

# EQUALITY COMMISSION FOR NORTHERN IRELAND

## Public Authority 2010 – 2011 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 2010 to 31 March 2011**. This template also includes a number of questions regarding implementation of Section 49A of the DDO from the **1 April 2010 to 31 March 2011**. 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 2011**.

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)

***Agri-Food and Biosciences Institute (AFBI)***

Equality Officer (Enter name and contact details below)

S75: ***Miss Linda M. Gogarty, Equality Officer, AFBI HR Unit,  
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DDO (if different from above): ***as above***

Please indicate whether you would prefer to receive correspondence from the Commission by:

Post

☐

Electronically

☒

## S75 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?
  - ♦ *AFBI Equality Unit established in January 2011 with the appointment of a dedicated AFBI Equality Officer.*
  - ♦ *Formal Equality Training programme developed and agreed for Equality Unit Staff.*
  - ♦ *Equality Awareness through dedicated Equality section being developed on AFBI Intranet for all AFBI staff.*
  - ♦ *Equality awareness built into AFBI Corporate Induction programme and Criteria Based Interview training programme.*
  - ♦ *Annual Fair Employment Monitoring Report (2010) completed & submitted to the ECNI.*
  - ♦ *Article 55 Review for AFBI (07-09) progressed.*
  - ♦ *Equality Networking links developed with Equality Commission contact (Ciaran Trainor) and NICS Equality Units.*
- 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?
  - ♦ *Completion of a comprehensive review of community background information on all AFBI staff.*
  - ♦ *Carry out a monitoring exercise to determine the composition of the workforce regarding the 9 equality categories and address any inequality issues arising from these.*
  - ♦ *Enhance the Equality section on the AFBI Intranet.*
  - ♦ *Enhance Equality Awareness in Corporate Induction training programme.*
  - ♦ *Provide Equality Awareness training to all AFBI employees.*
  - ♦ *Develop and implement an equality screening process for AFBI.*
  - ♦ *Ensure strict adherence to Equality Commission guidance on policy development, i.e. screening, impact assessment.*
  - ♦ *Complete monitoring reports as required by ECNI and address any issues arising from these.*

- ♦ *Progress AFBI's Equality Scheme (due November 2012).*
- ♦ *Establish AFBI Equality Policy.*
- ♦ *Review AFBI procedures and guidelines as required.*
- ♦ *Provide equality guidance and information to staff.*
- ♦ *Promote equality throughout AFBI.*
- ♦ *Provide updates to Senior Management and AFBI Board.*
- ♦ *Make staff aware of Equality Reports through publication on the Intranet, either in full or summarized format.*
- ♦ *Review the Equal Opportunities statement in recruitment exercises.*
- ♦ *Implement formal screening process for all recruitment/appointment opportunities.*
- ♦ *Continue to develop and establish links with ECNI, DARD and other bodies.*
- ♦ *Equality Officer to keep up-to-date with training and awareness on equality issues.*

- Please give examples of changes to policies or practices which have resulted in outcomes. If the change was a result of an EQIA please tick the appropriate box in column 3 and reference the title of the relevant EQIA in the space provided below:

	Outline change in policy or practice which have resulted in outcomes	Tick if result of EQIA
Persons of different religious belief	<i>Nil</i>	
Persons of different political opinion	<i>Nil</i>	
Persons of different racial groups	<i>Nil</i>	
Persons of different age	<i>Nil</i>	
Persons with different marital status	<i>Nil</i>	
Persons of different sexual orientation	<i>Nil</i>	
Men and women generally	<i>Nil</i>	

Persons with and without a disability	<i>Nil</i>	
Persons with and without dependants	<i>Nil</i>	

- Title/s of EQIAs referenced: *Not Applicable*

## 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 2010-11

*Since the establishment of AFBI's Equality Unit in January 2011, progress has been as indicated in S75 Executive Summary above.*

