**Insert Name of Public Authority Here and Logo in Picture Box Below*****Acme Company***



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

**Annual Progress Report 2015-16**

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| **Contact:** | |
| * Section 75 of the NI Act 1998 and Equality Scheme | Name: Patricia McCarthy  Telephone: 00 353 21 2304101  Email: pmccarthy@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:** | |
| Director Corporate Operations | |

**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 2015 and March 2016**

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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** | |
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| **1** | In 2015-16, 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 2015 to March 2016 was to continue to build on previous activities outlined in its 2014-2016 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 S75 Action Plan 2014-2016 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 promote educational messages at children and parents 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. Examples of key developments from April 2015 to March 2016 are:   * The childhood nutrition campaign was aired in April, June and September 2015. This campaign sought to communication practical solutions and highlighted the link between sleep and childhood obesity and the importance of controlling portion sizes. * A bespoke weight loss app was launched by ***safe*food** to coincide with Operation Transformation. This is an independent primetime television production in ROI sponsored by ***safe*food**. * ***safe*food** launched an all island awareness campaign in July 2015 primarily delivered via digital and social media channels. This campaign encouraged sexually active women to take folic acid daily whether or not they are planning a pregnancy. ***safe*food** consulted with SHINE (UK) and Spina Bifida Hydrocephalus (SBHI) to develop this campaign. * The Four Cs food safety campaign was launched in 2015. This campaign focuses on those most at risk and most vulnerable to food poisoning. The first phase was aimed at the elderly and those caring for them. * ***safe*food**’s stand at the Balmoral Show attracted over 2,500 visitors. The key focus was on encouraging families to be more active through ‘Bring Back Play’ initiative and to replace sugary drinks. * Facilitated by our partnership approach, the Irish Society of Toxicology who have an active NI membership, held their first Society event in Northern Ireland. The Biotoxin Knowledge Network Conference was held in Belfast in June with 4 international speakers and 60 delegates from the island and abroad attended. * Working with Teagasc Food Research Centre, Fermoy and Queen’s University Belfast, ***safe*food** held a food fraud seminar in Dublin. Over 120 people from all sectors of the food industry, academia and regulators attended. * The All-Island Food Poverty Network supported by ***safe*food** and the Food Standards Agency held their annual conference in Belfast. * As part of the All-Island Obesity Action Forum, ***safe*food** has hosted conferences and events for stakeholders in education, general practice and practice nurses. * The 2013-2015 Community Food Initiatives (CFIs) Programme concluded. The aim of the programme was to promote greater access to and availability of healthy and safe food in areas of socio-economic disadvantage through a community approach. * ***Safe*food**published two reports, ‘The cost of a healthy food basket’, to document the situation in terms of food poverty in the Republic of Ireland and Northern Ireland. |
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| **2** | Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2015-16 (*or append the plan with progress/examples identified*). |
|  | * Post-campaign analysis of the childhood nutrition campaign showed that 69% of the population on the island of Ireland were aware of the campaign and that one in three parents have tried to increase the amount of physical activity their child gets. The campaign was awarded ‘Best Public Information Campaign’ at the 2015 PRII awards for excellence and was nominated in Northern Ireland for a CIPR Award. * There was an increase of over 500 visitors to stand at the Balmoral Show. * Evaluation of the CFI programme showed that over 10,000 individuals took part in a CFI activity. Each programme reported significant changes in relation to the food habits of the participants including a general interest in different food, substituting healthy food for some convenience food, a greater awareness of health issues including reduced intakes of salt/sugar/fat and people enjoying growing food. Based on the evaluation, the focus will be to support existing structures in low income communities where a community service already exists. The programme aim will be to develop food skills that will help people put a nutritious meal on the table. * The Knowledge Networks that brings together scientists across the island of Ireland continues to develop and grow. The membership increased by over 500 with training, conferences, research, digital and newsletter collaboration being the key elements in providing scientific –co-operation. * ‘Eatright.eu’ receives on average a 150 views a week. * ‘***safe*food** for life’ education and training resource for post-primary students continues to popular with more than 3,000 exams completed on the island. * Digital communications statistics shows that visits to the ***safe*food** website has doubled in the year 2015. Facebook interactions has increased by 57%. |
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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 2015-16 reporting period? *(tick one box only)* | | | | | |
|  |  | Yes | **X** | No (go to Q.4) |  | Not applicable (go to Q.4) |
|  | Please provide any details and examples: | | | | | |
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| **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: | | | | | |
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| **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):* | | | | |
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|  | As a result of what was identified through the EQIA and consultation exercise *(please give details):* | | | | |
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|  | As a result of analysis from monitoring the impact *(please give details):* | | | | |
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|  | As a result of changes to access to information and services *(please specify and give details)*: | | | | |
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|  |  | 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 2015-16 reporting period? *(tick one box only)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **X** | | | 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** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **5** | Were the Section 75 statutory duties integrated within performance plans during the 2015-16 reporting period? *(tick one box only)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **X** | | | 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.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | In the 2015-16 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **X** | | | No, these are already mainstreamed through the organisation’s ongoing corporate plan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | No, the organisation’s planning cycle does not coincide with this 2015-16 report | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Not applicable | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Please provide any details and examples: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Equality action plans/measures** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7** | Within the 2015-16 reporting period, please indicate the **number** of: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Actions completed: | | | | | | 4 | | | | | | | Actions ongoing: | | | | | | | |  | | | | Actions to commence: | | | | |  |
