



Northern
Ireland
Office

Section 75 Northern Ireland Act 1998

Annual Progress Report 1 April 2008 – 31 March 2009

Equality Officer

Brendan Giffen
Central Management Unit
Room A4.4
Castle Buildings
Stormont Estate
BELFAST BT4 3SG

Telephone: 028 9052 8138
Textphone: 028 9052 7668
Facsimile: 028 9052 3191
E-mail: Brendan.Giffen@nio.x.gsi.gov.uk

EQUALITY COMMISSION FOR NORTHERN IRELAND

Public Authority 2008 - 2009

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 2008 to 31 March 2009**. This template also includes a number of questions regarding implementation of Section 49A of the DDO from the **1 April 2008 to 31 March 2009**. 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 2009**.

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 Office

Equality Officer (Enter name and contact details below)

Brendan Giffen
Central Management Unit
Room A4.4 Castle Buildings
Stormont Estate
Belfast BT4 3SG
Telephone no. 028 9052 8138
Text phone no. 028 9052 7668
Facsimile 028 9052 3191
E-Mail Brendan.Giffen@nio.x.gsi.gov.uk

DDO (as above)

TABLE OF CONTENTS

S75 Executive Summary	6
Implementation of Section 75 duties	6
Training and Recruitment	7
Consultation and Engagement	8
Section 1: Strategic Implementation of the Section 75 Duties	19
Section 2: Screening	23
Section 3: Equality Impact Assessment (EQIA)	29
Section 4: Training	33
Section 5: Communication	35
Section 6: Data Collection & Analysis	39
Section 7: Information Provision, Access to Information and Services	43
Section 8: Complaints	45
Section 9: Consultation and Engagement	46
Section 10: The Good Relations Duty	52
Section 11: Additional Comments	54

S75 Executive Summary

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

This progress report covers the period 1 April 2008 to 31 March 2009.

Implementation of Section 75 Duties

During the period of the report, the Northern Ireland Office was committed to its statutory duties under s75; the implementation of s75 is an ongoing responsibility for all staff within the NIO and its agencies. Throughout 2008/09 there were many positive examples of the Department's commitment to s75.

The Diversity secretariat revised the Department's Diversity Delivery Plan in line with the latest Cabinet Office guidance. The Plan includes measureable actions to promote equality and demonstrate that diversity is valued across four key themes:

- (a) Behaviour and culture change;
- (b) Accountable leadership;
- (c) Talent management; and
- (d) Representation data on women, ethnic minorities and disabled people.

The plan was approved by the Departmental Board in December 2008 and was assessed by the Cabinet Office in January 2009. The Diversity Steering Group monitors delivery and achievement of actions within the plan. All actions completed remained on track at 31 March 2009.

The Northern Ireland Prison Service (NIPS) launched its Diversity Strategy 'Make a Difference' on 10 June 2008. This comprehensive strategy has an associated Action Plan with actions specific to Equality of Opportunity and Equity Monitoring. NIPS extended its monitoring provisions across all nine s75 categories and made several policy improvements to enhance data gathering and analysis. A Diversity Steering Group was established as a subgroup of the Prison Service Management Board, and is responsible for setting the strategic direction for diversity in NIPS. A Diversity Champion has also been appointed to oversee the implementation of the Strategy.

An Equality and Diversity Committee was established in each of the prison establishments. These committees review equity monitoring data, report on differentials and put in place solutions to local equality and diversity issues. Each Committee is chaired by a senior Governor, attended by Heads of Departments, the NIPS Equality Adviser and the HR Head of Equality and Diversity, plus prisoner and stakeholder involvement. Outcomes are: better and broader equity monitoring; improvement in local policy implementation; ongoing stakeholder consultation; and opportunity for internal benchmarking and learning best practice.

Training and Recruitment

Applications from females and Catholics to the NIPS increased and there are increasing numbers of women and Catholics being recruited. For example, in 2007/2008 NIPS ran a total of nine recruitment campaigns. The largest of these recruitment competitions was for the new Operational Support Grade (OSG) with a total of 26% Catholic and 36.5% female applications received. This is a positive step for NIPS towards our target of 35% Catholic and 40% female applicants in all competitions by 2011. To date 115 appointments have been made from this competition which represents 27% Catholic and 50.4% female.

During 2008/09, Forensic Science NI (FSNI) undertook significant recruitment and the associated campaigns were focused on ensuring that under-represented groups were encouraged to apply. A significant number staff also undertook training during the year which included promoting equality and diversity. The agency continued to support flexible working, and a recent staff attitude survey evidenced that 67% of staff feel that working patterns within FSNI are sufficient to meet their needs.

Consultation and Engagement

Throughout 2008/09 the Department continued to maintain and further develop close working relationships with partner organisations in the statutory, voluntary and community sectors to deliver services and programmes in line with NIO policy and practice. New and revised policy and practice, introduced by the Youth Justice Policy Unit (YJPU), was developed through stakeholder representation and consultation building on arrangements that consider the best interest of children and young people. For example, young people were involved in the development and drafting of new Juvenile Justice Centre Rules which were published in November 2008. The Northern Ireland Youth Forum was also asked to carry out a further consultation exercise to include young people in producing a child friendly version of the Rules.

In September 2008, a member of YJPU attended the United Nations Committee on the Rights of the Child (UNCRC) debate in Geneva, to discuss the UK update on what had been achieved in policy and practice over the last five years. It was agreed that the UNCRC report would inform the development of the next action plan for taking forward the Children's Strategy and help to shape future policy development. The planning process is at an early stage.

The pilot of the Regional Initial Assessment tool for alcohol and drugs screening has been initiated and 297 young people have been assessed during the year to identify their needs and inform appropriate interventions.

Key elements of the Youth Justice Agency (YJA) mental health strategy for young people were implemented.

The Reducing Re-offending Strategy through a restorative justice framework across the Agency was agreed and action plans have been prepared by the different work streams, these will be implemented during 2009/10.

During this reporting period changes were introduced to make it easier for people with disabilities to register for absent voting for an indefinite period. This improvement made for administering UK Parliamentary elections was extended to all Northern Ireland Assembly, local government, and European Parliamentary elections.

Recent legislation on electoral registration added secondary schools to the list of specified authorities from which the Registration Officer can request information. This has contributed to the success of Electoral Office initiatives aimed at encouraging young people to register to vote and participate in the democratic process.

As part of the project to update the European Parliamentary Elections (Northern Ireland) (Amendment) Regulations 2009 the 60+ Smartpass was added to the special list of documentation that can be used to verify identity when voting in European Parliamentary elections. This is intended to make it easier for voters over 60 to vote.

