

Construction Industry Training Board (CITB NI)



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report

Contact details:

<ul style="list-style-type: none">Section 75 of the NI Act 1998 and Equality Scheme	Name: Elaine Doran Telephone: 028 9082 4240 Email: HR@citbni.org.uk
<ul style="list-style-type: none">Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above <input checked="" type="checkbox"/> Name: Click or tap here to enter text. Telephone: Click or tap here to enter text. Email: Click or tap here to enter text.
Documents published relating to our Equality Scheme can be found at:	CITB - Equality & Section 75
Signature:	<i>Barry Nelson</i>

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 2023 and March 2024

PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme

- 1 In 2023-24, 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.

Skillbuild NI Finals – 16 May 2023

CITB NI's annual SkillBuild NI Final 2023 competition, in partnership with North West Regional College (NWRC), took place at NWRC, Greystone Campus, Limavady.

Over 90 of the brightest recruits and top performers within construction apprenticeship programmes from across Northern Ireland competed against each other to win in categories: Brickwork, Cabinet Making, Carpentry, Electrical Installation, Joinery, Painting & Decorating, Plastering Dry Wall Systems, Plastering, Plumbing, Wall & Floor Tiling. This year CITB NI was delighted that 5 of the participants were young women.

There were 11 first place winners in the categories and Conor Dallas, Northern Regional College was awarded Overall Young Apprentice of the Year alongside 2nd place in the joinery category.

The SkillBuild NI Finals is part of a regional qualifier, winners from the NI finals, may have the opportunity to represent Northern Ireland in the SkillBuild UK National Finals

Skillbuild NI Final Careers Engagement:

875 school children attended the Skillbuild NI Final event in NWRC, Limavady Campus and were able to have a go at construction activities and hear about careers in construction. The split was 325 pupils from secondary school and 550 pupils from primary schools.

Construction Bootcamp – June 2023

CITB NI and School Employer Connections (SEC) partnered on a one-day face to face construction work experience Bootcamp at CITB NI, Nutts Corner Training Centre for over 70 Year 10 & 11 students from across Northern Ireland.

The programme provided students with a chance to learn about careers in construction, the many roles and routes into the industry and the benefits of a career in construction along with the opportunity to 'have a go' at a number of

construction job sampling sessions in joinery, bricklaying, roofing, electrical, plumbing and flooring. The Bootcamp aimed to help increase students' knowledge and awareness of the skills required and to identify trade occupations best suited to their skills base.

Students also had the opportunity to learn about various pathways, from apprenticeship programs to higher education. They heard how construction apprenticeships play a vital role in career development, benefiting both apprentices and employers. Additionally, they learned that gaining hands-on experience while earning formal qualifications is essential for skills development.

By working in partnership with School Employer Connections, CITB NI is helping to bridge the gap between the world of work and the world of education, employers and the classroom, to enable students to develop knowledge, improve learning and allow them to gain a greater understanding of the world of work.

Adopt a School – June 2023

The CITB NI 'Adopt A School' scheme gives construction employers an opportunity to pair with post primary schools in either their local or work area to promote construction careers. During the period 7 employers signed up and 18 schools which has resulted in a total of 27 pairings to date. Employers can offer their paired school a range of activities including talks, job sampling, work experience opportunities, sponsorship of awards or resources and attendance at careers events.

Activity carried out between pairings has included the following:

- Attendance at St Louises Comprehensive College's careers event by Maurice Flynn & Sons Ltd.
- Company talks, site visits and work experience opportunities for students from De La Salle College by Breedon Group.
- CITB NI Mobile Training Unit attended the introductory event that Cross & Passion College and their paired company E & L Construction held. The MTU was used in the delivery of construction careers talks and presentations for approximately 130 students.

Build your career event – W5 – 15 November 2023

Throughout 2023 CITB NI has been working with post primary schools across Northern Ireland on the campaign 'Build Your Career – a Future in Construction', which aims to showcase the options and pathways into the construction industry.

