



Northern Ireland
Blood Transfusion Service

Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2016-17

Contact:

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<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: Telephone: Email:

Documents published relating to our Equality Scheme can be found at:

<http://www.nibts.org/equality.html>

Signature: Karin Jackson – Chief Executive NIBTS

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 2016 and March 2017.

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

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

- 1** In 2016-17, 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.

Please see table 1 below

Table 1:

	Outline new developments or changes in policies, practices, service planning or delivery and the difference they have made.
Religion	<ul style="list-style-type: none"> • In 2016/17 NIBTS adopted the Good Relations Statement which was endorsed by the Chief Executive in order to promote respect for diversity and to challenge sectarianism and racism in both employment and services. • In 2016/17 NIBTS introduced a Working Well Together Policy recognising the diversity within the workforce and committing to the principle that the dignity of all staff must be respected, all staff should feel valued, be treated fairly and have a harmonious working environment. • In 2016/17 NIBTS continued their support for Tapestry the HSC Disability Staff Network and encouraged the participation of its employee in disability related initiatives. • During September 2016 in line with legislation NIBTS removed the permanent deferral for men who have had sex with men (MSM) to a 12 month deferral to bring Northern Ireland in line with the rest of UK. • During 2016/17 NIBTS continued the extension of the Genetic Haemochromatosis programme to enable donors greater access to venesection in community sessions close to their home rather than having to travel to NIBTS HQ. • During 2016/17 NIBTS continued exploring the possibility of having interpreters available for donors (by appointment) who do not speak English as their first language. Further work will progress on this during the 2017/18 year. • An analysis of our Donor Sessions took place during 2016-17. Currently NIBTS is using 215 venues, 108 of them being with no perceived religious affiliation. 60 venues are perceived to have a Protestant affiliation and 47 are perceived as having a Catholic affiliation. Only 1 of the 215 venues was deemed as having poor or no disability access, NIBST however carries portable ramps.
Political Opinion	
Ethnicity	
Age	
Marital Status	
Sexual Orientation	
Gender	
Disability	
Dependants	

Tapestry Disability Staff Network

After its launch last year, Tapestry – our Disability Staff Network – took off in 2016-17. The network, which meets quarterly and is supported by the BSO Equality Unit on our behalf, developed its first action plan.

During the year, the network undertook a range of actions under three themes:

- (i) raising awareness of the network
- (ii) raising awareness of disabilities, and
- (iii) becoming an employer of choice.

These included, for example:

- a Chief Executive Statement to make it clear that the organisation supports the disability staff network and that staff who want to get involved in the network can do so in their work time
- a series of coffee mornings to engage with staff
- an article by the Chair of Tapestry providing an account of her story of living with a disability – as a role model to encourage others in the organisation to disclose to their employer that they have a disability
- a staff awareness day on cancer held in January 2017 (see below) and initial work on awareness of arthritis and musculoskeletal conditions in March 17
- a lunch & learn session for line managers on reasonable adjustments (with presentations to provide a legal perspective outlining requirements and risks; a line manager perspective; and a staff member perspective);
- a staff survey on what makes an employer an employer of choice for people with a disability or those who care for someone with a disability.

Disability Work Placements

For the first time this year, we participated in the Disability Work Placement scheme, which is facilitated by the Equality Unit and the Health and Social Care Board jointly for the 11 regional HSC organisations. One person has been with us on a placement since December 2016. Their 26-week placement will finish at the end of May 2017. During the last two months of their placement, participants will become eligible to apply for internal posts in the participating organisations. To enhance their employability, the BSO on our behalf delivered two half-day training sessions to participants and their employment support officers on 'How to Get that Job in Health and Social Care' in March 2017.

Disability Awareness Days

A staff awareness days on cancer was held in January 2017 and initial work on awareness of arthritis and musculoskeletal conditions in March 17.

Cancer Awareness Day was held on the 27th January, there were speakers and stalls over 6 sites which included presentations from: Miriam McCarthy PHA Consultant who spoke about Cancer Awareness in Northern Ireland; Naomi McKay Project Manager for Macmillan Work Support and Vocational Rehabilitation Project spoke about the work undertaken and Julie Scates from Action Cancer spoke about her own personal experience of working with cancer. Cancer Focus were also present across all locations to provide information and answer questions.

Arthritis and Musculoskeletal Awareness Day - work was initiated on this awareness day during March, with further information to be circulated to staff early in 2016/17.

