

Equality Action Plan 2015-2018

Ref	Identified Inequality/Area	Objectives/Intended Impact	Action Required	Performance Indicator	Timescale
1	Staff Training (All 9 groups)	To improve staff awareness and skills	Introduce an Equality and Good Relations learning module to be completed by all NILGOSC staff	100% of staff completed module.	31 March 2016
2			Equality and Good Relations training to be delivered to all Committee Members	100% of Committee members to have received training	30 April 2016
3			Practical customer care training for staff on dealing with members with different disabilities or communication barriers	100% of staff to have received training	31 March 2017
4	Statutory Obligations	To ensure appropriate policies and provisions relating to equality, good relations and disability are in place and that all new and revised policies have been equality screened (All 9 groups)	Update NILGOSC's Good Relations Policy	Policy updated and approved	31 March 2016
5			Review and update Disability Action Plan	Plan reviewed and updated	31 March 2016
6			Undertake accessibility audit of NILGOSC premises as part of the refurbishment of Templeton House and update Disability Action Plan	Accessibility audit completed and Disability Action Plan updated and approved	31 March 2017 ¹
7			Clearly signpost disabled car parking space in Templeton House car-park	Accessible parking space clearly marked	31 October 2015
8			Update Leave Policy to reflect shared parental leave arrangements from 5 April 2015	Policy updated and communicated to staff	30 September 2015

¹ This target date is driven by the refurbishment of Templeton House.

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9	Barriers to joining the pension scheme, particularly for people with a disability and/or whose first language is not English	<p>1. Continue to improve communication with all members and ensure information on the scheme and services is accessible to all</p> <p>2. Increase in number of requests for alternative communications</p>	Review publications/marketing material to ensure appropriate distribution/communication of relevant pension scheme and service information.	Access to information is improved for people with a disability or whose first language is not English	31 March 2017
			Consider issuing specific publications for people with disabilities or whose first language is not English (e.g. Polish)		31 March 2018
10			Investigate and consider obtaining the Internet Crystal Mark Logo (plain English campaign) to ensure NILGOSC's website is accessible to people with disabilities and whose first language is not English		Achievement of Crystal Mark Logo is fully investigated
11	Underrepresentation of single members	To increase the number of members from underrepresented groups in the Scheme	Undertake research to identify and understand the reasons behind underrepresented groups in the Scheme	Outcome of research analysed and reported to SMT	30 June 2016
12	Underrepresentation of males (20%) and people with disabilities* in the workforce	To increase the number of staff employed from underrepresented groups	Positive targeting of underrepresented groups through job advertisements	% of applicants applying and employed from underrepresented groups	Ongoing
13	Underrepresentation of applicants from the Roman Catholic community (10%)				

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14	Working environment	To promote a positive working environment in NILGOSC for all existing and future staff	Issue a survey on Equality and Good Relations to staff to invite comments and opinion on the working environment and workplace culture	Positive response from staff survey	31 March 2016
15			Equality duties to be included in all job descriptions, where appropriate	Job descriptions for all staff with equality duties updated	Ongoing
16	Identified inequalities in the Scheme Regulations	To promote equality of treatment and access to the Scheme and Scheme benefits for all groups	Bring identified inequalities in the Scheme Regulations to the attention of the Department	Imbalances are acknowledged by the Department and considered in future Regulations	31 March 2018
17	Committee composition imbalanced with respect to gender, age and political opinion	To have a more balanced Committee composition with respect to gender, age and political opinion	Bring any imbalances in Committee composition to the attention of the Department for positive targeting of underrepresented groups through the public appointments process	A "balanced" Committee composition	31 December 2016
18	Lack of monitoring data (all groups)	To have more comprehensive equality monitoring data available	Review of monitoring data available and gap analysis conducted – each manager to consider what data they need, what they hold and identify gaps in information	Improved monitoring datasets	31 March 2017

*Underrepresented by reference to the entire working population but not significantly different from local government and employer workforce statistics.