***safefood* (Food Safety Promotion Board)*****Acme Company***

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**Public Authority Statutory Equality and Good Relations Duties**

**Annual Progress Report 2018-19**

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| **Contact:** |
| * Section 75 of the NI Act 1998 and Equality Scheme
 | Name: Olwyn MurphyTelephone: 00 353 21 2304101Email: omurphy@safefood.eu |
| * Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan
 | As above  |
| Documents published relating to our Equality Scheme can be found at: http://www.safefood.eu/Utility/About-Us/Our-Policies-(1)/Equality.aspx |
| **Signature:** |
| Signature of Angela Cahill |

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

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

**This report reflects progress made between April 2018 and March 2019**

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| **PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme****Section 1: Equality and good relations outcomes, impacts and good practice** |
|  |
| **1** | In 2018-19, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.*Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.* |
|  | ***safe*food**’**s** strategy for April 2018 to March 2019 was to continue to build on previous activities outlined in its 2017-2019 Corporate Plan. This involved the use of effective channels of communication to empower positive behavioural change in the areas of food safety and healthy eating. ***safe*food** adopts an all-island and partnership approach as an overriding element of all campaigns and activities and wishes to highlight that some of the activities listed here take an all-island approach. The Audit of inequalities and S75 Action Plan for 2017 – 2019 encompasses this approach as ***safe*food** believes that the areas of food safety and healthy eating affect all sections of society regardless of their status. We continue to specifically focus on promoting educational messages at parents and guardians of children as childhood obesity is a major concern on the island of Ireland. Our research has shown that this can be more prevalent in marginalised communities within the island where food poverty and nutrition issues have a larger impact on health. ***safe*food** recognises the importance of promoting food safety, food hygiene and healthy eating in order to encourage the development of practices and habits that can last a lifetime. The implementation of the Corporate Plan 2017- 2019 builds on a wide range of initiatives that are fit for purpose, relevant and always working towards an improvement in the health and well-being of the island’s population.Examples of key developments from April 2018 to March 2019 are:* In September 2018 a representative from Action Hearing Loss NI spoke to all staff about living with hearing loss and used interactive demonstrations to raise awareness among staff of the daily difficulties faced by people with hearing loss and tinnitus.
* During 2018 all staff In June, 2017 all staff completed refresher training on equality and diversity in the workplace and on disability in the workplace.
* ***safe*food** continued with a five year campaign during 2018 which was launched in November 2017. This campaign runs in collaboration with the Department of Health and the Public Health Agency to address the challenge of maintaining a healthy weight in children. The Start campaign was developed using a co-creation approach, engaging with parents and key stakeholders to ensure the campaign is relevant, realistic and can achieve results. The campaign aspires to be a society-wide movement to support parents in building and persisting with healthy lifestyle habits to prevent childhood obesity.
* A food safety campaign aimed at parents and guardians of pre school children commenced in November 2018. This campaign aimed to encourage good hand washing hygiene practices among pre school children.
* The 25th European Congress on Obesity and the International Healthy Cities Conference took place in Belfast. ***Safe*food**  presented abstracts on the development and plans for the implementation of minimum nutritional standards for health care facilities.
* The All-island Obesity Action Forum was held on 12th June 2018 focusing on nudging as a behaviour change concept to encourage positive behaviours without being too authoritative as a strategy to target disadvantaged groups to encourage positive behaviours in relation to health and wellbeing. The title of the workshop was Nudge Nudge – making the healthy choice the easy choice and was attended by over 120 delegates.
* A second All-island Obesity Action Forum was held in Dublin in November 2018 which focused ont eh topic of ‘Reformulating our obesogenic environment’ and was attended by 103 delegates.
* The STARTcampaign featured at the Balmoral Show in May 2018. The stand focused on research which indicated that almost 25% of the weekly shop is spent on treat foods at the expense of fruit and veg. During the event 2,000 meal planners, 1,200 branded shopping bags and 1,000 branded shopping trolley keyrings were given out.
* Under the auspices of ***safe*food**’**s** Knowledge Networks, a series of training workshops for small and medium food businesses, provided practical advice on how to produce food safely. These events were held in a number of locations including Fermoy, Clonakilty, Killarney, Sligo, Athenry, Mullingar, New Ross, Derry, Belfast and Dublin with a total of 221 companies represented. These training workshops are part of the ***safe*food** Knowledge Network programme of activities to enable professionals within the agri-food sector to meet new and emerging food safety challenges.
* The All-island Food Poverty conference took place in the NICVA Centre Belfast on the 18th September 2018. The theme was ‘Food for thought – challenges and new approaches to addressing food poverty’. The event included discussion on the challenges homeless families in emergency accommodation face in relation to food access and nutritional health.
* In October 2018 mental health charity AWARE delivered a workshop to all staff on wellbeing in the workplace which covered areas such as stress and mental health.
* ***Safefood*** again worked with the TV show Operation Transformation in January / February 2019 and the sponsorship was supported by a consumer campaign ‘Transform your Trolley’ which ran across social and digital channels and activation events were held in Limerick and Phoenix Park. An in-store healthy eating video featuring practical advice on healthy shopping tips was central to the campaign.
* A new three year Community Food Initiative was launched in March 2019. The aim of the community Food Initiative programme is to have a positive influence on the eating habits of families in the communities where they take place. The programme involves 14 community based leaders across the island of Ireland ( 9 ROI and 5 NI)