A package of measures to assist victims of human trafficking in Northern Ireland was put in place. This stems from the UK wide Home Office lead policy on the implementation and ratification of the Council of Europe Convention on Action Against Trafficking in Human Beings. The key aim of the policy is to ensure that the NIO is compliant with those areas of the Convention for which it has responsibility.

This response has been broadly welcomed by the wide range of external stakeholders, including the Northern Ireland Human Rights Commission, local politicians and voluntary groups. In terms of equality of opportunity, implementation of the Convention will promote access to services for all victims of trafficking and reduce the harm to communities caused by organised immigration crime.

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?

The main initiatives planned by the Northern Ireland Office for the year April 2009 to March 2010 are listed below.

Upon completion of consultation, the NIO Criminal Justice Directorate, the Probation Board for Northern Ireland and the Northern Ireland Prison Service will finalise the Strategy for the Management of Women Offenders. The four strands of the Strategy are:

- providing alternatives to prosecution and custody;
- reducing offending;
- a women's centre: gender-specific community supervision and interventions; and
- developing a gender-specific approach to custody.

Significant progress will be made towards developing a Strategy for Reducing Offending in Northern Ireland. As the Strategy will apply to all offenders and potential offenders, representatives of all s75 categories will be considered.

NIO is currently engaged in a major project to provide new accommodation for FSNI. NIO/FSNI are undertaking an equality impact screening exercise to determine if the use of these criteria might lead to any significant equality issues in relation to the categories defined under s75.

During 2009/10 the Youth Justice Agency (YJA) plans to:

- develop a strategy for engaging with local communities;

- implement a system to measure satisfaction levels of young people and families with the services they received from the Agency;
- have in place a monitoring system to measure compliance with s75 of the NI Act 1998 for the Juvenile Justice Centre (as an initial phase of a wider compliance programme);
- provide opportunities for young people without education, employment or training at time of referral to the Agency to access such services during their period of engagement; and
- review and update the Agency's Child Protection Policy and Procedures and deliver updated staff training in conjunction with the "Safeguarding Vulnerable Groups" legislation.

The NIO Human Rights & Equality Unit is currently analysing advice submitted by the Northern Ireland Human Rights Commission to the Secretary of State on a Bill of Rights for Northern Ireland. The advice contained a comprehensive set of proposals with the potential to affect the nine categories covered by section 75. In formulating its response, the Government will consider the potential impact on equality of opportunity and good relations, and prepare for full public consultation.

Beyond 2009/10 the NIO also intends to bring forward legislation to provide for anonymous entries on the electoral register which will assist victims of domestic violence to register to vote securely. As women are more likely to be victims of domestic violence this will provide greater opportunity for them to participate in the democratic process.

Personnel Services Division (PSD) is considering an extension of the Department's bursary for civil servants with disabilities to include staff from ethnic minority and LGBT groups with an emphasis on enriching diversity networks and activities.

PSD intend to undertake Stonewall LGB equality and A:Gender equality transgender indexing assessment of departmental policy and business practice.

The Department is also publishing the responses to the consultation exercise on the Police Ombudsman's Five Year Review and to conduct an 8-week consultation exercise with key stakeholders on revised Police (Unsatisfactory Performance and Attendance) Regulations and to conduct a screening exercise.

Human trafficking for sexual exploitation disproportionately impacts on the Section 75 areas of age, gender and race. The available data highlights this crime particularly affects young women aged 18-25 of all nationalities. In addition it is known that labour trafficking has a greater impact on male adults. Over the next 12 months the support package will be run as a pilot to assist in determining and ensuring that the needs of these groups are met as they come into the system.

The Northern Ireland Prison Service planned to undertake the following work in 2009/10:

- Development and implementation of the new Progressive Regimes and Earned Privileges Scheme (PREPS).
- Through the Diversity Strategy, NIPS gave a commitment to look at ways of supporting staff career development, with particular attention to under represented groups within management levels. The Diversity Steering Group has developed a Women's forum to research women's issues and share good practice. It will examine issues relating specifically to women within the organisation and provide a group of mutual support which will enable staff to share ideas and experiences

within the Prison Service and across the criminal justice system. The forum also intends to promote gender mainstreaming by providing an additional viewpoint on new and existing internal and external policies and to look at gender specific development opportunities.

- Continued implementation of the action plan stemming from the NIPS Diversity Strategy 'Make a Difference', aimed at improving the service being delivered to all client groups including prisoners, their families and visitors, whilst also improving the experiences of staff and attracting a more diverse workforce.
- Delivery throughout 2009/10 of a tailor made NIPS Diversity Training package for all NIPS staff and which is currently being adapted for a future roll-out to service users.
- Improvements to the quality and depth of information gathered to help identify potential trends, areas of concern, potential inequalities to set baseline for new Equality Scheme.
- All staff and service users will be surveyed on a range of disability issues. The outworking of this survey will be taken forward through service user focus groups and a disability network for staff.
- The appointment of a Disability Liaison Officer, who works in headquarters and across establishments to promote disability equality.
- Equality and diversity will remain a standing agenda item at senior management and Board meetings.

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:

	Outline change in policy or practice which have resulted in outcomes	Tick if result of EQIA
Persons of different religious belief	<ul style="list-style-type: none"> • External diversity events advertised on our intranet. 	
Persons of different political opinion	<ul style="list-style-type: none"> • Extension of current monitoring provisions to all nine categories at recruitment stage. 	
Persons of different racial groups	<ul style="list-style-type: none"> • External diversity events advertised on our intranet. • Translation and interpretation services improved and reviewed regularly. • NIPS: new chaplaincy services for Muslim and Chinese prisoners within NIPS establishments. • NIPS: new induction packs (different languages); piloting 'virtual' visits for Foreign National Prisoners' to facilitate family links. 	

	Outline change in policy or practice which have resulted in outcomes	Tick if result of EQIA
Persons of different age	<ul style="list-style-type: none"> • NIPS: improved and specific user group gym opportunities for older prisoners. • Review has looked at the effectiveness of the video link between the Juvenile Justice Centre and Youth Courts to take consideration of s75 of the NI Act 1998. • Revised Juvenile Justice Centre rules have addressed the relevant s75 issues relating to young people between 13 and 17 being held in secure accommodation. • Legislation enabling all children under 18 who required custody to be accommodated either in the Juvenile Justice Centre or Hydebank Wood Young Offenders Centre. This removed all 17 year old girls from an adult prison. • Inclusion of the 60+ Smartpass in the list of specified documentation to be used when voting in European Parliamentary elections is intended to make it easier for voters over 60 to vote. • The addition of secondary schools to the list of specified authorities from which the Registration Officer can request information has contributed to initiatives to increase the number of young people registered to vote. 	