At the event in November 2023, CITB NI partnered with W5, with support from industry and CoolFM, to talk to Year 10 students about the construction industry as well as the range of job options and qualifications required. School students heard about construction careers, some interesting facts and had the

opportunity to try out construction activities from Newry based MJM Marine, and other construction employers.

Skillbuild UK National Finals – 21-23 November 2023

The Skillbuild National Finals took place at the Marshall Arena in Milton Keynes on 21 – 23 November. The event attracted around 1,000 visitors, exhibiting the variety of skills and career opportunities available within the industry. Across the three days competitors were tasked with constructing a project designed by an expert panel of judges, within an 18-hour timeframe. The project tests the individual's knowledge and skills, as well as their ability to work under pressure, ensuring they adhere to health and safety protocols.

17 participants from Northern Ireland took part, including two young women, competing in a range of skills areas.

NI Apprenticeship Week:

CITB NI participated and organised various events to promote construction apprenticeships during Northern Ireland Apprenticeship week (NIAW) 5-9 February 2024.

An event was held for 16-18 year olds working in partnership with W5. 18 construction employers attended to promote their upcoming apprenticeship opportunities and Belfast Met provided a presentation on apprenticeship routes and job sampling on various construction crafts such as joinery, plumbing and electrical was delivered by four construction employers. 400 students attended the event from schools across Northern Ireland and were provided with construction careers information. CoolFm provided PR activity at the event which boosted reach on digital and social media for construction apprenticeships. 116 pupils and their teachers attended the event.

CITB NI attended the Derry & Strabane City District Council during the week with the CITB NI Mobile Training Unit to promote construction apprenticeships to people from the local area. The MTU was sited outside the Guildhall and was accessible for all to visit to find out information on construction careers.

Women in Construction Conference – 13 March 2024

CITB NI and the Women in Construction Network hosted the 3rd Women in Construction Summit, on Wednesday 13 March 2024 at Crowne Plaza Hotel. With a focus on 'Redefining Foundations', attended by 180 people, the summit honored women whilst exploring and challenging business foundations within the NI construction industry.

Research from Go Construct (CITB GB) reveals that women working in construction is on the increase with **37%** of new entrants into the industry that came from higher education are women. Women make up around **14%** of construction industry professionals and this number can only be set to rise with more and more women choosing construction jobs. Whilst this is encouraging,

events such as Women in Construction Summit aim to inspire continued growth and development as well as challenge existing foundations to allow this to happen.

Loughshore Educational Resource Centre – Sept 2023 – June 2024

In the 2023-24 academic year, CITB NI played a central role in supporting the Loughshore Educational Resource Centre. Loughshore's service is for children with emotional and behavioural disorders who have been removed from mainstream education for multiple reasons.

CITB NI has support Loughshore with a training facility for a third academic year. The Occupational Studies training delivered by Loughshore became popular with students and Loughshore expanded to utilising the facility for two days. Occupational Studies includes practical training in brickwork, landscaping, paving and students also complete a CSR course to gain their health and safety card to support access into construction employment in the future.

The impact of this collaboration was evident as, by 2023-24, ten young individuals successfully attained Level 2 or Level 1 qualifications through the training programs provided. Of the ten students, one female completed the course, which is an encouraging result.

CITB NI have committed to supporting Loughshore in the 2024-25 academic year and will continue to provide free access to the training facility.

CITB NI Mobile Training Unit (MTU) Career School Visit:

The CITB NI MTU visited Longstone Special School along with trainers from People 1st to provide job sampling and a career talk to 14 of their students.

Section 1: Equality and good relations outcomes, impacts and good practice

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2023-24 (*or append the plan with progress/examples identified*).

Employer Engagement Events

CITB NI delivered a series of employer engagement events for registered CITB NI construction employers which included business improvement topics such as decarbonisation and net zero, social media and CRS scheme changes. The events ran from April 2023 to March 2024.