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| **2** | Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2018-19 (*or append the plan with progress/examples identified*). |
|  |  |
|  | * Through the Dignity at Work training, all staff were reminded about appropriate and inappropriate workplace behaviour and how to raise an issue or complaint in accordance with ***safe*food**’s Dignity at Work Policy and Procedure.
* The Workplace Equality and Diversity training was rolled out to all staff as a refresher and continued to be rolled out to new starters in ***safe*food** throughout the year. Such training highlights ***safe*food**’s continued commitment to deliver on Section 75 statutory duties.
* The wellness and Mental Health sessions delivered to all staff by AWARE in October 2018 promoted greater understanding among staff of the need to be mindful of mental health and wellness in the workplace and elsewhere.
* The NI Action on Hearing loss presentation in October 2018 raised a greater understanding of dealing with hearing loss and informed staff in considering changes and updates to the website and accessability.
* The Web Accessibility Audit reaffirms ***safe*food**’s commitment to ensuring site accessibility for all. Through analysis of the Browse Aloud we can see that it has been used by approximately 5% of our website visitors. The site has been reviewed to comply with usability guidelines and is under constant review to ensure our compliance keeps pace with technological developments.
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| **3** | Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2018-19 reporting period? *(tick one box only)* |
|  |

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| --- |
| [ ]  |

 | Yes |

|  |  |
| --- | --- |
|  | √ |

 | No (go to Q.4) | [ ]  | Not applicable (go to Q.4) |
|  | Please provide any details and examples: |
|  |  |
|  |  |
| **3a** | With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?  |
|  | Please provide any details and examples: |
|  |  |
|  |  |
| **3b** | What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)* |
|  | [ ]  | As a result of the organisation’s screening of a policy *(please give details):* |
|  |       |
| [ ]  | As a result of what was identified through the EQIA and consultation exercise *(please give details):* |
|  |       |
| [ ]  | As a result of analysis from monitoring the impact *(please give details):* |
|  |       |
| [ ]  | As a result of changes to access to information and services *(please specify and give details)*:  |
|  |       |
|  | [ ]  | Other *(please specify and give details)*:  |
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| **Section 2: Progress on Equality Scheme commitments and action plans/measures**  |
| **Arrangements for assessing compliance (Model Equality Scheme Chapter 2)** |
| **4** | Were the Section 75 statutory duties integrated within job descriptions during the 2018-19 reporting period? *(tick one box only)* |
|  | √ | Yes, organisation wide |
| [ ]  | Yes, some departments/jobs |
| [ ]  | No, this is not an Equality Scheme commitment |
| [ ]  | No, this is scheduled for later in the Equality Scheme, or has already been done |
| [ ]  | Not applicable |
|  | Please provide any details and examples: |
|  | All job descriptions reflect the importance of equality within ***safe*food** . |
|  |  |
| **5** | Were the Section 75 statutory duties integrated within performance plans during the 2018-19 reporting period? *(tick one box only)* |
|  | √ | Yes, organisation wide |
| [ ]  | Yes, some departments/jobs |
| [ ]  | No, this is not an Equality Scheme commitment |
| [ ]  | No, this is scheduled for later in the Equality Scheme, or has already been done |
| [ ]  | Not applicable |
|  | Please provide any details and examples: |
|  | ***safe*food**’s business planning process includes a commitment to S75 statutory duties.  |
|  |
|  | In the 2018-19 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)* |
|  | [ ]  | Yes, through the work to prepare or develop the new corporate plan  |
| [ ]  | Yes, through organisation wide annual business planning |
| [ ]  | Yes, in some departments/jobs |
| √ | No, these are already mainstreamed through the organisation’s ongoing corporate plan |
| [ ]  | No, the organisation’s planning cycle does not coincide with this 2018-19 report |
| [ ]  | Not applicable |
|  | Please provide any details and examples: |
|  |       |
|  |  |
| **Equality action plans/measures**  |
| **7** | Within the 2018-19 reporting period, please indicate the **number** of: |
|  | Actions completed: | 2 | Actions ongoing: | 4 | Actions to commence: |       |
|  | Please provide any details and examples (*in addition to question 2*): |
|  | Development and Launch of media literacy resource***safe*food** launched a media literacy resource for primary school teachers which aims to empower and educate children so that they develop critical thinking about the commercial world around them. This in turn will give children a more focused understanding of advertising and ultimately help children to make more informed choices around food.Community food InitiativesThe CFI Programme 2015-2018 was completed. The CFI programmes are supported in each of the health regions on the island of Ireland (5 in Northern Ireland and 9 in the Republic of Ireland). They support up to forty small projects and support capacity building of existing peer led health eating programmes and aim to address issues among families in particular in low income households. The 2019-2021 programme was launched in March 2021.   |
| **8** | Please give details of changes or amendments made to the equality action plan/measures during the 2018-19 reporting period *(points not identified in an appended plan)*: |
|  |       |
|  |  |
| **9** | In reviewing progress on the equality action plan/action measures during the 2018-19 reporting period, the following have been identified: *(tick all that apply)* |
|  | √ | Continuing action(s), to progress the next stage addressing the known inequality |