Good Relations Training

Good relations training on cultural awareness was held on 25th January and was delivered in a half-day session by Denise Wright from South Belfast Roundtable. The Training focused on:

- Migration Awareness
- Introduction to Asylum and Refugee issues in UK and NI
- Cultural Awareness

Gender Identity Employment Policy

Taking into account what individuals and groups from the gender identity sector told us when we had engaged with them last year, we finalised a first draft of an employment policy relating to gender identity and expression. We consulted on the draft policy and its equality screening, together with our partners across the whole of Health and Social Care (HSC), between January and March 2017.

eLearning

The BSO Equality Unit on our behalf have worked together with the HSC Trusts on developing a new eLearning module on equality, good relations and human rights. The module comprises two parts: the first

part is an introduction to equality, good relations and human rights for all staff; the additional second part is for line managers only. The module involves the learner working through a range of practical scenarios, in relation to both employment and service provision.

Bulletins, newsletter, senior briefings, intranet and email

We provided our staff with information in the form of emails and features on our intranet. These focused on the following:

- Tapestry Disability Staff Network – general information
- Tapestry Disability Staff Network – coffee mornings summary and feedback
- Tapestry Disability Staff Network – Employer of Choice survey and results
- Disability Awareness Days – trawl for volunteers
- Cancer Awareness Day Information & Feature
- Arthritis and Musculoskeletal Conditions Awareness Day initial Information

In addition, a number of senior briefings were provided on the following issues:

- Staff Monitoring
- Disability Work Placements – 2015-16 evaluation and lessons learned
- Disability Work Placements – call for 2016-17 placement offers
- Equality Screening of Technical Policies
- Every Customer Counts initiative
- Cultural Awareness Training
- Tapestry Disability Staff Network – trawl for role models
- Equality Commission Review of Action Plans
- Draft Gender Identity and Expression Employment Policy

PART A

- 2** Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2016-17 (*or append the plan with progress/examples identified*).

Please see Appendix 1: Equality Action Plan Progress Report 2016-17

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2016-17 reporting period? *(tick one box only)*

- Yes** No (go to Q.4) Not applicable (go to Q.4)

Please provide any details and examples:

Please see Table 1 under Question 1 for further information. Please also see Appendix 2 and 3: Screening Report 2016-17 and Mitigation.

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:

Please see Table 1 under Question 1 for further information. Please also see Appendix 2 and 3: Screening Report 2016-17 and Mitigation.

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):*

Please see Table 1 under Question 1 for further information. Please also see Appendix 2 and 3: Screening Report 2016-17 and Mitigation.

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

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

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

- Other (please specify and give details):

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 2016-17 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:

The Senior Management job descriptions were updated in 2013/14 year.

- 5 Were the Section 75 statutory duties integrated within performance plans during the 2016-17 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:

6 In the 2016-17 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan
- No, the organisation's planning cycle does not coincide with this 2016-17 report
- Not applicable

Please provide any details and examples:

The organisations obligations in respect of Section 75 were fully considered and appropriately references within the organisations 3 year corporate plan.

Equality action plans/measures

7 Within the 2016-17 reporting period, please indicate the **number** of:

Actions completed:	0	Actions ongoing:	5	Actions to commence:	0
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Please provide any details and examples *(in addition to question 2)*:

Please see Appendix 1: Equality Action Plan Progress Report 2016-17.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2016-17 reporting period *(points not identified in an appended plan)*:

There were no changes to the Equality Action Plan during the 2016-17 reporting period.

9 In reviewing progress on the equality action plan/action measures during the 2016-17 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

Where relevant we tend to engage with targeted groups as part of our work preceding formal consultation. This is to inform our consultation documents.

11 Please provide any **details and examples of good practice** in consultation during the 2016-17 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:

Please see Table 2 below.

Table 2

Policy consulted on	What equality document did you issue alongside the policy consultation document? (screening template/EQIA report/none) (NB: if you only issued an EQIA report and not a policy consultation document please include this information)	What consultation methods did you use?	Which of the methods you used drew the greatest number of responses from consultees? From which S75 groups were these consultees? (NB: if the consultation started in 2016-17 but is still on-going, please give an interim indication of methods most used and outline the closing date)	If consultees raised concerns, did you review your initial screening decision?	Do you have any comments on your experience of this consultation?
Gender Identity and Expression Employment Policy	Screening template	<ul style="list-style-type: none"> • Invited written comments • Offered one to one meetings • During round of engagement prior to consultation roundtables were held with individuals and groups from the sector and offered to trade union representatives 	<p>All comments received were in writing</p> <p>Roundtables prior to consultation were invaluable in informing the development of the policy</p>	No	On gender identity matters it is indispensable to reach out widely in order to hear a range of voices, experiences and needs.