	Outline change in policy or practice which have resulted in outcomes	Tick if result of EQIA
Persons with different marital status		
Persons of different sexual orientation	<ul style="list-style-type: none"> • Board level LGBT Champion appointed in-year, with direct contact with the staff LGBT network. • NIPS: introduction of pilot support and helpline service for LGBT prisoners and staff. 	
Men and women generally	<ul style="list-style-type: none"> • NIPS: improvement to the male adult estate and implementation of the Strategy for the Management of Women Offenders. 	
Persons with and without a disability	<ul style="list-style-type: none"> • NIPS: appointment of a Disability Liaison Officer. • The Juvenile Justice Centre rules have also introduced a range of additional facilities and arrangements for young people with disabilities in line with s75 requirements. • Board level Disability Champion appointed in-year, with direct contact with the staff disability network. • In order to make it easier for people with disabilities to register for absent voting for an indefinite period, any medical practitioner can now complete and sign the application. 	

	Outline change in policy or practice which have resulted in outcomes	Tick if result of EQIA
Persons with and without dependants	<ul style="list-style-type: none"> • NIPS: the launch of a Family Strategy, to allow extended weekend visits and a Mother and Baby Unit. It also includes staff policies such as Flexible Working Policy, Salary Sacrifice and Childcare Vouchers. 	

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 2008-09.

Equality and good relations statutory duties and commitments are an important part of every day practice and the NIO has worked to ensure that a consideration of equality issues is mainstreamed across all policy formulation and development.

Probation and Compensation Services continue to act as sponsoring branch for the Probation Board for Northern Ireland which includes monitoring performance with regard to s75 obligations. PBNI have developed a Good Relations Strategy which was subsequently approved by the Board and implementation of the agreed action plan has continued throughout 2008/09.

Key elements of the YJA mental health strategy for young people were implemented. The Reducing Re-offending strategy through a restorative justice framework across the Agency was agreed and action plans have been prepared by the different work streams, these will be implemented during 2009/10.

The YJA had a development target for 2008/09 to develop a social inclusion pathways model for all young people and families referred to the Agency. During 2008/09, the YJA focused on using the Duke of Edinburgh Award Scheme as an agency-wide approach for delivering the pathways model, the model will be developed in stages. Exploratory work has taken place on suitable social inclusion models and methods of measuring targets. Discussions were held with Queens University Belfast on the best ways of measuring social inclusion and elements are being included within the development of integrated YJA management information system. Two of the three modules of the YJA integrated MIS have gone live with the final module rolling out in March 2010.

The pilot of the Regional Initial Assessment tool for alcohol and drugs screening has been initiated and 297 people have been assessed during the year to identify their needs and inform appropriate interventions.

The specification for a management information system to help the Agency meet its responsibility under s75 of the Northern Ireland Act 1998 has been completed; implementation is underway. Two of the three modules have gone live and the final module will roll out in March 2010.

A diversity delivery plan was assessed by Cabinet Office in January 2009 and assessment feedback has been very positive on measurable actions contained in the plan. As of 31 March 2009 all the actions are on track or have been completed.

A screening exercise was carried out for Police and Criminal Evidence (Application to Police Ombudsman) Order (Northern Ireland) 2009.

In the Northern Ireland Prison Service, senior management demonstrated a commitment to equality and diversity. Diversity objectives are noted in NIPS Corporate Plan and all top teams, including Prison Service Management Board, have received diversity training. All NIPS staff will receive the same training in this incoming year. Quarterly updates on equality are considered by the Prison Service Management Board.

Prior to the new performance management cycle, a staff notice is issued to update staff on equality and diversity policies and procedures. This information is also included in training for all staff, including new recruits. There is a dedicated diversity portal on the NIPS intranet site and a regular equality and diversity feature in the staff magazine

A project team has reviewed current grievance, bullying and harassment and equal opportunities policies in light of producing a new Dignity at Work policy. A more robust

and consistent approach is now being taken to ensure fairness and equality of opportunity and NIPS can report a reduction in the number of cases taken to industrial tribunal in 2008, compared to previous years. As part of the review process, new provisions were put in place to monitor policies across all nine categories in line with ECNI guidance. A mediation service for staff has been developed through the 'Skills Bank' initiative and this has resulted in staff with these specific skills being utilised in other areas like staff disputes. This mediation service is being piloted throughout the service as part of the Dignity at Work agenda.

As part of the Management Development Scheme (MDS) NIPS developed a mentoring scheme to support staff career development, with particular attention to under represented groups within management levels. Along side this, a women's forum has been established to enable stakeholder involvement and a consultation group on issues specific to women.

NIPS appointed a Disability Liaison Officer, this new post has been created to work with staff and service users to ensure that people with a disability receive support and are able to fulfil their potential roles within the organisation. This will ensure that NIPS is compliant with disability legislation and also help develop the NIPS Disability Action Plan relating to the recent extension of disability duties.

NIPS made adjustments and improvements in its IT capability to capture and monitor data across all nine s75 categories. This has improved the knowledge base and allowed NIPS to analyse data relevant to s75 equity monitoring obligations.

As part of NIPS ongoing commitment to promoting health and wellbeing, a working group has been established to develop a stress policy for NIPS. This forms part of the overall strategy to raise staff awareness to health and wellbeing issues and promote healthy lifestyles. NIPS offer all staff an opportunity for annual screening for cancer, as well as seminars on health issues specific to men and women and health fairs highlighting the range of advice and support available through external practitioners.

NIPS are corporate members of Opportunity Now and took part in the 2008 benchmarking survey, which is the largest survey on gender, equality, diversity and inclusion in the workplace survey in the UK. NIPS was benchmarked against peers across the UK and also other organisations participating in the survey in Northern Ireland. NIPS received gold award status with an overall score of 80.8. It was recognised that NIPS were at a transitional stage and an action plan has been developed to take forward the practical suggestions for improvement from the feedback given in the exercise.

