

NORTHERN IRELAND SCREEN



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2014-15

Contact:

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Documents published relating to our Equality Scheme can be found at:

<http://www.northernirelandscreen.co.uk/sections/141/equality-scheme.aspx>

Signature:

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

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

This report reflects progress made between April 2014 and March 2015

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 2014-15, 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.

Northern Ireland Screen's Equality Scheme, which was based closely on the Equality Commission's Model Scheme, was approved by the Commission on 24th April 2013.

Northern Ireland Screen continues to closely monitor participation in its programmes mainly through the use of equal opportunities monitoring questionnaires. This method continues to provide us with robust information on the Section 75 profiles of individuals involved in our 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 film and television production and development, development support initiatives for local production companies, Irish Language and Ulster Scots broadcast funding, skills development, education, audiovisual heritage of NI and specialised film exhibition development.

In 2014-15 Northern Ireland Screen delivered or assisted in delivering a wide range of initiatives which promoted equality of opportunity, good relations and diversity, including:

Northern Ireland Screen's three Creative Learning Centres (CLCs) (in Derry/Londonderry, Belfast and Armagh) continued the provision of programmes and services that focus on the marginalised and most disadvantaged schools and communities. Key priorities established in 2014-15 included the extension of the programme of activities into rural areas and hard to reach groups which were previously not covered by the centres, while actively targeting areas of social exclusion and deprivation.

The Irish Language Broadcast Fund (ILBF) 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, RTE and TG4.

The ILBF also continues to fund a range of training initiatives for Irish speakers working in the sector in Northern Ireland.

The Ulster Scots Broadcast Fund (USBF) provides finance for the production of film, television or other moving image projects relating to the Ulster-Scots heritage, culture and language in Northern Ireland. The aim of the Fund is to ensure that the Ulster-Scots heritage, culture and language are expressed through moving image and that high quality Ulster-Scots cultural TV programmes for a Northern Ireland audience are funded.

The Digital Film Archive (DFA) can be accessed at 22 sites across Northern Ireland including museums, libraries and arts centres. The DFA is a free public access resource containing over 70 hours of film footage spanning 100 years of Northern Ireland history. The DFA is used by teachers, students, historians, tourists and anyone with a keen interest in moving images.

The DFA outreach programme delivers free themed presentations based on the content of the archive to a variety of audiences including community and reminiscence groups, historical societies and schools.

Northern Ireland Screen offers a number of work placements on various skills development schemes which provide training opportunities on funded film and television projects.

The Irish Language Broadcast Fund operated 4 training schemes in 2014 (trainee sound technician/assistant producer/script-continuity/video journalist) which were aimed at Irish speakers. Trainees are placed in production companies for the duration of the scheme and trainees are also given the opportunity to attend appropriate short training courses with recognised training providers.

A number of skills development schemes operated in 2014. The Craft & Technical scheme provided training opportunities in the SFX, Script, Grip, Sound, Props, Art and Camera departments on funded projects including GAME OF THRONES. The placements were offered to junior freelancers and/or recent graduates - the placements were paid (min wage).

The remaining skills development schemes which were all aimed at junior freelancers and/or recent graduates included Drama Directing/Post Production/Motion Graphics/Sound Post Production/Transport/Casting/VFX Co-ordinator. All of the placements were paid (min wage).

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2014-15 (*or append the plan with progress/examples identified*).

The NI Screen funded 'INTO FILM' clubs (which are After School Film Clubs) continue to introduce children and young people to the benefits of the world of film and promote learning through discussion and written analysis of the films viewed. The INTO FILM clubs have considerable potential to contribute to the Executive's efforts to promote a shared future and a cohesive society.

The INTO FILM clubs provide an after school facility and as such are an additional benefit for parents, in terms of childcare and an ETI inspection showed that the education experience associated with After School Film Clubs was good. 100% of INTO FILM Clubs operate in schools within the extended grouping or in areas of disadvantage. The expansion of Film Club into 270 extended services schools in the most deprived and hard to reach areas with high levels of poverty and deprivation is ongoing.

In 2014-15 there were 269 clubs signed up to INTO FILM and of this number 202 were active clubs in the year. At 31st March 2015, overall membership of INTO FILM club was 7,163.

NI Screen continues to work with the three Creative Learning Centres (CLCs) as they continue to focus on the provision of programmes and services that focus on reaching into the most disadvantaged schools and communities. In 2014-15 a key performance target was that 70% of CLC activity was to be undertaken in areas of disadvantage in Belfast, Derry and across the North of Ireland. At the 31st March 2015, this target had been exceeded with the average across all three centres reaching 79.9%.