12 In the 2016-17 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions
- Telephone consultations
- Other *(please specify)*:

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

Please see Table 2 under Question 11 above.

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2016-17 reporting period? *(tick one box only)*

- Yes** No Not applicable

Please provide any details and examples:

In our quarterly screening reports we raise awareness as to our commitments relating to equality screenings and their publication.

14 Was the consultation list reviewed during the 2016-17 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)

The Business Services Organisation Equality Unit collate and publish equality screening templates and other reports associated with Equality Scheme commitments on our behalf, please see:

<http://www.hscbusiness.hscni.net/services/2742.htm>

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

6

- 16 Please provide the **number of assessments** that were consulted upon during 2016-17:

1	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:

Please see Table 2 under Question 11 above.

- 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:

Comments on the consultation on the Gender Identity and Expression Policy will be reviewed during 2017/18.

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 2016-17 reporting period? *(tick one box only)*

- Yes No Not applicable

Please provide any details and examples:

The Northern Ireland Blood Transfusion Service did not carry out any Equality Impact Assessments in 2016-2017.

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 2016-17 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:

Please see our Annual Progress Report 2014-15.

21 In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

- Yes No Not applicable

Please provide any details and examples:

22 Please provide any details or examples of where the monitoring of policies, during the 2016-17 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 2016-17, and the extent to which they met the training objectives in the Equality Scheme.

Face-to-face training

Course	No of Staff Trained
Lunch and Learn Reasonable Adjustments	1
Placement Training	1
Total	2

eLearning: Discovering Diversity

Module 1 – 4	11
Module 5 – Disability	28
Module 6 – Cultural Competencies	10

- 25** Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

The Northern Ireland Blood Transfusion Service avails of the joint Section 75 training programme that is coordinated and delivered by the BSO Equality Unit for staff across all 11 partner organisations. The following statistics thus relate to the evaluations undertaken by all participants for the Equality Screening Training and Equality Impact Assessment Training respectively.

Screening Training

[The figures in bold represent the percentage of participants who

selected 'Very Well' or 'Well' when asked the questions below.] Participants were asked: "Overall how well do you think the course met its aims":

- To develop an understanding of the statutory requirements for screening: **100%**
- To develop an understanding of the benefits of screening: **100%**
- To develop an understanding of the screening process: **97%**
- To develop skills in practically carrying out screening: **92%**

[The figure in bold represents the percentage of participants who selected 'Extremely Valuable' or 'Valuable' when asked the question below.] Participants were asked: "How valuable was the course to you personally? **100%**

EQIA Training

Participants were asked: "Overall how well do you think you have achieved the following learning outcomes:

- To demonstrate an understanding of what the law says on EQIAs **100%**
- To demonstrate an understanding of the EQIA process **100%**
- To demonstrate an understanding of the benefits of EQIAs **100%**
- To develop skills in practically carrying out EQIAs **100%**

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

26 Please list **any examples** of where monitoring during 2016-17, across all functions, has resulted in action and improvement in relation to **access to information and services**:

N/A

Complaints (Model Equality Scheme Chapter 8)

27 How many complaints **in relation to the Equality Scheme** have been received during 2016-17?

Insert number here:

0

Please provide any details of each complaint raised and outcome: N/A

Section 3: Looking Forward

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

The Equality Scheme was reviewed and the report submitted to the Equality Commission at the end of March 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)*

- review and development of new Equality and Disability Action Plans
- equality screenings and the timely publication of completed screening templates
- where relevant EQIAs
- monitoring, including of policies screened
- engagement with Section 75 groups (alongside other voluntary sector groups) as part of pre-consultation exercises and collection of equality information by this means
- issuing equality screening documents alongside policy documents in any policy consultations

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
- Nothing specific, more of the same
- Other (please state):

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

When we produced our Disability Action Plan we decided that it is important to do so in a language and format that is easy to understand. A copy of our Plan for 2013-2018 is available on our website.

In the same way, we want to make sure that people can easily follow what we do from year to year as we carry out our plan. We have produced a report for 2016-17. It is attached as Appendix 4. This report contains the information required for the statutory reporting in what we hope is an accessible language and format.

