**DISABILITY ACTION PLAN 2012 - 2016**

**Measures to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life.**

OP = output measure OC = outcome measure

| **Action Measures** | **Timescale** | **Performance Indicator/Target** | **Responsibility** |
| --- | --- | --- | --- |
| 1. Ensure staff receive  Section 75 and DDA mandatory training courses as part of induction training. | Ongoing | Mandatory training provided to all Secretariat staff. (OP)  Monitoring of records to ensure that each member of staff received training. (OP)  All staff made aware of revised Equality Scheme and Disability Action Plan through Section 75 and DDA training. (OP) | Directors  Learning and Development Team  Learning  Co-ordinators  Learning and Development Team  Learning and Development Team |
| Quality assurance of equality training packages and provision of feedback on any equality ‘pilot’ training courses. (OP) |
| Evaluate training to determine if course objectives were met and staff knowledge of Section 75 and the disability duties increased. (OC) |
|  | August 2012  August 2012  August 2013 | All front-of-house staff to receive autism awareness training. (OP)  Autism champions to be put in place. (OC)  Relevant staff to receive sign language training. (OP) | Building Services/ Learning and Development Team  Building Services / Learning and Development Team  Building Services / Learning and Development Team |
| 2. Continue quarterly meetings of the External Disability Advisory Group | September2012 and annually thereafter  September 2012  December 2012 and review annually thereafter  Quarterly | Review current membership of the group. (OP) | Commission and Corporate Support Unit (CCSU)  CCSU |
| Develop a list of additional disability representatives to be invited to participate in the external Disability Advisory Group. (OP) |
| Agree terms of reference and work Plan  CCSU  with the group. (OP) |
| Further meetings to take place every  CCSU  quarter. (OP) |
| 3. Continue quarterly meetings of the Internal Disability Group to include:   * current consultations; * barriers experienced by staff with disabilities; * identify how to overcome such barriers and * to make suggestions to the appropriate forum.   *This list is an example and not exhaustive.* | August 2012 and annually thereafter  March 2013 and annually therafter | Develop a forward work Plan. (OP) | CCSU  CCSU |
| Review membership of the group. (OP) |
| 4. Promote positive attitudes towards people with disabilities within the Secretariat. | Ongoing  June 2013 and annually thereafter | Ensure that the staff magazine ‘Life on the Hill’ contains positive imagery of persons with a disability. (OP)  Produce one article per year for inclusion in ‘Life on the Hill’ on relevant disability issues, for example: (OP)   * To advise on new legislation and employment law as it is introduced (OP), or * The Statutory Duties (OP), or * Article submitted by a staff member with a disability, or * Article submitted by the internal Disability Group (OP)   *This list is an example and not exhaustive.* | Communications Office  Communications Office |
| 5. Develop a website-based video for visitors prior to their visit to Parliament Buildings. | August 2012 –August 2013 | Video to be developed as a pre-visit tool to assist people with autism and other disabilities. (OP) | Building Services and Education Services.  Building Services and Education Services.  Building Services and Education Services.  Building Services and Education Services.  Building Services and Education Services. |
| Video to include signage and audio to meet the needs of those with visual and hearing impairments. (OP) |
| Hold stakeholder meetings as and when required in the development of the video. (OP) |
| Run pilot of video on website requesting feedback. (OP) |
| Hold stakeholder meeting to sign off final feedback report.(OP) |
|  |  | Launch video and incorporate final version on website. (OC) | Building Services and Education Services. |
| 6. Review Accessible Publications Policy | March 2013  Ongoing.  Report on a quarterly basis  March 2013  March 2014 | Complete a review of the publications policy and implement all required changes to ensure that NI Assembly publications promote positive attitudes towards people with disabilities.(OC) | Communications Office  Communications Office  Communications Office  Communications Office |
| Monitor number of customer complaints in relation to access to information on services. (OP) |
| Updated policy circulated to staff and disability organisations. (OC) |
| Annual review of Policy to be completed by March 2014, and annually thereafter. (OP) |
| 7. Record staff with disability on annual survey and conduct interviews with staff with disabilities as required | October and annually thereafter  Ongoing | Annual disability survey issued each year. (OP)  Conduct interviews with staff with disabilities and take action as required. (OP) | HR  HR |
