

EQUALITY COMMISSION FOR NORTHERN IRELAND

Public Authority 2013 – 2014 Annual Progress Report on:

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

This report template includes a number of self assessment questions regarding implementation of the **Section 75 statutory duties** from *1 April 2013 to 31 March 2014 (Part A)*.

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

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

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

Name of public authority (Enter details below)

Northern Ireland Screen

Equality Officer (Enter name and contact details below)

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DDO (if different from above): As above

Part A: Section 75 Annual Progress Report 2013 - 2014

Executive Summary

- What were the key policy / service developments made by the authority during this reporting period to better promote equality of opportunity and good relations and what outcomes were achieved?
 - The new scheme was approved by the Commission on 24th April 2013.
 - NI Screen continues to focus 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 just after 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. All monitoring reports can be accessed on the Northern Ireland Screen website :www.northernirelandscreen.co.uk

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 2013-14 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 was set up to ensure that the heritage, culture and language of Ulster-Scots is expressed through moving image. The USBF also aims to

foster the Ulster-Scots independent production sector in Northern Ireland and to fund high quality Ulster-Scots cultural TV programmes for a Northern Ireland audience;

- 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 20 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 are exclusively set up in the most deprived and hard to reach areas give pupils and teachers the chance to explore the world of film, with free weekly screenings, online reviewing, industry events and hands-on support.

Skills Development - Craft and Technical (Dracula)

In 2013 we offered placement on various skills development schemes providing training opportunities on funded projects including the feature film DRACULA.

The craft and technical skills scheme provided training opportunities in the Script, set decoration, SFX, Video Assist, Sound , props, hair and makeup, electrical and camera departments for up to twelve junior freelancers or recent graduates. This was a paid placement scheme (min wage) which ran from July to November 2013.

ILBF TRAINEE EDITOR SCHEME

The ILBF Trainee Editor Scheme ran for the first time in 2013. It is aimed at Irish speakers with at least one year's practical experience in television production. Trainees are placed in production companies for the year long scheme. In addition trainees are given the opportunity to attend appropriate short training courses in television production with recognised training providers.

ILBF TRIANEE CAMERA OPERATOR SCHEME

The ILBF trainee camera operator scheme ran for the first time in 2013. It is aimed at Irish speakers with at least one year's practical experience in television production. Trainees are placed with production companies for the year long scheme. In addition trainees are given the opportunity to attend appropriate short training courses in television production with recognised training providers.

- **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 2013-14 Northern Ireland Screen will commence implementation of the new Equality Scheme, including the equality action plan.

Actions will include:

- providing training for officers in relation to the new Equality Scheme
- revise 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?
- The new scheme was approved by the Commission on 24th April 2013.
- This reporting period applies to the revised scheme.

Section 1: Strategic Implementation of the Section 75 Duties

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

2013-14 is the final year of a 4 year strategy. An interim evaluation of the strategy was carried out during year 3 and the results for the first two thirds of the strategy are very positive.

In total Northern Ireland Screen has employed over 40 fulltime apprentices this year;

- The Irish Language Broadcast Fund leads the way in locally produced drama, with new series Scúp airing on TG4 & BBC NI in the Spring;
- Creative Learning Centres have continued to deliver high quality teacher training and will be extended into rural and hard to reach areas with an expansion of activities in 2013;
- After School Film Club, delivered by Cinemagic and the Nerve Centre, will continue to expand into the extended schools across Northern Ireland reaching more than 5,000 children in areas of deprivation and social exclusion;
- The Ulster-Scots Broadcast Fund has commissioned over 37 hours of high-calibre television programming since its inception in 2010. Having completed an initial 2 years, the USBF is in the process of being reviewed.

Throughout 2013-2014 Northern Ireland Screen has developed a further four year Strategy 'Opening Doors'. Opening Doors to opportunity is the sole purpose of Northern Ireland Screen. In the past 10 years much has been achieved but that was merely the beginning; the next 10 years must be wholly transformational.

While the first 10 years created a platform – a physical platform with the Creative Learning Centres and Titanic Studios; a credibility platform with awards including the Camera D'Or and an Oscar; and a skills platform which in 2012-13 created 46 modern apprentices and supported 116 other training opportunities – the next 10 years plans to develop and confirm Northern Ireland as the strongest screen industry economy outside London in the UK and Ireland; as providing the most integrated and dynamic educational provision and the most confident and diverse cultural voice.

Section 2: Examples of Section 75 Outcomes / Impacts

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

- 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.
- Title of EQIA's referenced:
Equal Opportunities policies
Harassment Policy

	Outline change in policy or practice which have resulted in outcomes	Tick if result of screening /EQIA process
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 vacancy arises to ensure that requirements do not indirectly discriminate against older people 	✓
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"> • NI screen has taken steps to ensure that applicants for posts are aware that alternatives formats of documents are available on request • The application process has been revised to ask candidates to identify any particular needs which may require attention during the selection process 	✓
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 considerations of equality implications has been effectively mainstreamed into policy /programme 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 in 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 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 2013-14, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2014-15.

- EQIA Timetable: April 2013 - March 2014

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

Where the EQIA timetable for 2013-14 (as detailed in the previous annual 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 2013- March 2014

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

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

None

2014-15 EQIA Timetable

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

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.