All three centres deliver programmes for schools and young people in the use of new creative digital technologies. A key element to the services provided is professional development programmes for teachers and youth leaders. Education and Training Inspectorate evaluation reports of the CLCs have demonstrated the valuable contribution they make in supporting schools and the curriculum.

Northern Ireland Screen's Digital Film Archive (DFA) throughout 2014-15 delivered 52 outreach events / presentations with 14 presentations delivered that were dedicated to working with older persons/senior groups; 4 presentations were delivered in care home/sheltered housing environments and 5 presentations were delivered in identified areas of deprivation, social exclusion and rural isolation. Working with 'partner' organisations there were 198 'partner' events delivered to 2,983 individuals.

- 3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2014-15 reporting period? *(tick one box only)*

☒ Yes ☐ No (go to Q.4) ☐ Not applicable (go to Q.4)

Please provide any details and examples:

Increasing the employment of local people was a commitment within the Equality Scheme and over the last few years we have seen the numbers of local crew and Head of Departments employed on funded projects continuing to grow. Work is ongoing to ensure that this growth is maintained and that job opportunities continue to arise.

Northern Ireland Screen has created opportunities for Northern Ireland Film-makers to gain access to financiers, sales agents and distribution outlets for their projects by facilitating attendance at key industry events and by arranging meetings with key industry people both at home and overseas. This activity is aimed at increasing opportunities for local production companies to create employment opportunities whilst also increasing the success rate of NI film-makers.

At the heart of the Opening Doors Strategy is an even greater focus on skills development. Northern Ireland Screen provides work placement opportunities for individuals on funded productions shooting in NI.

Our flexible Skills Bursary Fund supports other professional training providers to deliver courses that are targeted at identified skills gaps. Also, we can visit with regional colleges to talk to students on relevant vocational courses to encourage them to consider a career in film, television and digital content.

- 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:

All of the above activity is aimed at attracting greater number of applicants from under-represented groups and we are seeing an increased participation by groups such as people from a BME background, people with disabilities, people with dependants and people 29yrs+.

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):*

Commitments made in the Equality Scheme action plan/measures

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 2014-15 reporting period? *(tick one box only)*

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

Please provide any details and examples:

A process is in place to ensure that job descriptions are reviewed as a vacancy arises to ensure that requirements do not indirectly discriminate against individuals across the S75 groups.

PART A

- 5 Were the Section 75 statutory duties integrated within performance plans during the 2014-15 reporting period? *(tick one box only)*

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

Please provide any details and examples:

Personal performance plans are subject to appraisal in the annual performance review.

- 6 In the 2014-15 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 2013-14 report
- ☐ Not applicable

Please provide any details and examples:

Northern Ireland Screen continually reviews and reassesses the impact of its programmes on its S75 obligations. Staff awareness of statutory equality duties is renewed through training and new staff members are provided with equality briefing notes as part of their induction process. Northern Ireland Screen closely monitors participation in its programmes, mainly through the use of equal opportunity monitoring questionnaires. This method continues to provide robust information on the Section 75 profiles of individuals engaging with Northern Ireland Screen. Where monitoring has indicated an under-representation, we have taken action to specifically target groups and we are starting to see an increase in numbers.

Equality action plans/measures

- 7 Within the 2014-15 reporting period, please indicate the **number** of:

Actions completed:

1

Actions ongoing:

10

Actions to commence:

1

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

The percentage of local crew and heads of departments employed on funded projects continues to grow and at the end of 2014-15 the percentage of crew on large scale production was 42% and on productions was 66%. Heads of department on large scale production was 25% and on other productions was 59% - we are confident that the target set in our Equality Scheme will be met by the end of this strategy period.

The action measure to create a new entrant scheme has been achieved, the numbers applying are increasing each year, as are the number of individuals who are successful in obtaining placements on Northern Ireland Screen funded film and television projects - many of whom are successful in obtaining permanent employment outside of the scheme.

- 8 Please give details of changes or amendments made to the equality action plan/measures during the 2014-15 reporting period (*points not identified in an appended plan*):

None

- 9 In reviewing progress on the equality action plan/action measures during the 2014-15 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 2014-15 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

PART A

None were undertaken in period

- 12 In the 2014-15 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:

None in the period, although in previous consultations contact was via email.