Appendix 1 - Equality Action Plan for 2016-17

NIBTS	Corporate Equality Action Plan	Responsible Senior Manager	Mrs Karin Jackson
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Action	Action From	Action	Performance Indicator	By Whom	Target Date	Completion Date
1	Equality Scheme/Disability Action Plan	Objectives and targets relating to the statutory duties will be integrated into our strategic and operational business plans/ Business Plans to include disability objectives. (On-going action)		CE	March 14' and ongoing	
2	Equality Scheme	Implementation of our action measures are incorporated into our business planning process. (On-going action)		CE	Annually	
3	Equality Scheme	CEO to communicate the commitment of the NIBTS to the Section 75 statutory duties both internally and externally (On-going action)		CE	March 14'	
4	Equality Scheme	Employees' job descriptions and performance plans reflect their contributions to the discharge of the section 75 statutory duties and implementation of the equality scheme, where relevant. (On-going action)	SMT Job Descriptions and performance plans updated.	CE	March 14'	
5	Equality Scheme	Ensure that Equality Action Plan is reviewed on an annual basis.		CE	Annually	



Equality and Human Rights Screening Report

April 2015 – March 2016

Appendices

*1	'screened in' for equality impact assessment (EQIA)
2	'screened out' with mitigation
3	'screened out' without mitigation

Org.	Policy / Procedure and Screening Documentation	Policy Aims	Date	*Screening Decision
BTS	Social Media Policy	To clarify the NI Blood Transfusion Service position on the use of social media by its employees and to protect the NI Blood Transfusion and its staff by minimising the business, legal and personal risks that may rise from an individual's use of social media	June -16	2
BTS	Donor Programme Strategy 2016 – 20	Strategy outlines the direction of the Donor Services Department over the next four years, with target areas shown in Appendix 1. Key constraints are discussed as appropriate.	Apr-16	2
BTS	Working well together Policy	The Agency recognises the diversity within its workforce and is committed to the principle that the dignity of all staff must be respected and that all staff should feel valued within the workplace. The Agency will work towards creating a harmonious environment that is characterised by fair treatment. It is recognised that on occasions poor working relationships between staff can develop. The Agency, therefore, will ensure that there are mechanisms in place to address these situations	Jan-17	2

Appendices

		effectively and promptly.		
BTS	Maternity Policy	This policy outlines the maternity leave provisions and entitlements available to employees	Jan-17	2
BTS	Hepatitis E	This is a clinical policy relating to the indications for the use of Hepatitis E (HEV) negative blood components. These indications are set out by SaBTO (Advisory Committee for the Safety of Blood, tissues and Organs).	Dec-16	2
BTS	Emergency Planning	This policy outlines the commitment NIBTS has to ensuring the supply of blood and blood products is managed correctly in an external Major Incident.	Mar-17	3

Appendices

Appendix 3



Northern Ireland
Blood Transfusion Service

Equality and Human Rights Mitigation

April 2016 – March 2017

Making Changes

Donor Programme Strategy

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>The main potential impact of this strategy is the reduction in the number of sessions (not including HQ), with the result that visits to some areas may be less frequent. However, providing that sessions are viable we intend visiting each area at least once a year.</p>	<p>Where we intend to visit once per year, we will also offer donors to donate at nearby locations which are likely to be held several times per year.</p>

Accessibility

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>Disability – Ensure venues used by donors are accessible – reception area in NIBTS has recently been refurbished improving accessibility. Donor information available in accessible formats (large print, Braille), we accommodate donors hard of hearing and can organise sign language interpreters if required. Additional issues relating to accessibility of information for people with disabilities are considered in our Accessible Formats Policy.</p> <p>Ethnicity- Donor information leaflets available in 6 different languages. Interpreters can be organised to facilitate with post donation information discussions. Additional issues relating to accessible information for people whose first language is not English are considered in our Accessible Formats Policy</p>	<p>.</p>

Maternity Policy

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>NIBTS performs a risk assessment on any expectant mother, any disability issue can be discussed there and any needed measure put in place accordingly.</p> <p>Same sex partners can avail of Shared Parental Leave.</p>	

Social Media Policy

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
	<p>If a staff member has a disability and depending on the nature of the disability e.g. learning, line managers of those staff may need to consider the level of understanding of those staff in relation to what is considered inappropriate comments/ images on social media by the organisation.</p> <p>In cases where staff whose first language is not English may misunderstand certain comments on social media sites the organisation will liaise with the individuals involved and provide any support required.</p>

Working Well Together

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p><u>Gender, Marital Status, Dependent Status</u></p> <p>Consideration will be given to the needs of staff who work part-time and/ or care for dependents in terms of the timing of meetings.</p> <p><u>Disability</u></p> <p>An advocate or specialist support person will attend meetings, hearings/ appeals if required by staff with a disability. Accessibility of meeting rooms will be taken into consideration, as will the duration of meetings.</p> <p>Reasonable adjustments will be considered to meet the needs of staff with a disability, including alternative formats of written materials.</p> <p><u>Ethnicity</u></p> <p>All requests by staff whose first language is not English for an interpreter for meetings and requests for translation of materials will be considered.</p>	

Disability Action Plan 2013-2018

NI Blood Transfusion Service

What we did between April 2016 and March 2017

If you need this document in another format please get in touch with us. Our contact details are at the back of this document.