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>Yes/No</u>	Is policy being subject to EQIA? <u>Yes/No</u> ? If yes indicate year for assessment.
Northern Ireland Bill 2009	Neither. The bill was designed to give effect to an agreement between the First Minister and deputy First Minister. It was screened for Section 75 considerations, but no equality issues were identified. Given this, and the fact that the policy was not the NIO's but the result of a political agreement between FM and dFM approved by the Assembly, the screening was not consulted on.	N/A	N

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>Yes/No</u>	Is policy being subject to EQIA? <u>Yes/No</u> ? If yes indicate year for assessment.
NIPS Strategy for the Management of Women Offenders in NI	Not as yet. The consultation period has been extended to 10 June 2008 at which time consideration will be given to responses.	Full analysis not yet completed	Likely to be assessed in the incoming year
Special Measures for Victims & Witnesses	This was a pre-policy setting consultation exercise which sought views on any potential equality impacts to be aware of in adopting policy proposals.	Consultation ongoing	
NIPS Strategy – Management of Foreign National Prisoners	F. Responses have been analysed and strategy will be presented again to Prison Service Management Board		

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>Yes/No</u>	Is policy being subject to EQIA? <u>Yes/No</u> ? If yes indicate year for assessment.
Manufacture and Storage of Explosives (Amendment) Regulations	F	N	N
The European Parliamentary Elections (Northern Ireland) (Amendment) Regulations 2009	No	N	N
Improving the Administration of elections to the NI Assembly (includes proposals relating to the filling of vacancies in the Assembly and the European Parliament)	R	N	N
The Explosives (Amendment) Regulations (Northern Ireland)	F	N	N

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>Yes/No</u>	Is policy being subject to EQIA? <u>Yes/No</u> ? If yes indicate year for assessment.
NIPS Diversity Strategy 2007/2010	F	N	N
Proposed Draft Criminal Damage Compensation Amendment NI Order 2009	F	N	N
Community Safety Strategy 2008-2013	R	N	N
Five Year Review of working of Part VII of the Police (NI) Act 1998	Not Yet Screened	N	N
Government proposals in response to a review of Police & Criminal Evidence (PACE) in Northern Ireland	R	N	N
Promoting Equality/Valuing Diversity – Delivery Plan 2008-2010	No	N/A	N

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>Yes/No</u>	Is policy being subject to EQIA? <u>Yes/No</u> ? If yes indicate year for assessment.
Proposals for the Reform of law on Murder, Manslaughter and Infanticide	F	N	N
Fine Default in Northern Ireland: A Consultation run in conjunction with the Court Service	R	N	N
Draft guidance establishing new public protection arrangements in Northern Ireland to replace the current non-statutory Multi Agency Sex Offender Risk Assessment and Management (MASRAM) arrangements	R	N	N

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>Yes/No</u>	Is policy being subject to EQIA? <u>Yes/No</u> ? If yes indicate year for assessment.
The Police and Criminal Evidence (Application to Police Ombudsman) Order (Northern Ireland) 2009	N	N	N
Support package for Victims of Human Trafficking	N	N	N

Section 3: Equality Impact Assessment (EQIA)

Please provide an update of policies subject to EQIA during 2007/08, stage 7 EQIA monitoring activities and an indicative EQIA timetable for 2008/09.

EQIA Timetable – April 2008 - March 2009

Title of Policy EQIA	EQIA Stage at end March 09 (Steps 1-6)	Outline adjustments to policy intended to benefit individuals and the relevant Section 75 categories due to be affected.
Strategy for the Management of Women in Custody	Consultation on strategy ends 10 June.	This is a gender specific strategy and no policy decisions have been finalised. It is anticipated that this strategy will improve conditions for women in custody. For example, gender specific standards for working with Women Prisoners.
Strategy for the Development of the Adult Male Prison Estate	Screening not yet completed; awaiting audit outcomes, business case proposals and options for development of estate.	Improvement to living conditions, improved access to services and technology.

Title of Policy EQIA	EQIA Stage at end March 09 (Steps 1-6)	Outline adjustments to policy intended to benefit individuals and the relevant Section 75 categories due to be affected.
FSNI New Accommodation Project	Has not progressed to EQIA as outline business case not yet agreed.	
The co-ordination of policies on vulnerable and/or intimidated witnesses	This was a pre-policy setting consultation exercise which sought views on any potential equality impacts to be aware of in adopting policy proposals.	Consultation ongoing

Title of Policy EQIA	EQIA Stage at end March 09 (Steps 1-6)	Outline adjustments to policy intended to benefit individuals and the relevant Section 75 categories due to be affected.
EQIA and Guideline Principles for Test Purchase of Alcohol	EQIA complete Secretary of State's guidance on test purchase operations published on 15 December 2008	Changes were introduced to ensure that the consent of a young person participating in any test purchase scheme will be required by law and to provide a statutory requirement for the Secretary of State to publish guidance on how test purchase scheme should operate.
Victim support mechanism for victims of human trafficking		This is a new policy introduced to benefit victims of human trafficking. The Section 75 categories most affected will be gender, age and race.

- Where the EQIA timetable for 2008-09 (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.

Ongoing EQIA Monitoring Activities April 2008- March 2009

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

2009-10 EQIA Time-table

Title of EQIAs due to be commenced during April 2009 – March 2010	Existing or New policy?	Please indicate expected timescale of Decision Making stage i.e. Stage 6
Strategy for the Management of Women Offenders	New	Initial consultations coming to an end, likely EQIA to happen in 2009 – 2010, this is to be done in partnership with PBNI and NIO.
Development of the male adult estate	New	2010-2011 after production of OBC1 business case.
The development of a new combined training college for NIPS, PSNI and FRSNI at Desertcreat	New	EQIA to be completed in the incoming year

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.

Training on all aspects of s75 duties and the NIO Equality Scheme requirements continues to play an important role across the Department and its agencies. This has built upon the compulsory training for all staff and includes a session on equality issues for all new entrants to the Department.

A review of equality training needs for each division is carried out at the beginning of the financial year to ensure that staff, and particularly new members of staff, have the appropriate skills and knowledge. In addition to this, equality training was completed in two seminars, the first on s75 and the second on Diversity Awareness.

Diversity and equal opportunities training is incorporated into the induction process for all staff joining the Youth Justice Agency. In addition, a comprehensive programme of diversity awareness workshops was carried out for all administrative grades across the Agency.

New youth conference service coordinators received training in human rights legislation as part of their compulsory introductory training to ensure an awareness and understanding of their statutory obligations.

Two youth conference staff attended the Watch Your Language seminar developing skills to work with young people with learning difficulties. The information from this seminar along with a range of further reading and guidance was cascaded to all areas of the directorate.