Date	Events	Venue	Attended
19/04/2023	Decarbonisation & Net Zero	W	11
26/04/2023	Annual Construction Law Update	W	11
05/04/2023	Digital Transformation in Construction	W	11
31/05/2023	Sustainability/Carbon Reduction	CITB	15
14/06/2023	Social Media	CITB	10
21/06/2023	Email Marketing	CITB	5
29/6/23	SEO for the Construction Industry	W	5
28/9/23	CSR Scheme Changes	W	38
11/10/23	Introductory Digital & Social Media Marketing Workshop	CITBNI	2
26/10/23	Quality Control – Inspecting Skills (Concrete & Reinforcement)	CITNI & Sim Site	13
7/11/23	CSR Scheme Changes	CITB NI	13
21/11/23	Data Protection for Small Construction Companies	CITB NI	4
13/12/23	Advanced Digital & Social Media Marketing Workshop	CITB NI	4
17/1/24	Social Media for the Construction Industry	W	8
30/1/24	ISO14001 Environmental Management Awareness	CITB NI	15
22/2/24	Digital Construction	CITB NI	4
29/2/24	SEO for the Construction Industry	W	3
27/3/24	Carbon Management & Carbon Foot printing including Retrofitting	CITB NI	12
	TOTAL ATTENDEES		184

1000 apprentices (grants) milestone – October 2023

During October 2023, CITB NI achieved a milestone through its Apprenticeship Grant scheme. Since it launched in 2017, the scheme has helped to recruit and support 1000 apprentices into the NI construction industry.

When the scheme launched, its aim was to encourage 100 new apprentices into the local construction industry to meet a demand and to address the skills shortages in traditional trades such as bricklayers, joiners and roofers. Now 1000 apprentices have benefited from the scheme.

The scheme is designed to help support young people in training roles to help bridge the skills shortage and address the ageing workforce and help encourage construction employers to support them.

CITB NI boosted the apprenticeship grants available to CITB NI registered employers, providing up to £6500 for a fully employed apprentice over a 3 year

period. CITB NI will continue, through the grant scheme, to support apprentices through this boosted funding stream as well as encouraging employers to train and upskill and claim grants.

Training Intervention – Direct and in Partnership with others

CITB NI delivered an extensive programme of training either directly or in partnership with others. Training was delivered to 4067 participants using both virtual and face to face training methods (*an increase of approximately 600 participants on the same period last year*). Of these approximately 15% were women, in line with the percentage of women currently employed within the industry.

There were a number of notable programmes delivered including #NotJustForBoys programme with Women's Tec, the pilot Women in Plant programme which completed during the reporting period and the undergraduate programme CSR training.

#NotJustForBoys programme delivered by Women's Tec engaged with 490 females, Women in plant recruited 12 participants and notably, of the participants on the undergraduate CSR training, 37% of those who attended were young women – perhaps an indicator of positive participation by women in these professional roles.

- 3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2023-24 reporting period? *(tick one box only)*

☒ Yes

☐ No (go to Q.4)

☐ Not applicable (go to Q.4)

Please provide any details and examples:

The success of the construction boot camp model means this is likely to be repeated going forward.

- 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:

Through the boot camps CITB NI hopes to inspire young people to consider construction as a career. Anecdotally we learnt via a teacher that one of the participants had, after attending the boot camp, returned to school and amended their GCSE choice to include a GCSE in Construction – not previously considered.

- 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):*

Click or tap here to enter text.

☐ As a result of what was identified through the EQIA and consultation exercise *(please give details):*

Click or tap here to enter text.

☒ As a result of analysis from monitoring the impact *(please give details)*:

Click or tap here to enter text.

☐ As a result of changes to access to information and services *(please specify and give details)*:

Click or tap here to enter text.

☐ Other *(please specify and give details)*:

Click or tap here to enter text.