(1) Communication

Action Measure (the numbering reflects the actions in the Disability Action Plan itself)	Intended Outcome	Performance Indicator and Target	Timescale & Ownership
1 Work with disabled people to consider the diversity of images used and potential for portraying wider range of individuals when developing information materials including websites. <ul style="list-style-type: none"> • Review information materials including website. 	Disabled people are portrayed in a positive manner.	Checklist for authors developed and in use. Review of information materials including website undertaken	Business Services Organisation's (BSO) Equality Unit Year 2 onwards
<p>Relevant Duty: Promote positive attitudes towards disabled people.</p>			
<p>What we did over the last year</p> <ul style="list-style-type: none"> • The checklist is available for staff when developing information material. 			

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale & Ownership
<p>3 Put in place contractual arrangements for the production of materials in alternative formats.</p> <ul style="list-style-type: none"> • Undertake a scoping exercise by type of format based on current and best practice in UK • Where appropriate undertake tender exercise and put contracts in place 	<p>Accessible formats are more readily available</p>	<p>Contracts in place Arrangements are in place to support staff in procuring materials in alternative formats</p>	<p>BSO Equality Unit Year 3 onwards</p>
<p>Relevant Duty: Encourage participation of disabled people in public life.</p>			
<p>What we did over the last year</p> <ul style="list-style-type: none"> • The Equality Unit at the Business Services Organisation support us in our work. They have been working with our procurement colleagues on this. Together, they have been linking with other public sector organisations in Northern Ireland who are thinking of putting a contract in place that will also cover other formats. 			

(2) Awareness Raising and Training

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale & Ownership
5. Encourage staff to declare that they have a disability or care for a person with a disability, through awareness raising and provide guidance to staff on the importance of monitoring.	More accurate data in place. Greater number of staff feel comfortable declaring they have a disability.	Awareness raising measure delivered. Data gathered through the Human Resources, Payroll, Travel Substance System. Increase in completion of disability monitoring information by staff. Currently 61%.	NIBTS HR. Year 2 onwards.
Relevant Duty: Promote positive attitudes towards disabled people.			
<ul style="list-style-type: none"> • At the end of March 2017, 57% of our staff had filled in their disability data on the IT system. At the end of March 2016 this number had been 59.5%. This means that we need to keep working on this. • We think that more staff who have a disability may feel comfortable to update their equality information on the IT system when they hear more about others in the organisation who have a disability. We think it would be good especially if staff who work at the top of our organisation were happy to talk about their own disability. Together with our partner organisations we have asked for volunteers to do that and become a 'role model'. So far, one senior person in one of our partner organisations has come forward. We hope this will encourage staff in our organisation to do so too. 			

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale & Ownership
6 Raise awareness of specific barriers faced by people with disabilities including through linking in with National Awareness Days or Weeks (such as Mind your Health Day).	Increased awareness of the range of disabilities and needs	Two annual Awareness Days profiled 50% of staff participating in the evaluation indicate that they know more about people living with disabilities as a result of the awareness days	Year 1 onwards NIBTS HR, BSO Equality Unit Year 3 ending 31/03/2016.
Relevant Duty: Promote positive attitudes towards disabled people.			
<p>What we did over the last year</p> <ul style="list-style-type: none"> • Tapestry, the disability staff network, have decided that they want to work together with volunteers and the equality team to run awareness days from now on. • The equality team wrote an article for staff about the work that goes into organising the days. It asked staff who want to get involved to get in touch. It was also sent to our 10 partner organisations. They did the same to encourage their staff to get involved. A new group of people was formed as a result. Some are members of Tapestry. Others are volunteers. • The group decided to feature Cancer Awareness on 27th January and to initiate work on Arthritis and Musculoskeletal Conditions Awareness. • At the Cancer Awareness Day we had a speaker and stalls in our Headquarters. Julie Scates, from Action Cancer, gave a talk on cancer awareness in Northern Ireland. We also had an information stall from Cancer Focus. They helped staff understand better what they can do to support colleagues who live with cancer. • Work was initiated on this awareness day during March, with further information to be circulated to staff early in 2016/17. We plan to run a short survey with staff about the two days early in the new financial year. 			