Five staff from the Compensation Agency were trained in British Sign Language and a deaf member of staff provided a deaf awareness session for colleagues. All staff in Information Service attended diversity workshops over the reporting period.

Forensic Science staff attended several courses which included equality issues and DDA awareness.

Prison Service Management Board, and all top teams have received diversity training, as have 150 headquarters staff. All other NIPS staff will receive their diversity training in 2009/10 and the package is currently being adapted for rollout to service users later 2009.

Training in relation to s75 and equality was provided to all new recruits including Night Custody Officers, Prisoner Escort staff (PECCS), Operational Support Grade (OSG) and nursing staff as part of their induction training (176 people in total). Staff also received copies of equal opportunities and dignity at work (bullying and harassment) policies in the staff information packs.

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.

Communicating progress in relation to delivery of s75 duties is important to the Northern Ireland Office. Equality issues are regularly communicated as part of the Department's internal communication processes which includes structured team meetings and a staff intranet system.

The main channels of communication have been through project and partnership meetings, steering groups and formal reports including quarterly reports, annual progress reports and responding to requests for information.

When considering any new policy or legislative change, initial screening helps to identify potential impact on any of the s75 groups. Views on proposals for change are invited from interested parties and the general public and feedback indicating how these views are considered is provided in summary reports on each consultation. For example, during 2008/09 Criminal Law Branch in the Criminal Justice Directorate invited views on the proposal for the introduction of test purchase of alcohol.

A member of Youth Justice Policy Unit staff attended the United Nations Committee on the Rights of the Child in Geneva in September 2008 to discuss the UK Update on what has been achieved in policy and practice over the last five years.

Personnel Services Division (PSD) issues notices on the departmental internet and the diversity web pages to promote a greater awareness of diversity events, activities and initiatives.

In July 2008 the Departmental Board appointed Board level Diversity Champions to communicate the importance of diversity to staff across four themes; gender, LGBT, disability and race and ethnic minorities. The champions have provided articles on their particular diversity theme for publication on the intranet and staff magazine. Staff have responded positively to having champion roles.

NIO Programme on Consultations, Screenings and EQIAs are regularly updated and published on NIO website and copied to the database.

When developing the policy on, human trafficking, the Department held meetings with key stakeholders including PSNI, UK Borders Agency, the NI Human Rights Commission, church representatives, the devolved administration and local service providers as a pre-consultation exercise. This early engagement resulted in a policy that has widespread support across Northern Ireland.

Article 67 of the Criminal Justice (NI) Order 2008 provided a “test purchase” of alcohol power to allow police officers to identify licensed premises selling alcohol to under 18s. In its effect, Article 67 set aside the restrictions placed on minors entering licensed premises to allow them to be sent in to purchase alcohol by a police constable acting in the course of his/her duty.

During the consultation on the powers as proposed in the draft Criminal Justice (NI) Order 2007, support was expressed for the provision as a means of restricting minors’ access to alcohol. The Northern Ireland Assembly supported the proposals subject to advance publicity being delivered and an EQIA being undertaken in light of the NI Human Rights Commission’s comments. NIHRC comments related to safety of participants and the need for informed consent. A number of responses to the consultation, particularly from children and young people’s groups, expressed similar views. Others, particularly members of the licensed trade, considered the proposals were based on powers of entrapment and expressed concern that staff could be attacked by someone whom they had refused to serve.

In response, the legislation was adjusted to include the written consent of both the young person involved and a parent before a test purchasing exercise can be undertaken. The Secretary of State was also required to issue guidance on how to exercise these powers highlighting the importance of ensuring the health and safety of participants and avoiding any implication of entrapment. The Government welcomed the Assembly's support and a revised EQIA assessment on the powers including guidance principles was published in April 2008.

Copies of the EQIA and Guidance Principles consultation document, the summary of responses to the consultation and the Secretary of State's guidance (published in December 2008) may be found on the NIO website.

Equality updates are given to Prison Service Management Board and the Equality and Diversity Committees in each establishment on a bi-monthly basis. Each quarter NIPS reports to the core Department on its progress in developing new policies and ongoing equality monitoring against the Equality Scheme commitments.

Operational staff meets bi-monthly to review equity monitoring figures which may raise areas for concern or identify positive outcomes in relation to equality of opportunity. Stakeholders and representatives from s75 categories are invited to attend and to provide feedback and suggestions for improvement. This has resulted in more diverse tuck shop provision, language barriers being removed and improved communication between staff and prisoners.

NIPS improved awareness of the needs of Foreign National Prisoners. This is the fastest growing population in Northern Ireland prisons, currently approximately 9%, and a range of changes have been made to meet their specific needs. These include:

- chaplaincy and pastoral care services extended to meet the more diverse prison population;
- translation and interpretation services, including picture cards that break down language barriers and give assistance to those who may have literacy issues;
- consideration of cultural needs relating to diet, skincare and health matters met through consultation with prisoners and their ongoing representation at Equality and Diversity Committees; and
- researching options for virtual visits through existing technology to ensure service users family links can be maintained.

A complete refresh of the Youth Justice Agency's website was carried out in April 2008 with a view to improving accessibility. Throughout the course of the year it received over one million hits.

DVDs were produced to help explain to young people and visitors at Woodlands Juvenile Justice Centre the facilities and services available to them.

The Department continues to ensure that NIO website meets accessibility standards.

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.

Work was done to broaden the amount of data captured by the Prison Records and Information Management System (PRISM). Northern Ireland Prison Service (NIPS) now captures data on seven out the nine s75 categories relating to service users and all nine categories relating to staff.

In response to a report from the Criminal Justice Inspectorate for Northern Ireland, a review of equality of opportunity on the basis of religion was carried out this year and statistical data was captured and analysed.

The NIPS review, 'The Inside View', looked in detail at various aspects of policy and decision making and broke down the statistics available to look at equality of opportunity. This included many interviews with prisoners, staff and stakeholders who engage with NIPS, such as probation and chaplaincy staff.

The review team found no evidence of systematic bias within NIPS, however there was an inconsistency of approach to the application of procedures and decisions across different areas. An action plan has been produced to address this. The action plan is aimed at improving processes, trend monitoring, and putting appropriate measures in place to tackle any potential inequalities.

NIPS improved monitoring and analysis across all areas of work and at each establishment. Networks and systems are in place to allow the organisation to better fulfill its s75 obligations and ensure that there is access to equality of opportunity for all staff and prisoners.

Further analysis and consultation has taken place in relation to women offenders. A draft set of standards for the management of women offenders are being consulted on at present.