- 13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2014-15 reporting period? *(tick one box only)*

- ☐ Yes ☒ No ☐ Not applicable

Please provide any details and examples:

- 14 Was the consultation list reviewed during the 2014-15 reporting period? *(tick one box only)*

- ☐ Yes ☒ No ☐ Not applicable – no commitment to review

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

[Insert link to any web pages where screening templates and/or other reports associated with Equality Scheme commitments are published]

PART A

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

| |
|------|
| None |
|------|

- 16** Please provide the **number of assessments** that were consulted upon during 2014-15:

| | |
|---|--|
| 0 | Policy consultations conducted with screening assessment presented. |
| 0 | Policy consultations conducted with an equality impact assessment (EQIA) presented. |
| 0 | 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:

N/A

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

☐ Yes
 ☐ No concerns were raised
 ☐ No
 ☒ Not applicable

Please provide any details and examples:

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

- 19** Following decisions on a policy, were the results of any EQIAs published during the 2014-15 reporting period? (*tick one box only*)

☐ Yes
 ☐ No
 ☒ Not applicable

Please provide any details and examples:

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

- 20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2014-15 reporting period? *(tick one box only)*

☐ Yes

☐ No, already taken place

☐ No, scheduled to take place at a later date

☒ Not applicable

Please provide any details:

- 21** In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

☐ Yes

☐ No

☒ Not applicable

Please provide any details and examples:

- 22** Please provide any details or examples of where the monitoring of policies, during the 2014-15 reporting period, has shown changes to differential/adverse impacts previously assessed:

Nothing to report for period.

- 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:

Northern Ireland Screen continues to monitor participation in its programmes, mainly through the use of equal opportunity monitoring questionnaires. This method continues to provide robust information on the Section 75 profiles of individuals involved in the programmes. In previous years monitoring information has indicated an under-representation of disabled applicants, BME and gender groups. However, we are seeing an increase in numbers applying in each of the last few years.

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 2014-15, and the extent to which they met the training objectives in the Equality Scheme.

The Equality Scheme includes a commitment to developing an effective training programme for all staff to raise awareness of current anti-discrimination legislation and the statutory equality duties, whilst also providing employees with the necessary skills and knowledge to do this work effectively. One member of staff attended the Statutory Equality and Good Relations Duties conference in March 2015.

- 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:

Northern Ireland Screen identifies training needs and works with appropriate bodies and/or individuals in the development and delivery of training either for individuals or the organisation as a whole. Training is evaluated to ensure that the desired outcomes are achieved so that any future training remains relevant.

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

- 26** Please list **any examples** of where monitoring during 2014-15, across all functions, has resulted in action and improvement in relation to **access to information and services**:

Northern Ireland Screen has a well designed, informative website and e-zine which is the focus of communication activities for the organisation. The organisation also has a full Publication Scheme which allows the public to access a wide range of documents, including accessing documents relating to Section 75 duties, such as the annual monitoring report and annual progress report which are both available on the website.

To ensure equality of opportunity in accessing information, we provide information in alternative formats on request and for those whose first language is not English, we can, again on request arrange for translation of documents e.g. application forms. We work to ensure that publications are jargon free and in plain English.

No requests were received in the 2014-15 period.

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 our services.

Complaints (Model Equality Scheme Chapter 8)

- 27** How many complaints in relation to the Equality Scheme have been received during 2014-15?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

Section 3: Looking Forward

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

The Equality Scheme was approved by the Equality Commission in April 2013 and it is our intention to commence work on a new Equality Scheme in 2016/17.

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)*

Consultation with all stakeholders will begin as early as possible in the development process of the new Equality Scheme. We will consider the accessibility and format of every method of consultation we use to ensure that we remove any barriers that may exist. Consideration of how we communicate with people with disabilities and minority ethnic communities will be a key part of any consultation process and to assist us in this we will make use of existing good practice guidance.

Information will be made available, on request, in alternative formats in a timely manner and we will ensure that consultees have ample and equal time to respond.

For those individuals within Northern Ireland Screen who will be involved in facilitating consultations, we will ensure that their training is up-to-date to ensure that they continue to have the necessary skills to communicate effectively with consultees.