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale & Ownership
7. In collaboration with people with a disability review current guidance on support for staff with a disability.	Staff with a disability are supported and staff are empowered to provide support.	Guidance in place for staff with a disability on what support is available. Guidance promoted via intranet, screensaver and emails	NIBTS HR. Year 3 ending 31/03/2016.

Relevant Duty: Promote positive attitudes towards disabled people.

What we did over the last year

- To find out what staff who have a disability think about this our equality team worked with Tapestry to draft a questionnaire. We tried to find out what staff think makes an organisation an employer of choice for a person with a disability. The results showed that for staff it is important first of all that line managers are supported in putting reasonable adjustments in place for staff with a disability. This includes setting out clearly what steps line managers need to take and what support they can draw on. This is both support from people in the organisation and from voluntary sector groups. Line managers should be trained on disability issues. This was the same message that we heard from staff when we held coffee mornings across different offices to talk about the network. They thought our organisations should first focus on the role of line managers.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale & Ownership
8. In collaboration with disabled people design, deliver and evaluate training for staff and Board Members on disability equality and disability legislation.	Increased staff / Board Member awareness of the range of disabilities, needs and disability legislation	70% of staff and Board Members have successfully completed the disability module of Discovering Diversity 90% of staff and Board Members trained within 1 years.	NIBTS. Year 2 (31/03/2015) onwards.
Relevant Duty: Promote positive attitudes towards disabled people.			
<p>What we did over the last year</p> <ul style="list-style-type: none"> • In February 2017, Tapestry and our equality team held a lunch and learn session for our staff. The session focused on reasonable adjustments for people with a disability. We heard three presentations: from a legal perspective outlining what the legislation requires us to do and what the risks are if we don't make adjustments that are reasonable; from a line manager who spoke about his experience of working with a member of staff to make adjustments for his disability; and from a member of staff with a learning disability who talked about what adjustments his employer put in place for him to do his job. Staff raised a range of questions at this event, such as what reasonable adjustments could be involved for people with mental health conditions or how line managers can determine whether a member of staff has a disability if the individual does not declare it. • We have been working on a new eLearning module on equality awareness. We work with colleagues in the BSO and Health and Social Care Trusts on this. The module includes awareness of the law regarding people with a disability. One of the scenarios asks staff to work through an example of providing services to a person with a disability. We have piloted the new module. We specifically asked a number of staff with a disability to take part. Once the programme is finished in the new financial year, we will do a short campaign to raise awareness of the modules and get more staff to complete them. 			

(3) Getting people involved in our work, Participation and Engagement

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
11. Identify, provide and promote opportunities for more engagement for people with a disability in key work areas.	Better engagement of people with a disability (adults and children where relevant) in key areas.	Annual Review of progress to ECNI.	NIBTS Year 1 (31/03/2014) onwards.
Relevant Duty: Encourage participation by disabled people in public life.			
<p>What we did over the last year</p> <ul style="list-style-type: none"> NIBTS continued to engage with people with disabilities via its disability work placement scheme. We had one participant on a 26 week placement. 			
Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
14. Explore scope and interest in establishment of an HSC-wide forum of staff on disability <ul style="list-style-type: none"> Engage with HSC Trusts to establish current practice Develop regional approach to complement current structures 	Better involvement of staff with a disability in decision-making.	Options paper Staff survey responses. HR Directors Forum Minutes Forum Terms of Reference.	NIBTS/BSO Equality unit Year 2 onwards

<ul style="list-style-type: none"> • Engage with staff • Put forum in place and promote to staff 			
<p>Relevant Duty: Encourage participation by disabled people in public life.</p>			
<p>What we have done so far this year</p> <ul style="list-style-type: none"> • The Disability Staff Network, for staff in the 11 regional HSC organisations, was established during 2015-16. Four meetings were held in 2016-17. NIBTS promoted and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan. • Our equality team worked with Tapestry to hold coffee mornings for staff. We organised seven of these with our partners. We talked with staff about the network. We asked them if they had heard about Tapestry. We also wanted to know what they thought about it. They told us about their ideas what we could do differently. For example, some people thought we should do more for staff who care for somebody who has a disability. • Our equality team has worked with our Chief Executive on a statement. This statement makes it clear that the BTS supports the disability staff network. Staff who want to get involved in the network can do this in their work time. They don't have to give up their free time to do so. • We think that more staff who have a disability will become interested in the network when they hear more about others in the organisation who have a disability or who care for somebody who has a disability. We think it would be good especially if staff who work at the top of our organisation were happy to talk about their own disability. We have asked for volunteers to do that and become a 'role model'. • We have helped to develop a first web page for staff to find out information about the staff network, making it easier for them to get involved. Tapestry are looking to develop a more detailed website next year. 			