The latest training sessions for all staff were held in January and February 2013. The first session focused on the DDA and the

revised Disability Action Plan. The second was a S75 refresher course which focused on the action measures to be included in the new Equality Action Plan.

Evaluation of Training

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, such as the annual monitoring report and annual progress report. The website has recently been redesigned and updated. Internally, the Board receives regular reports on progress on the implementation of the Equality Scheme and the Senior Management Team receive updates at their weekly meetings. 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.) The questions have recently been updated to extend the monitoring of disability and to offer new options under marital status. Current staff have also been requested to provide information about themselves under these eight categories on a voluntary basis from time to time.

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 recent years 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 found the Monitoring Guide useful in terms of drafting the initial monitoring questionnaires. However, it is now a little out of date and Northern Ireland Screen uses NISRA and ONS guidance on monitoring questions

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 have been received since the introduction of the arrangements.

The Northern Ireland Screen website was recently 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.

During the summer of 2012, Northern Ireland Screen consulted with a wide range of organisations on the draft Equality Scheme and Equality Action Plan.

The consultee list was extensively revised during the development of the new Equality Scheme.

- 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 practical ways in which it can be addressed during policy development and screening.

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 2012-13.

Section 12: Additional Comments

- Please provide any additional information/comments.

None

Part B: 'Disability Duties' Annual Report 1 April 2013 / 31 March 2014

Note: In 2011-12 Northern Ireland Screen updated the Disability Action Plan to cover a three year period. A new three year Action Plan will be developed during 2014-2015.

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

9

Fully
Achieved?

1

Partially
Achieved?

7

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			
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 fora.

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

	Training Action Measures	Outputs	Outcome / Impact
	None		

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	Review the accessibility of the Northern Ireland Screen website and explore opportunities to increase accessibility to disabled people	Annual review of website accessibility.	The website has been 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.
2	Notify organisations representing disabled people (by forwarding a copy of the e-zine) of impending training courses, employment opportunities, etc.	A distribution list has been developed and information is now being forwarded	Monitoring shows that disabled people are applying to participate in Northern Ireland Screen skills development schemes
3	Raise awareness among staff of the need to increase the number of relevant positive	Awareness raising undertaken as part of refresher training in 2013. Images are being gathered where available.	Increasing use of images of disabled people.

	images of disabled people in future publications and ensure that such images are gathered and held on file.		
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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
4	Review the locations where public events are held and ensure that they are fully accessible to disabled people.	Initial review was completed by March 2012. Access to new venues now being considered as occasions arise.	Very little change as all venues used in the past are fully accessible.
5	Ensure that a signer is available at public events, where appropriate.	Staff made aware of the need to consider the provision of a signer at public events as part of the refresher training in 2013.	Initial review was completed by March 2012. Access to new venues now being considered as occasions arise. Staff awareness of the use of BSL and ISL in Northern Ireland has increased

6	Raise awareness among staff of the need to provide information on parking for disabled people when planning public events	Staff made aware of the need to consider the provision of such information as part of the refresher training.	Staff awareness of access issues has increased.
7	Include emergency evacuation procedures in relation to disabled people in Health and Safety training, equality / disability training and Induction training	Training modules updated previously	Staff awareness of evacuation procedures has increased
8	Review visual signage at the Northern Ireland Screen offices.	Review completed in previous reporting period.	Signage at the entrance to the main offices has been improved
9	Review all monitoring procedures to ensure that information about disabled people is captured accurately and in sufficient detail	The standard monitoring questionnaire was updated in April 2012 to capture more information about disabled people and types of disability.	Additional information will be available in future years to assist in the planning of skills development

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
1	Consider the application of Plain English to Northern Ireland Screen public documents.	Initial review to be completed by March 2012. Standard to be applied to new documents as they are developed	Initial review completed	No new documents developed in 2013-14

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.

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

	Action Measures not met	Reasons
1	Provide disability equality training to all Board Members as part of their induction	No new Board Members were appointed in this reporting period. (NB. Updated equality briefing notes were developed for new Board Members appointed in February 2012.)
2	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.	The range of support available was established by 2011/2012 period, but there has been no occasion to call upon it in 2013-14.
3	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.	Options were investigated but no further action has been taken in respect of staff training. The Receptionist has already been trained in BSL and the monitoring has shown that there has been no occasion for staff to use either BSL or ISL during the reporting period.
4	Review induction materials to ensure they emphasise the requirements of positive disability duties. Complete review by March 2012 and update as required.	The review was completed in a previous reporting period. No update has been required in 2013-14.
5	Ensure all reasonable adjustments for staff are completed in a timely manner and are appropriately monitored.	No adjustments were required during this reporting period.
6	Consider the possibility of establishing a work experience placement for a disabled person. Complete feasibility study by March 2012 and, if possible, establish work placement in April 2012.	It has not yet been possible to pursue this initiative because of cuts to the operating budget
7	Review and update the list of consultees who are	The consultees list was updated in

	consulted on disability issues	2011/2012. The list of consultees will reviewed in the new Disability Action Plan scheduled for 2014-2015.
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5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

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?

No

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?

We will develop a three year operating action plan in 2014-2015