|  | Please provide any details and examples (*in addition to question 2*): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **8** | Please give details of changes or amendments made to the equality action plan/measures during the 2015-16 reporting period *(points not identified in an appended plan)*: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **During the course of the Business Plan, folic acid and childhood obesity took on a greater priority. Men were not singled out as a specific group but became a component of other campaigns such as Operation Transformation.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **9** | In reviewing progress on the equality action plan/action measures during the 2015-16 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **X** | | | Measures to address a prioritised inequality have been completed | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 | | | | | | | | | **X** | | | | | Sometimes | | | | | | | |  | | Never | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **11** | Please provide any **details and examples** **of good practice** in consultation during the 2015-16 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, focus groups across the island for its media campaigns.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **12** | In the 2015-16 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **X** | | | Face to face meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **X** | | | 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **13** | Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2015-16 reporting period? *(tick one box only)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Yes | | | | | **X** | | | | No | | | | | | | | |  | | Not applicable | | | | | | | | |
|  | Please provide any details and examples: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **14** | Was the consultation list reviewed during the 2015-16 reporting period? *(tick one box only)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Yes | | | | | | **X** | | | | No | | | |  | | | Not applicable – no commitment to review | | | | | | | | | | | |
| **Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)**  [Insert link to any web pages where screening templates and/or other reports associated with Equality Scheme commitments are published] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **15** | Please provide the **number** of policies screened during the year (*as recorded in screening reports*): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **16** | Please provide the **number of assessments** that were consulted upon during 2015-16: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 0 | | | Policy consultations conducted with **screening** assessment presented. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | | | Policy consultations conducted **with an** **equality impact assessment** (EQIA) presented. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | | | Consultations for an **EQIA** alone. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 | | | | | | | | **X** | | | | No concerns were raised | | | | | | | | |  | | No | | |  | | Not applicable | |
|  | Please provide any details and examples: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 2015-16 reporting period? *(tick one box only)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | Yes | | | | | **X** | | | | | No | | | |  | | | | Not applicable | | | | | | | |
|  | Please provide any details and examples: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 2015-16 reporting period? *(tick one box only)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | Yes | | | | | | | | | | | | | | | | |  | | | No, already taken place | | | | | |
|  | | | | | No, scheduled to take place at a later date | | | | | | | | | | | | | | | | | **X** | | | Not applicable | | | | | |
|  | Please provide any details: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **21** | In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Yes | | | | | | | | | **X** | | | | | No | | | |  | | | | Not applicable | | | | | | | |
|  | Please provide any details and examples: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **22** | Please provide any details or examples of where the monitoring of policies, during the 2015-16 reporting period, has shown changes to differential/adverse impacts previously assessed: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 2015-16, and the extent to which they met the training objectives in the Equality Scheme. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | There were no training activities carried out in ***safe*food** this year. Instead staff volunteered to help out at a local charity the Cheshire Homes. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Whilst increasing awareness amongst ***safe*food** staff of people with physical and neurological conditions, this activity also enhanced team spirit amongst ***safe*food** staff. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Public Access to Information and Services (Model Equality Scheme Chapter 6)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **26** | Please list **any examples** of where monitoring during 2015-16, across all functions, has resulted in action and improvement in relation **to access to information and services**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Complaints (Model Equality Scheme Chapter 8)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **27** | How many complaints **in relation to the Equality Scheme** have been received during 2015-16? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Insert number here: | | | | | | | | | | | | | | 0 | | |  | | | | | | | | | | | | | |
|  | Please provide any details of each complaint raised and outcome: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Section 3: Looking Forward** | | |
| **28** | Please indicate when the Equality Scheme is due for review: | |
|  | September 2016 | |
|  |  | |
| **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)* | |
|  | Training and consultation are two areas that ***safe*food** anticipate will be a focus. | |
|  |  | |
| **30** | In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2016-17) reporting period? *(please tick any that apply)* | |
|  |  | Employment |
|  | Goods, facilities and services |
|  | Legislative changes |
|  | Organisational changes/ new functions |
| **X** | 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**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Number of action measures** for this **reporting period** that have been: | | | | | | | | | | | |
| **0** |  |  |  |  |  |  |  | **2** |  |  |  |
| 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 |  |  |  |
| 2 |  |  |  |
|  |  |  |  |

2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Communications Action Measures | Outputs | Outcome / Impact |
| 1 |  |  |  |
| 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 |  |  |  |  |
| 2 |  |  |  |  |
|  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
|  | Action Measures not met | Reasons |
| 1 | **Review of Bamford Vision Action Plan** | **Due to staffing changes, this has been put on hold indefinitely** |
| 2 | **Dialogue with Carer’s Association** | **Due to long term illness, this action was unable to be followed up on.** |
|  |  |  |

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?

If yes please outline below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Revised/Additional Action Measures | Performance Indicator | Timescale |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

7. Do you intend to make any further **revisions to your plan** in light of your organisation’s annual review of the plan? If so, please outline proposed changes?

**The Disability Plan 2012-2016 will now be reviewed and a new plan will be drawn up. This will be sent out for consultation this year.**

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)