing and Integration.

Northern Ireland Screen will continue to identify and consider any opportunities to promote good relations as they arise.

- Please outline any use of the Commission's Good Relations Guide.

No particular use was made of the Commission's Good Relations Guide in 2010-11.

Section 12: Additional Comments

- Please provide any additional information/comments.

None.

Part B: 'Disability Duties'
Annual Report 1 April 2011 / 31 March 2012

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

3

Fully
Achieved

0

Partially
Achieved

0

Not
Achieved

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

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

Level	Public Life Action Measures	Outputs ¹	Outcomes / Impact ²
National ³			
Regional ⁴	Encourage disabled people to participate in consultative, discussion and working groups.	Staff have been made aware of this action measure but no such groups were established during this period.	
Local ⁵			

¹ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

² **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

³ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

⁴ **Regional**: Situations where people can influence policy decision making at a middle impact level

⁵ **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local forums.

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

	Training Action Measures	Outputs	Outcome / Impact
	Include awareness training on disability issues in induction courses.	This action measure has been fully implemented.	Staff awareness of the disability duties has increased.

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

	Communications Action Measures	Outputs	Outcome / Impact
	None		

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

	Encourage others Action Measures	Outputs	Outcome / Impact
	None		

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
	Assess the implications for the disability duties when carrying out screening of policies in accordance with the Equality Scheme.	This action measure has been fully implemented.	Disability duties are routinely considered during the development and screening of new policies.

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

	Action Measures partly achieved	Milestones ⁶ / Outputs	Outcomes/Impacts	Reasons not fully achieved
	None			

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

	Action Measures not met	Reasons
	None	

⁶ **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.

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

The measures in the disability action plan are monitored as part of the standard procedure for monitoring policy development and training programmes.

(b) Quantitative

The measures in the disability action plan are monitored as part of the standard procedure for monitoring policy development and training programmes.

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

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

Please delete: Yes / No

In 2011-12 Northern Ireland Screen updated the Disability Action Plan to cover a three year period from 2011-2014 in order to bring the plan in line with the corporate planning cycle. A draft revised plan was issued for consultation in August, September and October 2011 and the responses received were taken into account during the preparation of the final version which was adopted in November 2011.

If yes please outline below:

Theme	Revised/Additional Measures	Performance indicators	Timescale
1. Communication	1.1 Review the accessibility of the Northern Ireland Screen website and explore opportunities to increase accessibility to disabled people.	Complaints/feedback from users.	Annually commencing 2011-12.
	1.2 Consider the application of Plain English to Northern Ireland Screen public documents.	Complaints/feedback from users.	Initial review to be completed by March 2012. Standard to be applied to new documents as they are developed.
	1.3 Notify organisations representing disabled people (by forwarding a copy of the e-zine) of impending training courses, employment opportunities, etc.	Feedback from recipients (to be requested on an annual basis).	As opportunities arise.
	1.4 Raise awareness among staff of the need to increase the number of relevant positive images of disabled people in future publications and ensure that such images are gathered and held on file.	Number of images used in publications.	Awareness raising as part of refresher training in 2011 Images to be gathered on a continuing basis.

Theme	Revised/Additional Measures	Performance indicators	Timescale
2. Access	2.1 Review the locations where public events are held and ensure that they are fully accessible to disabled people.	Number of venues approved.	Initial review to be completed by March 2012. Access to new venues to be considered as they arise.
	2.2 Ensure that a signer is available at public events, where appropriate.	Number of occasions when signer is required.	As and when required.
	2.3 Raise awareness among staff of the need to provide information on parking for disabled people when planning public events.	Number of occasions when information is provided.	Awareness raising as part of refresher training in 2011.
	2.4 Include emergency evacuation procedures in relation to disabled people in Health and Safety training, equality / disability training and Induction training.	Number of staff trained.	To be included in training modules by March 2012.
	2.5 Review visual signage at the Northern Ireland Screen offices.	Improvements made.	Review by March 2012.
3. Training and awareness raising	3.1 Provide refresher training for all staff to promote awareness and commitment to disability equality.	Number of staff trained.	Refresher training to be completed by March 2012 and repeated every 2 years.

Theme	Revised/Additional Measures	Performance indicators	Timescale
	3.2 Update training content to include information on the social and communication barriers faced by people with ASD in accessing public services and facilities.	Number of staff made aware.	Include in next refresher training course.
	3.3 Provide disability equality training to all Board Members as part of their induction.	Number of Board Members trained.	Within 6 months of appointment.
	3.4 Engage with specialist disability organisations to determine the range of training and support the organisations can provide to Northern Ireland Screen when specific training is required for either an individual with a disability or the colleagues of the individual with the disability.	Number of organisations contacted. Number of specific training events.	Establish range of support available by March 2012. Avail of support as required.
	3.5 Explore options for additional training for front-line staff, e.g. level one Certificate in British Sign Language (BSL) or Irish Sign Language (ISL).	Investigate options by March 2012.	Train one member of staff per year and monitor number of occasions when sign language is used.
	3.6 Review induction materials to ensure they emphasise the requirements of positive disability duties.	Complete review by March 2012 and update as required.	Number of staff trained using induction materials.

Theme	Revised/Additional Measures	Performance indicators	Timescale
4. Employment	4.1 Ensure all reasonable adjustments for staff are completed in a timely manner and are appropriately monitored.	Review appropriateness of adjustments in accordance with schedule agreed with staff member.	As required.
	4.2 Consider the possibility of establishing a work experience placement for a disabled person.	If possible, establish work placement in April 2012.	Complete feasibility study by March 2012.
5. Consultation and engagement	5.1 Review and update the list of consultees who are consulted on disability issues.	Number of consultees contacted and number who respond.	Review by July 2011.
6. Monitoring	6.1 Review all monitoring procedures to ensure that information about disabled people is captured accurately and in sufficient detail.	Number of changes to monitoring procedures.	Review by March 2012.

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

The updated Plan will next be reviewed in 2012-13.