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 2023-24 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:

Click or tap here to enter text.

5 Were the Section 75 statutory duties integrated within performance plans during the 2023-24 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:

Click or tap here to enter text.

- 6** In the 2023-24 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 corporate plan
- ☐ No, the organisation's planning cycle does not coincide with this 2023-24 report
- ☐ Not applicable

Please provide any details and examples:

Click or tap here to enter text.

Equality action plans/measures

- 7 Within the 2023-24 reporting period, please indicate the **number** of:

:2

Click or tap here to enter text.

:6

Click or tap here to enter text.

Actions to commence:

Click or tap here to enter text.

Please provide any details and examples (*in addition to question 2*):

A number of the actions are refreshed each year and therefore categorised as ongoing including continuous review of the Staff Handbook, the rolling programme of Employer Engagement events and the Grants Scheme. As the Equality Scheme has now been reviewed, a revised audit of inequalities took place during the reporting period. A new action plan will now also be developed as a result .

- 8 Please give details of changes or amendments made to the equality action plan/measures during the 2023-24 reporting period (*points not identified in an appended plan*):

Click or tap here to enter text.

- 9 In reviewing progress on the equality action plan/action measures during the 2023-24 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 2023-24 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:

Consultation on the provision of CITB NI services continues via the Boards Committee structures, meetings with contractors and employee representatives, survey monkey and telephone conversations on a regular basis which forms the basis for any changes to policy and the results from the work of the Women in Construction Network. Zoom meetings were set up with the WIC network and a LinkedIn network further developed.

- 12 In the 2023-24 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 by email with an opportunity to opt in/out of the consultation

☐ Internet discussions

☒ Telephone consultations

☐ Other (*please specify*): Click or tap here to enter text.

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:

- The Women in construction LinkedIn group continues to grow members. This has proved a great way to communicate and professionally network.
- CITB NI continue corporate membership of Women in Business and continuation to offer the Women in Business mentoring programme established out of the 2020 Summit with 3 WICN members taking part during the timeframe.

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2023-24 reporting period? (*tick one box only*)

☐ Yes

☒ No

☐ Not applicable

Please provide any details and examples:

Click or tap here to enter text.

14 Was the consultation list reviewed during the 2023-24 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.citbni.org.uk/About-Us/Policies/Equality-Scheme.aspx>

- 15** Please provide the **number** of policies screened during the year (*as recorded in screening reports*):

1

- 16** Please provide the **number of assessments** that were consulted upon during 2023-24:

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.

- 17** Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

N/A

- 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:

Click or tap here to enter text.

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 2023-24 reporting period? *(tick one box only)*

☐ Yes

☐ No

☒ Not applicable

Please provide any details and examples:

Click or tap here to enter text.

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 2023-24 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:

Click or tap here to enter text.

- 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:

N/A

- 22** Please provide any details or examples of where the monitoring of policies, during the 2023-24 reporting period, has shown changes to differential/adverse impacts previously assessed:

N/A

- 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:

N/A

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 2023-24, and the extent to which they met the training objectives in the Equality Scheme.

3 members of staff refreshed their Mental health first aid course during the reporting period.

1 member of staff attended the Women in Work conference in October 2023.

2 members of staff attended the conference Supporting people with convictions gain meaningful employment in November 2023

Also during November 2023, all staff and Board members watched the EC Section 75 Screening awareness//training video to refresh awareness in this area.

The Chief Executive and the HR Manager attended the EC conference: More and better jobs for disabled people during December 2023 and as a follow up, representatives from Disability Action attended an all staff meeting and spoke about neurodiversity and accessible apprenticeships.

PSNI detectives attended the all staff meeting in February 2024 to provide information about Human trafficking in general and specifically the signs to look out for in the construction sector and what actions to take.

All staff attended Keeping children and vulnerable adults safe training in Feb 2024

The HR Manager attended the workshop Hope Matters which supported mental health and wellbeing strategies. This took place in February 2024.