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>15. Encourage participation of people with disabilities in the NIBTS communities partnership user forum:</p> <ul style="list-style-type: none"> • Develop promotional material in accessible formats • distribute through disability organisations and on the NIBTS website 	<p>Better engagement and involvement of people with a disability within the communities partnership user forum</p>	<p>Increase in the participation of people with a disability within the NIBTS community partnership user forum</p> <p>.</p>	<p>NIBTS Donor Services Department, Year 3 31/03/2016</p>
<p>Relevant Duty: Encourage participation by disabled people in public life.</p>			
<p>What we did over the last year NIBTS continued to promote the communities partnership thorough links and features on the NIBTS website, encouraging participation of people with disabilities. Participation has stayed the same but NIBTS continues to encourage people with disabilities to join.</p>			

(4) Recruitment and Retention

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>17. Consider offering one week work experience opportunities for young adults and older adults with disabilities.</p> <ul style="list-style-type: none"> • Review best practice • Engage with disability organisations • Produce guidance • Identify work experience opportunities 	<p>Experience of people with a disability in the workplace is meaningful and any need for additional support is identified at an early stage</p>	<p>One work experience opportunities provided per year.</p> <p>Guidance in place</p> <p>Pilot work experience opportunity within the organisation and report to ECNI</p>	<p>NIBTS HR / BSO HR. Year 2 onwards</p>
<p>Relevant Duty: Encourage participation by disabled people in public life AND promote positive attitudes.</p>			
<p>What we did over the last year</p> <ul style="list-style-type: none"> • We decided to go beyond offering one week work experience opportunities, to join the Placement Scheme along with the other 10 regional HSC organisations. We learned from what participants in the 2015/16 Scheme told us about how they experienced their placement. We also heard what they thought we should do differently next year. We then heard feedback from their support officers and placement managers. This helped us to agree some changes with Supported Employment Solutions in how we run the placements. • We were able to identify a 6 month placement opportunity in the 2016/17 Scheme. We had one person on 			

a placement with us, starting in December 2016. They will be with us until the end of May 2017.

- We held an induction event in November 2016 for all 19 participants of the scheme across the regional HSC organisations. We brought together all participants, their support officers and their placement managers. We wanted to give everybody the chance to meet and get to know each other a little before they start. At the event we also told them more about how the placements work.
- In March 2017, we brought all participants and their support officers together again. We delivered training to them on 'How to get that job'. We explained to them how recruitment works in Health and Social Care, where jobs are advertised, how to fill in application forms and how to prepare for interviews. We also did a mock interview with them.

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
18. Encourage disabled people to apply for employment opportunities and remain in the workforce (for example attend career fairs, include welcoming statement and issue job adverts to local disability organisations and more flexible working arrangements and review job descriptions).	Awareness raising of disability organisations of existence of posts within NIBTS. A greater number of people with a disability apply.	Evidence to encourage people to apply for employment opportunities. Increase in disability marked on equal opportunities monitoring forms and HRPTS	NIBTS HR. Year 3 ending - 31/03/2016

Relevant Duty: Encourage participation by disabled people in public life.

What we did over the last year

- Through our training on “How to get that job” we help participants of the disability placement scheme get ready to apply for jobs with us and our partner organisations in Health and Social Care. This year, we also invited their support officers to the training so they know more about jobs and recruitment in Health and Social Care. This way, they can keep encouraging and supporting participants once their placement with us ends. The idea is that support officers can do the same for any other people with a disability who they support.
- As to encouraging people with a disability to remain in the workforce, we found out through our Employer of Choice survey that staff think it is important first of all that line managers are supported in putting reasonable adjustments in place for staff with a disability. This includes setting out clearly what steps line managers need to take and what support they can draw on. This is both support from people in the organisation and from voluntary sector groups. Line managers should be trained on disability issues. This was the same message that we heard from staff when we held coffee mornings across different offices to talk about the network. They thought our organisations should focus on the role of line managers firstly.

(5) Additional Measures

- We always include Disability on our list of things to talk about at our quarterly Equality Forum with our partner organisations and at our internal Equality Working Group.

(6) Encourage Others

- We include questions relating to the two duties in our equality and human rights screening form. The screening form is completed for all policies and decisions. This includes work that other organisations will do for us. This includes, for example, contracts that we have with voluntary sector organisations for health promotion work.

(7) Monitoring

- We have set up two meetings with those who are on a work placement with us under the Disability Scheme and with their Employment Support Officers for May 2017. This will help us to evaluate how the scheme went this year. We will also invite all their placement managers to a meeting when placements finish in June.