The criminal justice system has experienced difficulties associated in collating data for all nine s75 categories, in particular the sexual orientation and political opinion for young offenders in the juvenile justice centre. The Youth Justice Agency has been reviewing what it needs to do to meet its responsibilities under s75. In addition, the Criminal Justice Inspectorate team is carrying out a review of the impact of s75 on the criminal justice system in Northern Ireland. The findings of both reviews will provide a steer on how best to achieve and improve on s75 commitments. CJSD has responsibility for monitoring performance of the Agency and will continue to track progress and developments throughout the year.

Work is well underway on the production of a YJA management information system which will enable the YJA to analyse the referral rate and service to young people by the s75 categories. Two of the three modules of the YJA integrated MIS have gone live to date; the final module will roll out in March 2010.

Woodlands Juvenile Justice Centre has improved its data collection in a range of areas in order to help monitor fairness and equality in managing incidents within Woodlands. This includes analysis by s75 categories.

The Youth Conference Service continues to undertake a satisfaction survey with one in every ten young people and their victims attending youth conferences. This survey records information on the needs and experiences of the youth conference process by

all users. For 2008/09, the results showed a high satisfaction rating for the services received by both young people and victims.

Stonewall carried out LGB equality assessment to identify weakness areas for improvement in departmental policy and business practice. In addition to this, A:Gender undertook a Transgender equality assessment to identify weakness/areas for improvement in departmental policy and business.

Provisional results of the NIO staff attitude survey (currently being validated) carried out in May give an indication of NIO diversity issues in terms of numbers of LGBT, BEM and staff with a disability. The Department intends to use this anonymised information to develop further events and support for staff.

The NIO policy on human trafficking stems from the Home Office. Comprehensive research into how human trafficking affects the various s75 groups was undertaken. The scheme will be run as a pilot in Northern Ireland for the first 12 months and the lessons learned from that provide information on victims' needs in Northern Ireland.

A new survey, 'Northern Ireland Victim and Witness Survey' (NIVAWS)', was undertaken by Statistics and Research Branch during 2008/09, incorporating a series of questions to capture information on the s75 characteristics of respondents. Questions were included on gender, age, marital status, religion, political opinion, sexual orientation, ethnic origin, dependants and disability. It is intended that this information will be used to assess the needs and experiences of victims and witnesses within the various respondent categories.

The 2008/09 Northern Ireland Crime Survey, commissioned by Statistics and Research Branch, incorporated a question on sexual orientation within a self-completion module completed by respondents aged 16-64. Questions were included on gender, age, marital status, religion, ethnic origin, dependants and disability.

Please outline any use within your Division of the Commission's Section 75 Monitoring Guide.

NIPS has used the monitoring guide to help meet the statutory obligations and to assist in understanding how best to capture data at committal. This ensures that the information is used appropriately and in a way that can give meaning to better service delivery outcomes. This assists with managing the business, identifying trends and examining whether current policies meet the needs of the prisoner population.

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.

NIO adheres to its responsibilities under the Minority Languages Act and provides translations as requested within policy boundaries.

The number and diversity of foreign national prisoners has prompted NIPS to work extensively on producing suitable and appropriate information in various formats. This has ranged from committal and first night information, to regimes, healthcare and chaplaincy. NIPS understand the importance of the provision of information in a language and style that provides for equality of access to services for all.

The Foreign National Strategy is being implemented across all establishments. Contracts for interpreting and translating are in place. A large quantity of written material has been translated and a face to face interpreting service is used for interaction with individual prisoners and for groups where prisoners with the same language are brought together for appropriate sessions; English for speakers of other languages (ESOL) classes are offered at each establishment.

NIPS produce audio versions and other formats to meet individual needs. NIPS also provide newspapers in other languages to allow those from other countries of origin to stay in touch with news in their own countries. This is of particular value to those who have few visits.

A number of local awareness raising events (e.g. open days) were held throughout 2008/09 to generate awareness within local communities of the services provided by the Youth Justice Agency and how they might avail of them. Venues included Bangor, Lisburn, Downpatrick, Portadown and Newry.

The Youth Conference Services produced a specific guide for victims of youth crime which explained how they might participate in the youth conferencing process. Assistance was also provided to NIO in the production of a child-friendly version of a guide to public protection sentences.

The Youth Conference Service translated a number of its explanatory guides into minority languages and posted these on the Agency's website. The Youth Conference Service also provides interpreters to both young people and victims from the beginning of the process to ensure they have every opportunity to contribute to the youth conference process.

Similarly, the Juvenile Justice Centre engages interpreters, where appropriate, for young people who are detained and visitors where English is not their first language.

The Board Champion for disability wrote personally to colleagues who had declared a disability and to all staff to highlight a number of disability support services to encourage staff to declare disabilities and to ask for reasonable adjustments if necessary and to promote the presence of the staff network.

The package of measures was put in place to support for victims of trafficking in Northern Ireland. This package included access to interpreters for anyone who needs them.

Section 8: 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.**

NIPS had one potential investigation under schedule 9, paragraph 11, however the Equality Commission, following initial assessment of the information provided, decided not to investigate the matter further.

Forensic Science NI had one grievance relating to flexible working was received, this was investigated and the grievance was not upheld. No further action was taken by the complainant.

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.

A NIPS review team engaged with stakeholders and many prisoners and staff while looking at equality of opportunity on the basis of religion.

NIPS carried out consultation events with prisoners on issues around regimes, sentence management and access to services in other areas of prison life and a number of changes have been made to improve circumstances locally.

NIPS set up a Family Support Group, which allows family members to meet up monthly at Hydebank Wood, this gives prisoners families a structured arena to discuss matters of interest to them and to raise any issues in relation to their experiences as visitors and as families of people in custody. This has proved a useful means of support for the family members and provides a valuable perspective for the Prison Service.

The draft Strategy for the Management of Women Offenders has already benefited from some pre consultation with women offenders and those who work with them. It was informed by a four day consultation event with key stakeholders held in April 2008. This event was well attended by a wide range of stakeholders and there was very positive engagement on a range of issues impacting on women offenders. The draft strategy went out to public consultation on 23 February 2009.

In addition to the above the following consultations have been held with staff and prisoners at various times throughout the year:

- Women's Forum – female staff were consulted about their experiences and issues;
- Disability Consultations/ Interviews – staff, prisoners, and visitors were consulted about their experiences, working, living and visiting the prison establishments; and
- Diversity Focus Groups – exploring staff issues relating to diversity and feedback have been converted into future actions within the NIPS Diversity Strategy.

