

EQUALITY COMMISSION FOR NORTHERN IRELAND
Public Authority 2010 - 2011
Annual Progress Report on Section 75 of the NI Act 1998 and
Section 49A of the Disability Discrimination Order (DDO) 2006

This report template includes a number of self assessment questions regarding implementation of the Section 75 statutory duties from **1 April 2010 to 31 March 2011**. This template also includes a number of questions regarding implementation of Section 49A of the DDO from the **1 April 2010 to 31 March 2011**. Please enter information at the relevant part of each section and ensure that it is submitted electronically (by completing this template) and in hardcopy, with a signed cover letter from the Chief Executive or, in his/her absence, the Deputy Chief Executive to the Commission by **31 August 2011**.

In completing this template it is essential to focus on the application of Section 75 and Section 49. This involves progressing the commitments in your equality scheme or disability action plan which should lead to outcomes and impacts in terms of measurable improvement for individuals from the equality categories. Such outcomes and impacts may include changes in public policy, in service provision and/or in any of the areas within your functional remit.

Name of public authority (Enter details below)

Belfast Harbour Commissioners

Equality Officer (Enter name and contact details below)

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S75 Executive Summary

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

(Enter text below)

- BHC's has taken further action to align their Corporate Objective on Corporate Social Responsibility with the Equality Duties. The following

actions have been taken to raise the profile of equality and better promotion of good relations.

- Workshops on Diversity Awareness delivered to all Harbour Police and workshops on Dignity at Work delivered to Management, Harbour Police and front-line employees.
- Promotion of internal and external activities to better promote equality and good relations have been publicised in Portfolio the employee Newsletter.
- There has been ongoing support for a range of cross-community events through local schools and fund raising events.
- In accordance with the mitigating actions identified in the Equality Impact Assessments on the Recruitment policy, the Dignity at Work policy and the Equal Opportunities policies, briefing sessions on Monitoring were provided for trade union representatives and employees and a template for employee monitoring developed.
- BHC continues to consider adjustments where employees are considered to have a disability as defined under the Disability Discrimination Act.
- The CEO is a Council member for the Prince's Trust Northern Ireland and assisted in the launch of the Million Makers for 2011. BHC also entered a team in the fund raising competition.
- BHC continues to implement the Disability Action Plan and returns the Annual Report to the Equality Commission within the agreed timeframes.
- Eleven of the twelve targets in the Disability Action Plan have been achieved within the review period and four new actions included.
- The Annual Return to the Equality Commission within the agreed timeframes.

- The CEO continues to be a Board member of Business in the Community.
- There are regular reports to the Board; highlighting the programme of Corporate Social Responsibility activities delivered which assist and promote Equality and Good Relations.
- Briefing sessions have been delivered to the managers on the New Guidance in Relation to Section 75 of the Northern Ireland Act 1998.
- The Management Team has received training on the new Guidance in relation to Section 75 of the Northern Ireland Act 1998.
- As part of the review of the BHC Appraisal System, questions on Equality have been incorporated into the training needs assessment.
- Belfast Harbour supported an integrated community outreach project, “Aim High”, which gave young people in Belfast the opportunity to access some of the best quality musical theatre tuition and the chance to perform on the stages of theatre venues across Northern Ireland.
- Belfast Harbour supported a Festival of Colours at St. Georges Market. The Festival organized by ArtsEkta and is the most Indian-centric of the ArtsEkta festivals.
- Six cross-community schools from across Northern Ireland took part in the Webster schools project and in a musical workshop delivered by the musicians from the Ulster Orchestra at the W5 in Belfast.
- The Sea Cadets were provided with use of the facilities at the Old Stena terminal.
- The Ocean Youth Trust was provided with the use of Abercorn Pontoons for sail training courses.
- 250 Primary School children attended a Port Tour.

- Maritime weekend and Heritage weekend opening access to the Harbour Office to the community.
- Historical and cultural tours for international students.
- LAMP conference activities to raise awareness of mental health issues.
- Banbridge vintage car club visit (a group of 40 mixed gender over 50's).
- Princes Trust business advisers to young entrepreneurs.
- Public community event at IKEA.
- T13 Urban Sports Community (skate boarding initiative)
- Science Technology Engineering and Maths ambassador for IET working with St. Rowans Primary School Lisnaskea.

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?

(Enter text below)

- Implementation of an action plan in relation to the new Guidance on Section 75 issued by the Equality Commission including; conducting an inequalities audit, delivering screening training, and developing a new Equality Scheme;
- Ongoing implementation of the monitoring arrangements in relation to implementing the procurement EQIA.
- Implement new monitoring arrangements for people with a disability for ethnic minority communities and for people of different sexual orientation in accordance with the mitigating actions identified in the EQIA's on the Human Resources policies.