| 8. Recruitment and selection process | Ongoing | Consider all requests for reasonable adjustments within the recruitment and selection process and action as appropriate. (OP) | HR |
| June 2012 | Implement a Northern Ireland Assembly guaranteed interview scheme. (OP) | HR |
| 9. Improve visual signage | Ongoing  September 2012  On-going | Implementation of pictorial signage images. (OP)  Design a tactile ‘tour map’ of Parliament Buildings. (OC)  Monitoring of current braille signage and other signage to ensure quality and compliance with legislation. (OP) | Building Services  Building Services  Building Services |
| 9.1 Provision of Braille business cards | September 2012 | Provide the Speaker and Deputy Speakers with Braille business cards. (OP) | Office of the Speaker |
| 10. To make Parliament Buildings accessible to all | August 2013 | Continue to progress workonthe installation of ramps at the front entrance of Parliament Buildings. (OP) | Building Services  Building Services  Building Services  Building Services |
| To achieve accreditation from National Autistic Society. (OC)  Visitors’ comments and feedback to be monitored. (OP) |
| Ensure staff and all building users are aware of video-conferencing facilities at Parliament Buildings. (OP)  Monitor the number of times that the facility has been used. (OP) |
| Continue to promote the changing places facility and share our knowledge with other Government Departments. (OP)  Visitors’ comments and feedback to be monitored. (OP) |
| 11. Provide briefing guides for staff on the practical day-to-day implementation of DDA.  Note: carried over from 2011-2012 Plan due to establishment of an Internal Disability Group taking longer than considered. | 2013 | Hold 3 internal stakeholder meetings in development of guides. (OP)  Consult relevant internal and external groups on draft guides. (OP) | CCSU  CCSU |
| 2014  2014  2014  2014 | Sign off final feedback report and circulate to consultees and stakeholder groups. (OP) | CCSU  CCSU  CCSU  CCSU |
| Implement and monitor usage of guides over a six-month period to inform if any changes need to be made. (OP) |
| Include guides as part of mandatory DDA training to all staff. (OC) |
| Issue postmaster email to all staff directing them to the guides and how to use them.(OP) |
| 12. Assembly website | Annually  Quarterly | Review site in terms of accessibility. (OP)  Monitor number of complaints based on disability access to site. (OP) | Communications Office  Communications Office |
| 13. Continue Implementation of access audits completed by RNIB, Disability Action, Action on Hearing Loss in programme of works and in prioritisation of recommendations | Ongoing | Regular updates will be provided to the Internal Disability Group and External Disability Advisory Group and additional audits will be carried out as and when required. (OP)  Feedback from the Internal Disability Group and External Advisory Group will be obtained and assessed against audit recommendations. (OP) | Building Services  Building Services |
| 14. Conduct autism audit | June 2012  Dec 2012 | A full audit will be carried out by the National Autistic Society to ensure that Parliament Buildings meets the standards to achieve accreditation. (OP)  Achieve accreditation. (OC) | Building Services  Building Services |
| 15. Continue review of Action on Hearing Loss ‘Louder than Words’ Charter Mark standards to ensure Assembly Commission is remaining compliant. | Annually | Complete annual checklist. (OP) | Building Services |
| 16. Monitoring of reasonable adjustments made for witnesses giving evidence to Committees and sharing of learning from this. | Ongoing | Quarterly monitoring of reasonable adjustments made and sharing of learning as required.(OP) | Central Committee Office |
| 17. Accessible Tours | March 2014 | To work with Action on Hearing Loss to produce a signed online tour through the mediums of Irish and British sign language. (OC) Online signed tour produced  To make available a computer tablet, for those who are deaf or hearing impaired, which provides a signed version of the current tour script in Irish and British sign language for use in Parliament Buildings. (OC). Signed tour produced via computer tablet. | Building Services |
| 18. To ensure Parliament Buildings is accessible to all. | June 2014 | To investigate whether a lift within Parliament Buildings can be fire proofed and widened for use in the event of an evacuation to enable those with mobility requirements, wheelchair users, those with dependents and those with other disabilities that require assistance to evacuate from the first floor public areas. (OP) Potential changes to the lift and lift shaft investigated. | Building Services |