A number of workshops were held during the consultation period for the Strategy for the Management of Women Offenders.

Youth Justice Policy Unit worked closely in partnership with a range of voluntary and community sector organizations. Examples include Extern, Include Youth, NIACRO and Barnardos who deliver appropriate services to young people involved in or at risk of becoming involved in crime. These services may include specific pieces of work or ongoing programmes and services. The organisations are required to consult with young people and other service providers before introducing any new services or practices which are then evaluated after an appropriate operational period.

The Youth Justice Agency worked with groups such as Include Youth (Young Voices project) to allow the voices of young people to be heard and empower them to shape the services they receive. This group was commissioned to undertake research into young people's views on underage drinking and on knife crime, and their views were fed into the relevant NIO working groups set up to examine these areas. The latter was further developed into a drama portraying the dangers associated with carrying knives which was presented to almost 5,000 young people from over 50 schools throughout Northern Ireland.

The Agency ran a photographic competition open to all young people aged 10-17 throughout Northern Ireland on the theme of avoiding trouble and making your community a better place. Entries were received from all over Northern Ireland and regional winners were invited to a prize-giving ceremony at Hillsborough Castle.

The Agency contributed towards the costs, organisation and delivery of a major conference in Bangor designed to tackle alcohol abuse particularly amongst the younger generation. The conference was run in association with NORDAG (North Down & Ards Drug and Alcohol Strategy Group) and over 120 teenagers from local schools attended and participated in the event.

Two young people from Woodlands Juvenile Justice Centre participated in a youth debate in the Assembly Chamber at Stormont. The debate was hosted by the OFMDFM Junior Ministers Jeffrey Donaldson and Gerry Kelly and over 140 young people from different backgrounds and with different life experiences representing youth forums, schools, ethnic minorities, disabled groups and youth justice took part in a debate on why many young people are drawn into anti-social behaviour, underage drinking and drug taking.

The Agency participated in a number of public engagement events hosted by the NI Policing Board at which young people were asked to participate. The Agency held two stakeholder engagement events to consult with a broad range of stakeholders during the development stages of its Corporate & Business Plan.

The Agency supported and facilitated a parent support group which enables parents of young people engaged with the Agency to get together and discuss and share common issues and concerns.

The Agency continued its programme of outreach to local political representatives by hosting a series of visits and meetings throughout the year.

The Community Services and Youth Conference Service directorates are constantly seeking to build links with local community based groups to complement the relationships already in place with education and family support services, to participate in relevant youth conferences and to identify suitable reparation opportunities. These provide opportunities for the community to offer young people access to appropriate diversionary activities and to demonstrate active citizenship and to participate in reparation.

Examples of this include a young person who, as part of his youth conference plan, assisted in the translation of leaflets for the Polish community. This young person has enabled a local youth group and a mother and toddlers group to reach out to the community and involve them in local events.

Coordinators have successfully engaged young people and individuals with serious physical disability as the result of road accidents. The aim of these meetings is to enable young people to understand the impact that road traffic accidents can have on individuals and their families.

Groups who have attended conferences as community representatives include Age Concern, Mediation NI, Intercom (intercommunity relations group, Belfast) and an independent community advisor speaking on behalf of the Lesbian and Gay Community.

The Department has extended consultation periods on a number of occasions to allow for a higher level of individual and representative group participation.

The Department has a Diversity Management Steering Group chaired by two diversity champions and made up of volunteers from various grades across the range of business areas, staff network, trade union and HR representatives. This forum discusses diversity issues and makes recommendations to senior managers/ Departmental board on improving diversity within the department.

The Department has three diversity networks for LGBT, ethnic minorities and disabled staff. Networks provide a useful platform for consultation, discussion, arranging awareness events and supporting colleagues. Each network has a reserve seat on the diversity management steering group.

As part of a wide consultation on Five Year Review Report of the Police Ombudsman documents were made available in alternative formats and a text phone was applied.

The Department consults widely with organisations, political parties, the voluntary sector and public bodies. In particular the groups who might be directly impacted or have a specific interest in policy proposals are identified and engaged with directly. For example, during the consultation process on the proposal to introduce test purchase of alcohol, the paper was circulated to over 400 organisations including a number of organisations with a specific child focus. A range of smaller youth groups identified through the Participation Network were contacted to ensure direct engagement with young people. With the assistance of Include Youth, two consultation group meetings were held with young people from North Belfast.

Following changes to the law on knife crime during 2008/09, Criminal Law Branch worked in partnership with the Police Service of Northern Ireland (PSNI), the Youth Justice Agency, and the independent, voluntary group "Crimestoppers" to develop an innovative project for young people aimed at tackling the issue of knife crime by alerting children to the dangers of knives and the effects knife crime can have on families. This project involved the development of a specifically tailored production written and performed by a local theatre company C21.

During development of the drama, C21 met with victims' families and young people, including young offenders to assist them in developing the script. The drama 'Knives Ruin Lives' aimed to provoke young people to offer their own views and thoughts on knife crime. During March 2009 the play was performed in various venues across Northern Ireland for over 4500 Year 9 pupils. Along with the drama event, teaching packs containing leaflets, factsheets, teaching aids and a DVD from Crimestoppers on knife crime were circulated to schools for delivery of lessons tied in with the school citizenship curriculum.

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.

NIPS is currently initiating a Working Environment Audit Team, this is a service wide working group which includes the NIPS Equality Adviser, the HR Equality and Diversity Officer and Equality Officers from each establishment. An audit of the working environment will be conducted within the coming months. The terms of reference are being drawn up and the aim is to promote good relations among employees, service users and others affected by NIPS policies. The team will look at issues such as graffiti and language. This will include work on developing respect for difference and understanding the needs and concerns of diverse communities. Training will follow the audit.

The Youth Justice Agency believes that the restorative nature of the youth conference process which aims to repair the harm caused by crime and helps to promote good relations between sections of the community.

In addition, the Agency runs or provides funding for specific programmes to promote good relations. In the Juvenile Justice Centre, young people are engaged on a range of educational activities and programmes dealing with discrimination and promoting respect for different beliefs and opinions. In the community, the Youth Conference Service funds a programme through Mediation Northern Ireland aimed at discouraging young people from creating public disorder and inter communal offending.

Please outline any use of the Commission's Good Relations Guide within your Division/Agency.

The Department promotes good relations wherever possible. This is done through effective partnership working, good communication and sharing of information and expertise.

NIPS has referred to the ECNI Good Relations Guide at various stages over the year, specifically in relation to its new diversity training package to confirm the thinking required while looking at attitudes, behaviours and language which is conducive to good relations and good management of diversity.