- Undertaking an evaluation of the Equality training delivered in 2010-2011.
- Continue outreach measures with local community groups;
- Reviewing and developing new SMART objectives and targets and performance indicators in relation to the promotion of Equality and Good Relations;
- Reviewing the Disability Action Plan and developing a new Action Plan.
- 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"> • Dignity at Work training has been provided to management and to Harbour Police • Increase in outreach activities and in promoting BHC's approach to mainstreaming Equality and Good Relations as part of the strategy on Corporate Social Responsibility. • Publication and promotion of the activities BHC has supported in Portfolio the employee Newsletter. 	EQIA Equal Opportunities Policy and Dignity at Work Policy ✓
Persons of different political opinion	<ul style="list-style-type: none"> • As above 	✓
Persons of different racial groups	<ul style="list-style-type: none"> • As above • Ongoing monitoring of suppliers 	✓ EQIA Procurement
Persons of different age	<ul style="list-style-type: none"> • Increase in outreach activities with schools • Greater awareness raising and publicity in relation to activities with schools. 	✓ EQIA's on Recruitment Equal

	<ul style="list-style-type: none"> • More robust monitoring arrangements in relation to the workforce underway 	Opportunities and Dignity at Work
Persons with different marital status		
Persons of different sexual orientation	<ul style="list-style-type: none"> • Monitoring arrangements put in place 	✓
Men and women generally	<ul style="list-style-type: none"> • Review of statistics arising from the Article 55 Review • Operating the Employers for Childcare voucher scheme • Features in portfolio on women taking up careers with BHC in non-traditional areas. 	✓ EQIA Equal Opportunities Policy Recruitment and Selection Policy and Dignity at Work Policy
Persons with and without a disability	<ul style="list-style-type: none"> • More detailed monitoring arrangements in relation to the workforce are being put in place following the EQIA. • Ongoing monitoring of policy and practices of suppliers • Full evaluation of the Disability Equality Training planned to take place in the near future. 	✓ EQIA's on Recruitment Equal Opportunities and Dignity at Work
Persons with and without dependants	<ul style="list-style-type: none"> • Childcare vouchers implemented 	✓ EQIA Equal Opportunities

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 2009-2010.

(Enter text below)

- Continued outreach activities with local community groups.
- Objectives and targets in relation to the promotion of Equality and Good Relations revised.
- Implementation of mitigating actions in relation to EQIA's undertaken during the previous review period:- training provided for management and Belfast Harbour Police on Dignity at Work.
- Regular reports on the implementation of Section 75 are made to the management team and to the Board.
- The Article 55 review has been completed and returned to the Commission.
- The level of outreach activity within the wider community has been enhanced and Section 75 is regarded as an integral part of the BHC commitment to Corporate Social Responsibility. The actions taken by the BHC are promoted internally in the employee magazine Portfolio and externally in the BHC PR strategy through coverage in the media and the Annual Report and Accounts.

Ongoing EQIA Monitoring Activities April 2010- March 2011

Title of EQIA subject to Stage 7 monitoring	Indicate if differential impacts previously identified have reduced or increased	Indicate if adverse impacts previously identified have reduced or increased
Recruitment and Selection	Any differential impacts due to the application of the Recruitment and Selection process for women and members of the Catholic Community appear to have been reduced since the implementation of the revised procedures. Source the Article 55 Review.	The representation of people from the Roman Catholic Community and from women in the workforce has increased in the current Article 55 Review published June 2011. The applicant flows also demonstrate that the representation of Roman Catholics applying for positions with BHC for a number of positions is consistent with the relevant comparators.
Equal Opportunities	As above More comprehensive monitoring of the workforce is underway and will be reported on in the next review.	As Above
Dignity at Work	A comprehensive training programme has been undertaken with the BHC Police on Diversity and Dignity at Work and an evaluation is to be undertaken of the training in the near future	This will be reported on in the next review when the evaluation has been undertaken.

2010-2011 EQIA Time-table

Title of EQIAs due to be commenced during April 2010	Existing or New policy?	Please indicate expected timescale of Decision Making stage i.e. Stage 6
Non- applicable	Non-Applicable	Non- Applicable

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.

(Enter text below)

Diversity Training for the Belfast Harbour Police and Frontline Employees

Total number of participants 37. Number of sessions 5.