**Appendix 1**

Description: Description: http://assist.assemblyni.gov.uk/services/hr/orgcharts/html/NorthernIrelandAssemblySecretariat_files/vml_1.emz

**Appendix 2: List of Organisations Consulted**

Action on Hearing Loss

Age Northern Ireland (Age NI)

Alliance Party

Al-Nisa Association Northern Ireland (Al-Nisa Association NI)

An Munia Tober

Assembly All Party Groups

Association for Spina Bifida & Hydrocephalus

Autism Northern Ireland (Autism NI)

Aware Defeat Depression

Baha'I Community of Belfast

Bahá’i Council for Northern Ireland (Bahá’i Council for NI)

Ballymena Inter-Ethnic Forum

Barnardos

Belfast Chinese Christian Church

Belfast City Council Youth Forum

Belfast Hebrew Congregation

Belfast Islamic Centre

Belfast Jewish Community

Bulgarian Association Northern Ireland (Bulgarian Association NI)

Cara-Friend

Care in Northern Ireland (Care in NI)

Carers Northern Ireland (Carers NI)

Council for Catholic Maintained Schools (CCMS)

Children in Need Northern Ireland (Children in Need NI)

Childrens Law Centre

Chinese Chamber of Commerce

Chinese Welfare Association

Church of Ireland

Chief Officers 3rd (CO3)

Community Development & Health Network Northern Ireland (Community Development & Health Network NI)

Craigavon Traveller Support Committee

Department of Agriculture and Regional Development (DARD)

Department of Culture, Arts and Leisure (DCAL)

Department for Employment and Learning (DEL)

Department of Justice

Derry Travellers Support Group

Derry Well Woman

Department of Enterprise, Trade and Investment (DETI)

Department of Finance and Personnel (DFP)

Department of Health, Social Services and Public Safety (DHSSPS)

Disability Action

Department of Environment (DOE)

Down's Syndrome Association

Department Regional Development (DRD)

Department of Social Development (DSD)

Democratic Unionist Party (DUP)

Early Years

East Belfast Community Development Agency

Employers Forum on Disability

Equality Coalition

Equality Commission for Northern Ireland

Equality Forum Northern Ireland (Equality Forum NI)

Falls Community Council

Family Planning Association (FPA)

Gingerbread Northern Ireland

GMB

Green Party

Guru Nanak Dev Ji Sikh Community Association

Hare Krishna Community

Hungarian Community Association

Include Youth

Indian Community Centre

Lasi (Lesbian Advocacy Services Initiative)

Latino America Unida

Lesbian Line

Mandarin Speakers Association

MENCAP

Methodist Church in Ireland

Mid Ulster International Cultural Group

Multi-Cultural Resource Centre

Newry & Mourne Senior Citizens Consortium

Newtownabbey Senior Citizens Forum

Northern Ireland Anti-Poverty Network (NI Anti-Poverty Network)

Northern Ireland Council for Integrated Schools (NI Council for Integrated Schools)

Northern Ireland Filipino Community in Action (NI Filipino Community in Action)

Northern Ireland Human Rights Commission (NI Human Rights Commission)

Northern Ireland Mediation Service (NI Mediation Service)

Northern Ireland Multicultural Association (NI Multicultural Association)

Northern Ireland Muslim Family Association (NI Muslim Family Association)

Northern Ireland Somali Community Association (NI Somali Community Association)

Northern Ireland Women’s Aid Federation (NI Women's Aid Federation)

Northern Ireland Youth Forum (NI Youth Forum)

Northern Ireland Association for the Care and Resettlement of Offenders (NIACRO)

Northern Ireland Council for Ethnic Minorities (NICEM)

Northern Ireland Committee – Irish Congress Trade Unions (NIC-ICTU)

Northern Ireland Council Voluntary Action (NICVA)

Northern Ireland Public Service Alliance (NIPSA)

Northern Ireland Statistics Research Agency (NISRA)

Northern Ireland Women’s European Parliament (NIWEP)

North West Community Network

Northern Ireland Association for Mental Health

National Society for the Prevention of Cruelty to Children (NSPCC)

National Union of Students / Union of Students in Ireland (NUS USI)

Office of the First Minister Deputy First Minister (OFMDFM)

Oi kwan Chinese Women's Group

Oi Wah Chinese Women's Group

Oi Yin Women's Group

Older Peoples Advocate

Omagh Access Forum

Omagh Ethnic Minorities Community Association

Opportunity Youth

Pakistani Community Association

Polish Association Northern Ireland (Polish Association NI)

Presbyterian Church in Ireland

Probation Board for Northern Ireland

Public Achievement

Royal National Institute for the Blind (RNIB)

Roman Catholic Church

Rural Community Network

Sai Pak Chinese Community Project

Save the Children

Social Democratic Labour Party (SDLP)

Sense Northern Ireland (Sense NI)

Sikh Cultural Centre

Sikh Women & Children's Association

Sinn Fein

Staff Commission for Education & Library Boards

Staff Commission for Local Government

Strabane Ethnic Community Association

The Cedar Foundation

The Community Relations Council

The Egyptian Society of Northern Ireland (The Egypitan Society of NI)

The Guide Dogs for the Blind Association

The Rainbow Project

Trademark

Tuar Ceatha

Tuar/Barnardos

Tuar/Barnardos

Ulster Scots Agency

Ulster Teachers Union

Ulster Unionist Party

UNISON

Voice Of Young People In Care (VOYPIC)

Wah-Hip Chinese Community Association

Women of the World

Women’s Forum Northern Ireland (Women's Forum NI)

Women's Information Group

Women's Resource & Development Agency

Women's Support Network

Youth Action Northern Ireland (Youth Action NI)

Youth Council for Northern Ireland

Youth Link Northern Ireland

Youthnet