## Section 2: Screening

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

Title of policy subject to screening	Was the <u>F</u> ull Screening Report or the <u>R</u> esult of initial screening issued for consultation? <i>Please enter <u>F</u> or <u>R</u></i>	Was initial screening decision changed following consultation? <u>Y</u> es/ <u>N</u> o	Is policy being subject to EQIA? <u>Y</u> es/ <u>N</u> o? If yes indicate year for assessment.
<i>Health &amp; Safety Policy Statement 2010</i>	<i>Not Required as Internal to AFBI</i>	<i>Not Required</i>	<i>Not Required</i>
<i>Rewards to Staff Scheme – Rewards to Inventors Policy</i>	<i>Not Required as Internal to AFBI</i>	<i>Not Required</i>	<i>Not Required</i>
<i>Intellectual Property Policy and Procedures</i>	<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>
<i>Counter Fraud Policy and Fraud Response Plan (updated)</i>	<i>Not Required as Internal to AFBI</i>	<i>Not Required</i>	<i>Not Required</i>

### Section 3: Equality Impact Assessment (EQIA)

- Please provide an update of policies subject to EQIA during 2010-11, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2011-12. *Nil Return*

#### EQIA Timetable – April 2010 - March 2011

Title of Policy EQIA	EQIA Stage at end March 2011 (Steps 1-6)	Outline adjustments to policy intended to benefit individuals, and the relevant Section 75 categories due to be affected.

- Where the EQIA timetable for 2010-11 (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 2010- March 2011

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

- 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: *Not Applicable*

#### 2011-12 EQIA Time-table

Title of EQIAs due to be commenced during April 2011 – March 2012	Existing or New policy?	Please indicate expected timescale of Decision Making stage i.e. Stage 6

## Section 4: 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.

*Equality awareness has been included in AFBI Criteria Based Interviewing courses to ensure that panel members are aware of their legal obligations and duties regarding recruitment and selection.*

*Development of Equality Awareness within the Corporate Induction Programme.*

*13 AFBI staff, as part of their duties as Harassment Officers, attended Equality Awareness Training provided by ECNI in July 2010.*

*Gender Orientation awareness training provided for a number of staff. Well received.*

*Consultation with Equality Commission regarding AFBI's Equality Scheme.*

*Following establishment of the Equality Unit, the following training has been agreed for the Equality Officer and other staff: How to Complete an Article 55 Review; Reasonable Steps Defence; Equality Impact Assessment Workshop; Equality Awareness; Sex Equality; Intro to Age Regulations; Disability in the Workplace; Bullying and Harassment in the Workplace; Recruiting Fairly; Positive Action; Employing Migrant Workers; Flexible Working.*

## Section 5: 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.

*Nil during 2010/2011.*

*This will be addressed during 2011/2012 – refer to S75 Executive summary, initiatives planned.*

## Section 6: 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.

*Nil during 2010/2011.*

*This will be addressed during 2011/2012 – refer to S75 Executive summary, initiatives planned.*

*In addition, AFBI will develop and implement questionnaires/surveys on a) Stress and b) Internal Recruitment. Feedback should help identify any equality related issues which may a) contribute to stress and b) help improve the recruitment process.*

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

*Used for reference and background information.*

## Section 7: 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.

*This will be addressed during 2011/2012 – refer to S75 Executive summary, initiatives planned.*

## Section 8: Complaints

- Please identify the number of Section 75 related complaints:
  - received and resolved by the authority (including how this was achieved);  
*No cases*
  - which were not resolved to the satisfaction of the complainant;  
*No cases*
  - which were referred to the Equality Commission.  
*No cases*

## **Section 9: Consultation and Engagement**

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

*AFBI had been asked by its sponsor branch, DARD, for input/comments on*

*a) its draft document for Child Poverty Strategy and*

*b) the CEDAW report for the OFMDFM.*

*Responses were provided in both cases.*

*AFBI promoted the Rainbow Project Research Survey via the Intranet.*

*Advice and guidance in equality issues, especially in regard to completion of reports, has been sought from the ECNI.*

*Links have been established with ECNI and NICS Equality Units.*

*Equality Officer signed up to receive Equality Newsletters and bulletins.*

*AFBI staff attended the Employer's for Childcare Roadshow.*

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

*Nil Response*

## **Section 10: 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.

*Gender Orientation awareness training provided for a number of staff.*

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

*Nil Response*

## **Section 11: New/Revised Equality Schemes**

- If the Commission has notified you of its intention to request a new/revised scheme or formally requested a new/revised scheme and associated action plan, please outline below what progress has been made in this reporting period.