Summary of Comments:-

Leadership is very important in terms of promoting Diversity

It is important to reinforce the fact people are different

We need more reinforcement of good things that are happening in the organisation

We need to respect the views of others

Relevant issues were raised and worked through during the training.

Recognition of the importance of not stereotyping and being open to change

Some did not accept the importance of promoting Diversity as part of the business case

We need more mixed training sessions with other staff

Dignity at Work Training for the Belfast Harbour Police and for Managers

Number of participants 24. Number of sessions 5

There was a high level of participation in the training session and the managers were supportive of the approach taken by the BHC to promote Diversity and viewed this as an important issue for the organisation.

Summary of Comments:-

I am now more aware of BHC policies and their application in my section

I learnt the importance of dealing with conflict situations and not avoiding them

The course was useful in exploring how to deal with conflict more effectively

There was valuable learning on the importance of the manager being an example to others.

I now have a better understanding of how to deal with a complaint of bullying or harassment should it arise

Future Actions Planned

A review of the feedback from the training sessions.

Consider how the organisational values can be more effectively communicated to employees and reinforced in all sections.

A full evaluation is to be undertaken of the Diversity and Dignity at work training. Consideration to be given to rolling out the Dignity at work training to further employees in the organisation.

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.

(Enter text below)

- Reporting on progress in implementing section 75 in the Board papers and the Annual Report;
- Briefing session for the Management Team and for Senior Management on the new Guidance in relation to Section 75.
- Including features on Equality and the initiatives taken by the organisation in relation to corporate social responsibility in the employee magazine Portfolio;
- The ongoing commitment to include information and briefing on promotion of Equality and Good Relations in induction sessions and distribution of employee friendly information on Section 75;
- The ongoing delivery Diversity and Dignity of Work training sessions;
- The outreach work and commitment to corporate social responsibility championed by the Board, the Chief Executive and the Human Resources Manager.

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.

(Enter text below)

- A Monitoring form and arrangements have been agreed, briefing has been undertaken for employees. The monitoring information gathered in relation to the workforce will be used for assess the impact of the Recruitment, Equal Opportunities and Dignity at Work policies.
- Consideration is being given to more targeted consultation with representative groups and use of a wider range of consultation techniques in accordance with the new guidance.
- Please outline any use of the Commission's Section 75 Monitoring Guide.

(Enter text below)

- The Guide has been used in the development of the employee monitoring form to be issued to all employees.

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.

(Enter text below)

Existing arrangements maintained through the provision of information in accessible formats however no requests have been received;

Making donations to the Mission for Sea Farers who work directly with the migrant workers in the port of Belfast;

Senior managers from BHC contributing to Safety and Welfare Forum meetings where issues relating to access to information and services for migrant workers are discussed;

Reporting on progress in implementing Section 75 in the Corporate Plan, Annual Report and regular reports to the Board;

Text phone has been installed.

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.

(Enter text below)

No complaints were received during the review period.

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.

(Enter text below)

The ongoing implementation of the Corporate Social responsibility Strategy during the period of the review has resulted in BHC engaging in the following activities:

Enhanced level of contact with young people through the Webster schools competition;

Supporting Charities through a Gala fund raising event

BHC Police setting up a community and stakeholder forums throughout the Harbour estate.

BHC Police have attended and hosted a wide range of events targeted at youth, people from ethnic minority communities and from the two main communities and have raised the profile of the work BHC Police and BHC. The BHC Police have also produced publications specifically targeted at ethnic minority communities.

Race Hate Crime Week Events

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.

(Enter text below)

- Ongoing implementation of Good Relations Policy
 - Attendance of the Belfast Harbour Police at the Chinese New Year Celebrations
 - Facilitating a number of cross-community visits from schools and youth groups representing the two main communities
 - Continued joint training between BHC police and PSNI has included diversity, equality and Human Rights refresher training
-
- Please outline any use of the Commission's Good Relations Guide.

(Enter text below)

The Guide has been referenced in the training and cognizance was taken of it in the development of the Good Relations Policy

Section 11: Additional Comments

- Please provide any additional information/comments

(Enter text below)

- BHC is committed to mainstreaming Section 75 into all their activities and continues to promote Equality and Diversity as an important element of their approach to Corporate Social Responsibility. Over the last year the BHC has been proactive in supporting and promoting a number of Equality and Good Relations events in the city.

- The promotion of their commitment to Equality and Diversity has also been promoted internally through features in the employee Newsletter publicising Section 75 activities.
- A number of workshops have been delivered during the review period on Diversity and Dignity at Work.
- The Board and the management team continue to take a keen interest in this area and monitor the achievement of the organisation against the agreed targets.
- The Board have also received briefing on the new Guidance in terms of Section 75 of the Northern Ireland Act;
- BHC is committed to furthering their work in this area, to benchmarking their progress with others and using the Business in the Community Diversity framework to audit their activities.