| [ ]  | Action(s) to address the known inequality in a different way |
| [ ]  | Action(s) to address newly identified inequalities/recently prioritised inequalities |
| [ ]  | Measures to address a prioritised inequality have been completed |
|  |  |
| **Arrangements for consulting (Model Equality Scheme Chapter 3)** |
| **10** | Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: *(tick one box only)* |
|  | [ ]  | All the time | √ | Sometimes | [ ]  | Never |
|  |  |
| **11** | Please provide any **details and examples** **of good practice** in consultation during the 2018-19 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations: |
|  | ***safe*food** has engaged in consultation with national charities, public authorities and departments, awareness groups and focus groups across the island for its media campaigns.  |
|  |  |
| **12** | In the 2018-19 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)* |
|  | √ | Face to face meetings |
| √ | Focus groups |
| √ | Written documents with the opportunity to comment in writing |
| [ ]  | Questionnaires |
| [ ]  | Information/notification by email with an opportunity to opt in/out of the consultation |
| [ ]  | Internet discussions |
| [ ]  | Telephone consultations |
| [ ]  | Other *(please specify)*:       |
|  | Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees’ membership of particular Section 75 categories: |
|  |       |
|  |  |
| **13** | Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2018-19 reporting period? *(tick one box only)* |
|  | [ ]  | Yes | √ | No  | [ ]  | Not applicable  |
|  | Please provide any details and examples: |
|  |       |
|  |  |
| **14** | Was the consultation list reviewed during the 2018-19 reporting period? *(tick one box only)* |
|  | [ ]  | Yes | √ | No | [ ]  | Not applicable – no commitment to review |
|  |  |
| **Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)**https://www.safefood.eu/Utility/About-Us/Our-Policies-(1)/Equality.aspx |
| **15** | Please provide the **number** of policies screened during the year (*as recorded in screening reports*): |
|  | 2 |  |
|  |  |
| **16** | Please provide the **number of assessments** that were consulted upon during 2018-19: |
|  | 2 | Policy consultations conducted with **screening** assessment presented.  |
| 0 | Policy consultations conducted **with an** **equality impact assessment** (EQIA) presented. |
| 0 | Consultations for an **EQIA** alone. |
|  |  |
| **17** |  Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties: |
|  | 0 |
| **18** | Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? *(tick one box only)* |
|  | [ ]  | Yes | [ ]  | No concerns were raised  | [ ]  | No  | √ | Not applicable  |
|  | Please provide any details and examples: |
|  |       |
| **Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)** |
| **19** | Following decisions on a policy, were the results of any EQIAs published during the 2018-19 reporting period? *(tick one box only)* |
|  | [ ]  | Yes | [ ]  | No | √ | Not applicable |
|  | Please provide any details and examples: |
|  |  |
| **Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)** |
| **20** | From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2018-19 reporting period? *(tick one box only)* |
|  | [ ]  | Yes | [ ]  | No, already taken place  |
| [ ]  | No, scheduled to take place at a later date | √ | Not applicable  |
|  | Please provide any details: |
|  |       |
|  |  |
| **21** | In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)* |
|  | [ ]  | Yes | [ ]  | No  | √ | Not applicable  |
|  | Please provide any details and examples: |
|  |       |
|  |  |
| **22** | Please provide any details or examples of where the monitoring of policies, during the 2018-19 reporting period, has shown changes to differential/adverse impacts previously assessed: |
|  |       |
| **23** | Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development: |
|  |       |
|  |  |
| **Staff Training (Model Equality Scheme Chapter 5)** |
| **24** | Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2018-19, and the extent to which they met the training objectives in the Equality Scheme. |
|  | Staff received refresher training in Dignity at Work and Workplace Equality and Diversity within the 2018-2019 reporting year. Action Hearing Loss NI also presented to staff in September 2018. In addition AWARE presented to staff in relation to Wellness in the workplace and Mental Health. |
|  |  |
| **25** | Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives: |
|  | The training listed above, has improved staff awareness and increased their mindfulness of workplace diversity. It will have a positive impact on maintaining an inclusive and open culture at ***safe*food**.  |
|  |  |
| **Public Access to Information and Services (Model Equality Scheme Chapter 6)** |
| **26** | Please list **any examples** of where monitoring during 2018-19, across all functions, has resulted in action and improvement in relation **to access to information and services**: |
|  |  |
| **Complaints (Model Equality Scheme Chapter 8)** |
| **27** | How many complaints **in relation to the Equality Scheme** have been received during 2018-19? |
|  | Insert number here:  | 0 |  |
|  | Please provide any details of each complaint raised and outcome: |
|  | 0 |
| **Section 3: Looking Forward** |
| **28** | Please indicate when the Equality Scheme is due for review: |
|  | December 2022. |
|  |  |
| **29** | Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide details)* |
|  | ***Safe*food** will review policies and update the employee handbook.Preparatory work will being on a new ***safe*food** Disability and S75 Equality Action Plan.  |
|  |  |
| **30** | In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2019-20) reporting period? *(please tick any that apply)* |
|  | [ ]  | Employment |
| [ ]  | Goods, facilities and services |
| [ ]  | Legislative changes |
| [ ]  | Organisational changes/ new functions |
| √ | Nothing specific, more of the same |
| [ ]  | Other (please state):       |

**PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans**

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| --- |
| **1. Number of action measures** for this **reporting period** that have been: |
| **3** |  |  |  | **3** |  |  |  |  |  |  |  |
| Fully achieved | Partially achieved | Not achieved |

2. Please outline below details on all **actions that have been fully achieved** in the reporting period.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Level | Public Life Action Measures | Outputs[[1]](#endnote-1) | Outcomes / Impact[[2]](#endnote-2) |
| National[[3]](#endnote-3) |       |       |       |
| Regional[[4]](#endnote-4) |       |       |       |
| Local[[5]](#endnote-5) |       |       |       |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Training Action Measures | Outputs | Outcome / Impact |
| 1 | AWARE Mental Health | All staff training, focused on wellness and recognising and copign with mental health issues in the workplace | The training raised awareness and opened dialogue among staff in relation to mental health issues in the workplace to encourage more inclusiveness. |
| 2 | Workplace Equality and Diversity training | Staff completed refresher training and all new staff trained. | With a particular emphasis on diversity and the importance of inclusion, employee attitudes were positively influenced |
| 3 | Action Hearing Loss NI | Increased awareness of challenges and considerations of those with hearing loss in accessing the workplace and public services  | Consideration when further developing the website and accessability measures. All staff offered hearing assessments. |

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 |  |  |  |
| 2 |       |       |       |
|  |       |       |       |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Encourage others Action Measures | Outputs | Outcome / Impact  |
| 1 |       |       |       |
| 2 |       |       |       |
|  |       |       |       |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Action Measures fully implemented (other than Training and specific public life measures) | Outputs | Outcomes / Impact  |
| 1 |       |       |       |
| 2 |       |       |       |
|  |       |       |       |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Action Measures partly achieved | Milestones[[6]](#endnote-6) / Outputs  | Outcomes/Impacts | Reasons not fully achieved |
| 1 | Continue to assess and improve accessibility of website and other materials | Accessibility statement updated | Raised awareness | Website in process of redevelopment |
| 2 | Food Related Research | Discussions with relevant bodies | Staff Informed | Options to be considered during 2019/2020 |
| 3 | Staff Participation in national awareness days | Raise staff awareness | Awareness and consideration in developing materials | Continuous and ongoing |

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

|  |  |  |
| --- | --- | --- |
|  | Action Measures not met | Reasons |
| 1 |       |       |
| 2 |       |       |
|  |       |       |

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

Regular meetings with focus groups and market research surveys are carried out by ***safe*food**

(b) Quantitative

As above

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

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

 No

If yes please outline below:

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

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?

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. [↑](#endnote-ref-1)
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. [↑](#endnote-ref-2)
3. **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments [↑](#endnote-ref-3)
4. **Regional**: Situations where people can influence policy decision making at a middle impact level [↑](#endnote-ref-4)
5. **Local :** Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora. [↑](#endnote-ref-5)
6. **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved. [↑](#endnote-ref-6)