*AFBI falls in Tranche 7 for the new Equality Scheme. AFBI will receive formal notification in May 2012 and the scheme is to be submitted by 1-Nov-2012.*



## Section 12: Additional Comments

- Please provide any additional information/comments.

*AFBI, as a Non-Departmental Public Body sponsored by DARD, complies fully with the terms and conditions of the NICS. AFBI also adheres fully to all HR related policies and procedures operating within the NICS to ensure adherence to equality of opportunity in all aspects of our business.*

*The Equality Unit will ensure that AFBI is best placed to provide and promote equality of opportunity and good relations, working closely with the Equality Commission and other key stakeholders to achieve this.*

Annual Report 1 April 2010 / 31 March 2011  
'Disability Duties' Questions

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

7

Fully  
Achieved?

3

Partially  
Achieved?

1

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 <sup>1</sup>	Outcomes / Impact <sup>2</sup>
National <sup>3</sup>			
Regional <sup>4</sup>			
Local <sup>5</sup>	<i>AFBI have established links with Ulster Sheltered Employment Ltd (USEL) to provide employment to persons with a registered disability.</i>	<i>Staff employed.</i>	<i>Potential opportunities for further staff to be employed through USEL.</i>

<sup>1</sup> **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.

<sup>2</sup> **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.

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

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

<sup>5</sup> **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? *Nil Response*

	Training Action Measures	Outputs	Outcome / Impact
1	<i>Health and Safety Officers completed training which included a section on disabilities and ergonomics in the workplace.</i>	<i>Awareness by H&amp;S officers.</i>	<i>H&amp;S officers to review workplace and take action where necessary.</i>
2			
3			
4			

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	<i>Establishment of Equality Unit within AFBI.</i>	<i>Staff informed via Intranet notice.</i>	<i>Awareness for staff.</i>
2			
3			
4			

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

*Nil Response*

	Encourage others Action Measures	Outputs	Outcome / Impact
1			
2			
3			
4			

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	<i>All staff who declare a disability or long-term health condition will be assessed to determine their needs in relation to workplace access assessment.</i>	<i>Managed through the Recruitment and Induction process for any cases identified/declared.</i>	<i>Appropriate adjustment made. AFBi continues to review its procedures in line with this measure.</i>
2	<i>All staff who declare a disability or long-term health condition will have their posts assessed to determine their needs in relation to their disability.</i>	<i>Managed through the Recruitment and Induction process for any cases identified/declared.</i>	<i>Appropriate adjustment made. AFBi continues to review its procedures in line with this measure.</i>

3	<i>All staff who declare a disability or long-term health condition will be assessed to determine their needs in relation to building evacuation.</i>	<i>Personal emergency evacuation plans will provide individual support for all disabled staff.</i>	<i>Appropriate adjustment made. AFBI continues to review its procedures in line with this measure.</i>
4	<i>All job applicants who declare a disability or long-term health condition will be accommodated, as far as possible, in relation to applications and interviews.</i>	<i>Managed through HR &amp; H&amp;S if necessary.</i>	<i>Reasonable adjustments made.</i>

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

	Action Measures partly achieved	Milestones <sup>6</sup> / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	<i>Provision of Disability Discrimination Act Awareness e-learning package.</i>	<i>To be made available to all staff via the Intranet.</i>	<i>To make staff aware of the Act.</i>	<i>Under development, still to be fully tested and agreed.</i>
2	<i>Establishment of an AFBI Disability Forum.</i>	<i>To make staff aware of disability issues and ensure AFBI are acting in accordance with disability legislation re reasonable adjustments etc.</i>	<i>To promote disability awareness and action where required.</i>	<i>AFBI has not had the resources to undertake this.</i>
3	<i>Review guidance for written communication policies, practices and procedures.</i>	<i>To ensure compliance with legislation and good practice.</i>	<i>To ensure compliance and promote awareness.</i>	<i>AFBI has not had the resources to undertake this.</i>

<sup>6</sup> **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	<i>Formal training and guidance for staff on disability awareness and legislation.</i>	<i>AFBI has not had the resources to undertake this.</i>
2		
3		
4		

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

*To be defined and agreed.*

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(b) Quantitative

*To be defined and agreed.*

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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: **No**

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			
4			

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?

*With the formation of the Equality Unit, AFBI will develop its action plan in relation to its disability duties.*

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