Annual Report July 2010/ March 2011
'Disability Duties' Questions

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

11

1

0

Fully
Achieved

Partially
Achieved

Not
Achieved

11

1

0

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

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

Level	Public Life Action Measures	Outputs ¹	Outcomes / Impact ²
National ³	CEO BitC Ambassador for the Prince Charles Trust	Ongoing	Ongoing
Regional ⁴	CEO membership of BitC Board	Ongoing	Ongoing
Local ⁵			

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 forums.

	Sponsorship and promotion of Sailability event	Ongoing	Ongoing
	Hosting the interagency event in the City on Hate Crime		

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

	Training Action Measures	Outputs	Outcome / Impact
1	Diversity Training x 5 sessions which included promotion of positive attitudes for people with disabilities	Evaluation of the impact of the training evaluation undertaken through the feedback obtained following the workshops and reported in the Annual Review	Raised awareness in terms of promoting positive attitudes to people with Disabilities and less evidence of negative stereotypes assessed following training.
2	TNA in terms of Dignity at Work training conducted with Managers and 5 training sessions implemented	Evaluation of the impact of the training evaluation undertaken through the feedback obtained following the workshops and reported in the Annual Review	Raised awareness in terms of promoting positive attitudes to people with Disabilities and less evidence of negative stereotypes assessed following training.
3			

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	The upgrade of the BHC website to ensure it was more accessible for people with disabilities.	Better access for people with disabilities	Evaluation to be arranged with Disability Action and to consider the changes necessary to the website.

2	Communicating to all staff the need for monitoring the workforce in terms of employees with disabilities through training sessions and Portfolio and employee magazine.	Briefing for employees and trade unions on the importance of co-operating with monitoring completed.	Better information on the needs of employees with disabilities
3	Consultation and research to ensure information is more accessible for people with disabilities.	Review the effectiveness of the text phone Benchmark the organisation with good practice	Usage monitored and reviewed by 31-3-2011 Review in terms of good practice guidance commenced and ongoing.
4	Implementation of screening process with regard to new Disability Duties	Application of new screening process	Integration of new duties in terms of Disability into policy screening.

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Taking the lead in organising a fund raising event for sailability which encourages young people with disabilities to participate in a sailing event.	Building the confidence of young people with disabilities and encouraging them to participate in everyday activities.	Challenging stereotypes and incorrect perceptions in terms of people with disabilities. Monitoring level of participation in event from people with disabilities
2	Hosting the interagency event on hate crime	Raising the profile of the inequalities that can affect people with disabilities in Belfast	Helping to overcome the inequalities, discrimination and victimisation faced by people with disabilities.
3	Hosting the launch of the sailing event		Raising the profile of disability issues and the importance of creating opportunities to take part in activities of this nature.
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	Implementation of Employee Assistance service	Confidential support service available to employees	Support provided to employees with disability
2			
3			

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

	Action Measures partly achieved	Milestones ⁶ / Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Website evaluation			Evaluation of the effectiveness to allow a feasible length of time for new website to be bedded in.
2				
3				
4				

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.

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

	Action Measures not met	Reasons
1	N/A	N/A
2		
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

Analysis of the feedback from the training sessions and agreeing further actions to be taken through Consultation with the Equality Commission on Good Practice in this area and in the future development of Disability Action Plans.

(b) Quantitative

More comprehensive analysis of the employees in the workshop with disabilities and of their support needs.

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

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	More robust evaluation of training and identification of more targeted training needs in terms of the two new duties.	Increased level of positive attitudes to people with disabilities and awareness of how to promote equality for people with disabilities.	
2	Delivering diversity and dignity and work training to all employees	Assessment of baseline awareness	
3	Continuing to reinforce the organisations commitment to the implementation of the two new disability duties through Portfolio the employee magazine	Level of understanding and awareness of the initiatives taken by BHC to promote positive attitudes to people with disabilities and to ensure better representation of people with disabilities in public life.	
4	Continuing to reinforce the organisations commitment to the implementation of the two new disability duties through Portfolio the employee magazine	Level of understanding and awareness of the initiatives taken by BHC to promote positive attitudes to people with disabilities and to ensure better representation of people with disabilities in public life.	Staff surveyed during training
5			

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?

The plan will be revised in accordance with the findings of the Audit of inequalities and new targets will be agreed as part of the revised action plan in the new Equality Scheme.