1 member of staff attended the Diversity in the Workplace course in June 2024.

All of the above activities have actively supported equality and wellbeing strategies, raising awareness and triggering further action for the future.

- 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:

All the training attended was of high quality and met the stated objectives. However in particular of note was the Hope Matters course. Additionally the sessions which were attended by all staff: human trafficking, neurodiversity and keeping children & vulnerable adults safe as well as the Section 75 screening video all had the highest impact.

Public Access to Information and Services (Model Equality Scheme Chapter 6)

- 26** Please list **any examples** of where monitoring during 2023-24, across all functions, has resulted in action and improvement in relation **to access to information and services**:

Ongoing actions are being taken to improve access to information for stake holders. More video content is now being produced for on-line publication with

new video content created during the reporting period. CITB NI contracted an external company to produce quality video content which can be shared via social media, website or on YouTube.

An IT project has been ongoing during the reporting period to develop a new core system with the aim of improving the user experience and accessibility to information for levy paying employers.

Complaints (Model Equality Scheme Chapter 8)

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2023-24?

Insert number here: None

Please provide any details of each complaint raised and outcome:

Click or tap here to enter text.

Section 3: Looking Forward

- 28** Please indicate when the Equality Scheme is due for review:

2027

- 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)*

A full review of the Equality Scheme took place which was republished in April 2023.

The organisations Disability Action plan was reviewed and republished for the period April 2021 – March 2025

- 30** In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next reporting period? *(please tick any that apply)*

PART A

- ☐ Employment
- ☒ Goods, facilities and services
- ☐ Legislative changes
- ☐ Organisational changes/ new functions
- ☐ Nothing specific, more of the same
- ☐ Other (please state):

Click or tap here to enter text.

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:

3	Click or tap here to enter text.	Click or tap here to enter text.
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 ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ			Click or tap here to enter text.
Regional ^{iv}	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Local ^v	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

PART B

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

	Training Action Measures	Outputs	Outcome / Impact
1	Refresher training for 3 X Mental Health First Aiders	3 Staff trained	4 trained mental health first aiders are currently employed with 3 requiring refresher training, which took place during the reporting period.
2	More and better jobs for Disabled people	2 staff attended	Follow up work with Disability Action to provide all staff with disability awareness information. Ongoing work in partnership with Disability Action to raise awareness of the type of roles people with disabilities could perform in the construction industry.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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

PART B

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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	Implement 2nd year of employee Wellbeing Strategy in partnership with the NICHs	A range of actions to improve the health and wellbeing of staff were undertaken during the reporting period	Action plan measures delivered
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

PART B

	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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4. Please outline what action measures **have not been achieved** and the reasons why.

	Action Measures not met	Reasons
1	Harassment and Bullying refresher training	Delay in training taking place.
2	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.

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

The collection, collation and analysis of existing relevant qualitative data across will continue. Information is also gathered from employee surveys, specifically on employee wellbeing, employee exit interviews and other sources to determine the key strategic priorities over the next period and what resources will be required to effectively address these.

PART B

(b) Quantitative

The collection, collation and analysis of existing relevant quantitative data will continue. Data will be collected in respect of complaints, cases of bullying and harassment, disciplinary and grievances. This data will help identify any quantitative trends and will be considered in conjunction with the qualitative data.

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 select

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	Measures not achieved to date will be moved forward.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

PART B

5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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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?

No, this the second review of a new 5 year Disability Action Plan implemented from April 2021. Whilst not all actions were completed, the plan was ambitious to begin with and based on staffing resources at the time of publishing. There have been changes in staff resources which have temporarily delayed some of the actions being implemented. The current plan includes actions up until March 2026, after which a further comprehensive review will take place.

ⁱ **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.

ⁱⁱ **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.

ⁱⁱⁱ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

^{iv} **Regional**: Situations where people can influence policy decision making at a middle impact level

^v **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.