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2015-16) reporting period? *(please tick any that apply)*

- ☐ Employment
- ☒ Goods, facilities and services
- ☒ Legislative changes
- ☐ Organisational changes/ new functions
- ☐ Nothing specific, more of the same

PART A

☐ 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:

9

Fully achieved

5

Partially achieved

5

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 | | | |

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

| | Training Action Measures | Outputs | Outcome / Impact |
|---|--------------------------|---------|------------------|
| 1 | None | | |

PART B

| | | | |
|---|--|--|--|
| 2 | | | |
| | | | |

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 presents a clear, user-friendly homepage highlighting the main areas of activity and it is easily navigable and contains more interactive content. A re-design of the website is in the planning stage and we will ensure that it remains accessible to people with a disability. |
| 2 | 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. | New documents have been developed in period. To date we have received no complaints/feedback from users of documents. |
| | | | |

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

| | Encourage others Action Measures | Outputs | Outcome / Impact |
|--|----------------------------------|---------|------------------|
| | | | |

PART B

| | | | |
|---|------|--|--|
| 1 | None | | |
| 2 | | | |
| | | | |

2 (e) Please outline any additional action measures that were fully achieved other than those listed in the tables above:

| | Action Measures fully implemented (other than Training and specific public life measures) | Outputs | Outcomes / Impact |
|---|---|---|---|
| 1 | Review the locations where public events are held and ensure that they are fully accessible to disabled people | Initial review to be completed by March 2012. Access to new venues to be considered as they arise | All venues used are fully accessible |
| 2 | Include emergency evacuation procedures in relation to disabled people in Health & Safety training, equality/disability training and induction training | Training modules updated previously | Health & Safety policy has been reviewed again and amended. Staff awareness of evacuation procedures has increased. |
| 3 | Review all monitoring procedures to ensure that information about disabled people is captured accurately and in sufficient detail | The standard monitoring questionnaire was updated to capture more information about disabled people and types of disability | Additional information is available which can assist in the planning of skills development. |

PART B

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 | 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. | Staff awareness of access issues has increased |
| 5 | Review visual signage at the Northern Ireland Screen offices | A review was completed in previous reporting period | Signage at the entrance to the main offices has been improved |
| 6 | Consider the possibility of establishing a work experience placement for a disabled person. | At least one work placement established | One disabled person was successfully placed on a paid work placement in the reporting period |
| 7 | Review and update the list of consultees who are consulted on disability issues. | List was reviewed and updated | Consultee list was up-to-date for the consultation period for the new Disability Action Plan |

PART B

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

| | Action Measures partly achieved | Milestonesvi / Outputs | Outcomes/Impacts | Reasons not fully achieved |
|---|---|---|--|--|
| 1 | Notify organisations representing disabled people (by forwarding a copy of the e-zine) of impending training courses, employment opportunities etc. | Development of a distribution list and forwarding of information | Monitoring shows that disabled people are applying to participate in Northern Ireland Screen's programmes and schemes. | e-zine service was not fully operational in 2014-15 (opportunities were uploaded onto website) |
| 2 | 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. | Awareness raising part of refresher training. Images to be gathered on a continuing basis | Number of images used in publications | No images were available |
| 3 | 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 | Staff awareness has increased and one staff member has undertaken BSL training previously | In the period, there were no occasions when the service was required. |

PART B

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

| | Action Measures partly achieved | Milestones / Outputs | Outcomes/Impacts | Reasons not fully achieved |
|---|--|--|--|---|
| 4 | Provide refresher training for all staff to promote awareness and commitment to disability equality | Number of staff trained | Greater awareness amongst staff | Training has been organised for Sept 2015 |
| 5 | Update training content to include information on the social and communication barriers faced by people with ASD in accessing public services and facilities | Include in refresher training in 2015-16 | Increase in staff awareness and improved access to NI Screen services & facilities | Training has been organised for Sept 2015 |

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 recruited in period (Equality briefing notes are available for new board members during induction) |
| 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 in previous reporting period but there has been no need to call upon it in reporting period |
| 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) | Options were investigated previously but no further action has been taken in respect of training provision. Receptionist has already been trained in BSL but there has been no occasion for staff to use either BSL or ISL during the reporting period |

PART B

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

| | Action Measures not met | Reasons |
|---|--|--|
| 4 | Review induction materials to ensure they emphasise the requirements of positive disability duties | The review was completed in a previous reporting period. No update was required in 2014-15 |
| 5 | Ensure all reasonable adjustments for staff are completed in a timely manner and are appropriately monitored | None required in reporting period |

PART B

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

Section 75 Monitoring Questionnaire was revised to ensure we captured as much information as possible across all the S75 groups.

(b) Quantitative

Section 75 monitoring returns

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 | | | |

PART B

| | | |
|---|--|--|
| 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?

A revised draft Disability Action Plan has been completed and is out for consultation.

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.