The guide was also used in developing the new dignity at work policy and reviewing the current bullying and harassment policy.

Section 11: Additional Comments

Please provide any additional information/comments.

Annual Report 1 April 2008 / 31 March 2009

'Disability Duties' Questions

1. Within your Division/Agency how many action measures for this reporting period have been?

18

1

2

Fully
Achieved

Partially
Achieved

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	Outputs¹	Outcomes / Impact²
National ³			
Regional ⁴			
Local ⁵	<p>To monitor the workforce periodically to determine the number meeting DDA criteria</p> <p>Further adaptations to estate including additional mobility cells in Halward House.</p>	<p>Record maintained of staff with disabilities.</p> <p>Provided as noted</p>	<p>Ability to identify staff with disabilities – for reasonable adjustments to be provided as required and to enable equal opportunities policies to be assessed in relation to disability.</p> <p>Increased accessibility for disabled prisoners</p>

	DDA audit now complete and this will inform the development of the estate and has resulted in local level adaptations where possible pre new builds.	Audit report	Increased accessibility for disabled prisoners and visitors.
--	--	--------------	--

- 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
1	Delivery of Equality and Diversity training, which includes disability awareness, to all staff.	95% of staff, excluding Prison Service staff, have been through the training.	Increase staff awareness of disability matters, including responsibilities under DDA. Promotion of positive attitudes towards people with disabilities.
2	Training in relation to s75 and Equality was provided to all new recruits including Night Custody Officers, Prisoner Escort staff (PECCS), Operational Support Grade (OSG) and nursing staff as part of their induction training (176 people in total). Staff also received copies of Equal Opportunities and Dignity at work (bullying and harassment) policies in the staff information packs.		To better understand the issues, and laws relating to people with disabilities. To promote positive attitudes of people with disabilities and encourage positive role models.

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	Audit of NIO website to ensure that it meets Government accessibility standards.	Overview of website to accessibility standards.	Audit confirmed accessibility of website.
2	Reinforcement of Department's commitment to disability by appointment of Disability Champion at Board level.	Board level Disability Champion appointed in Summer 2008 to support disability network. Champion asked for views on disability issues affecting staff.	Promotion of positive attitudes towards people with disabilities.
3	Continuous review of external and internal communication policies, practices and procedures to meet the needs of people with disabilities.	Textphone details included on Departmental letterheads. Internet/Intranet sites AA compliant. Ability to provide publications in alternative formats to meet specific needs.	Departmental information more accessible to four main groups of people with sensory impairments i.e. hearing, sight, learning and motor impairments.

	Communications Action Measures	Outputs	Outcome / Impact
4	<p>Braille unit operating in Maghaberry.</p> <p>The unit is assisted by a volunteer who is without sight and who gives support and encouragement to service users and providers. The volunteer recently won a Butler Trust Award for outstanding achievement this year and this was presented by the Princess Royal at Buckingham Palace.</p>	<p>To provide Braille services to those public authorities and organisations requiring it while also providing meaningful work for prisoners.</p>	<p>Diversity in service provision.</p> <p>Promotion of services to people with sight disabilities.</p>
5	<p>Provision of large print and Easy read versions of all materials.</p>		

	Communications Measures	Action	Outputs	Outcome / Impact
6	BrowseAloud facility on NIPS website.		Enabling access to NIPS information in alternative format.	
7	Provide a one day introductory event on sign language for staff. 'Start to Sign' (RNID).		Training event.	To have staff proficient in sign language across establishments to encourage participation and inclusion of prisoners and staff with hearing or speech issues.

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Visitors’ survey including disability questions.	Survey	Improvement to visitors’ experiences when visiting prison establishments.
2	Introduced a new role of Disability Liaison Officer to ensure adjustments could be made to help those with a disability reach their full potential and have equal access to equality of opportunity. This role also encourages participation and promotes disability equality across the organisation.	Contact with Regional support organisations. Discussions on disability through diversity focus groups and the Women’s Forum. Survey of staff and service users underway.	This role also encourages participation and promotes disability equality across the organisation.

	Encourage others Action Measures	Outputs	Outcome / Impact
3	NIPS have joined Employers for Disability NI (EFDNI).	Disability support pack.	Disability Best Practice. Disability mediation Service. Networking Forum of member organisations.
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	Policy consultations were all screened for disability impacts.	Three public consultations held. One Screening exercise held.	Screening and consultation ensured no adverse impacts on those with disabilities.
2	Staff encouraged to declare disabilities.	Disability Champion wrote to staff encouraging disability declaration.	Raised awareness of availability of reasonable adjustments.
3	The Director of NIPS has been appointed as the NIO Board Disability Champion.	Read across to NIPS diversity networks.	New role to promote disability equality and raise awareness on disability issues across NIPS and NIO.

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

	Action Measures partly achieved	Milestones¹ / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Participation in Cabinet Office Summer Development Programme for disabled graduates.	Provision of placement annually for disabled graduate.	Talented disabled graduates are encouraged to consider apply for Civil Service Fast Stream.	No suitable placement available in 2008/09.
2				
3				
4				

¹ **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	New Managers Guide on disability matters.	Corporate HR DFP working on corporate disability guidance. NIO aligning with DFP policies in preparation for devolution.
2	Assess and implement developments in line with Resettlement Inspection Review in relation to citizenship and equality to include disability.	Review of PREPS Framework and other related work has overtaken this measure. Diversity training for staff and service users will also include citizenship and equality issues, such as language used in relation to disability, perceptions and possible effect and treatment of individuals.
3		

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**

Equality and Diversity Committees across the NIPS establishments and The Diversity Steering Group have ensured that appropriate monitoring measures are in place on the range of work undertaken. Any new actions will also be monitored. Routine monitoring is carried out each month on the prison population in relation to Equality and the appointment of the new Disability Liaison officer will give added impetus to all of this work.

(b) **Quantitative**

Routine monitoring is carried out each month on the prison population in relation to Equality (including disability) and the appointment of the new Disability Liaison officer will give added impetus to monitoring in this area.

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

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	Appointment of Disability Liaison Officer.	To ensure adjustments are made to help those with a disability to reach their potential. This role also encourages participation and promotes disability equality across the organisation.	From Jan 2009.
2	Training of staff on sign language.	Improved provision of support and signing service in all business areas across NIPS.	From July 2009 and ongoing.
3	BrowseAlound function on Website.	To monitor usage.	Ongoing

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?