(8) Revisions

We made some changes to the plan to reflect, for example, the evolution of Tapestry, our disability staff network, the continuation of our work with the placement scheme and the consideration of a shadowing scheme for Board members. These changes can be seen in Appendix 5.

(9) Conclusions

From 2013 until now we have completed 12 actions (1, 2, 4, 5, 8, 9, 10, 11, 12, 14 16 and 17).

We have not yet done what we said we would do under action 7. This is because Tapestry, our new disability staff network, thought that our organisations should first focus on the role of line managers in supporting staff with a disability.

We still have some work to do to complete actions 3 and 18.

We will continue to work on some actions each year (6 and 15).

All of the actions in our action plan are at regional and at local level.

Our action plan is a live document. If we make any big changes to our plan we will involve people with a disability. We will tell the Equality Commission about any changes.

(1): Communication

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>1. Put in place contractual arrangements for the production of materials in alternative formats.</p> <ul style="list-style-type: none"> • Undertake a scoping exercise by type of format based on current and best practice in UK • Where appropriate undertake tender exercise and put contracts in place 	<p>Accessible formats are more readily available.</p>	<p>Arrangements are in place to support staff in procuring materials in alternative formats. Contracts in place where appropriate</p>	<p>BSO Equality Unit. Year 5 ending – 31/03/2018</p>

(2): Awareness Raising and Training

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
<p>2. Raise awareness of specific barriers faced by people with disabilities including through linking in with National Awareness Days or Weeks (such as Mind your Health Day).</p>	<p>Increased staff awareness of the range of disabilities and needs.</p>	<p>2 annual Awareness Days profiled. >50% of staff participating in the evaluation indicate that they know more about people living with disabilities as a result of the awareness days</p>	<p>NIBTS HR & BSO Equality Unit Year 1 onwards 31/03/2014</p>

(3): Getting people involved in our work, Participation and Engagement

Action Measure	Intended Outcome	Performance Indicator and Target	Timescale and Ownership
3. Involve disabled people in delivery and review of this plan.	Better engagement by people with a disability (adults and children where relevant).	Feedback forms from engagement (and roundtable sessions, where appropriate)	BSO Equality Unit. Year 1 onwards 31/03/2014
4. Promote and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan.	Better involvement of staff with a disability in decision-making. Better support for staff with a disability.	Features on intranet / email / notice boards	NIBTS / BSO Equality Unit – Year 4 onwards 31/03/2017
5. Encourage participation of people with disabilities in the NIBTS communities partnership user forum: <ul style="list-style-type: none"> • Develop promotional material in accessible formats • distribute through disability organisations and on the NIBTS website 	Better engagement and involvement of people with a disability within the communities partnership user forum	Increase in the participation of people with a disability within the NIBTS community partnership user forum	NIBTS DS Department, Year 3 onwards 31/03/2016

<p>6. Develop a shadowing scheme for Board members and other key public life positions in engagement with the Public Appointments Unit and with people with a disability. Establish a baseline on participation in conversation with Public Appointments Unit.</p>	<p>Develop capacity of people with a disability to participate in public life positions</p>	<p>Shadowing scheme terms of reference Relevant data collected and reported to ECNI</p>	<p>BSO Equality Unit – Year 5 ending 31/03/2018</p>
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(4): Recruitment and Retention

<p>Action Measure</p>	<p>Intended Outcome</p>	<p>Performance Indicator and Target</p>	<p>Timescale and Ownership</p>
<p>7. Consider offering a Placement Scheme opportunity for young adults and older adults with disabilities.</p> <ul style="list-style-type: none"> • Review best practice • Engage with disability organisations • Produce guidance • Identify placement scheme opportunities 	<p>Experience of people with a disability in the workplace is meaningful and any need for additional support is identified at an early stage</p>	<p>Placement Scheme offered. Guidance in place</p>	<p>NIBTS HR / BSO Equality Unit. Year 4 onwards 31/03/2017</p>

Appendices

<p>8. Encourage disabled people to apply for employment opportunities and remain in the workforce (for example attend career fairs, include welcoming statement and issue job adverts to local disability organisations and more flexible working arrangements and review job descriptions).</p>	<p>Awareness raising of disability organisations of existence of posts within NIBTS. A greater number of people with a disability apply.</p>	<p>Evidence to encourage people to apply for employment opportunities. Increase in disability marked on equal opportunities monitoring forms and HRPTS</p>	<p>NIBTS HR. Year 3 onwards 31/03/2016</p>
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