

## Unrestricted

### Disability Action Plan 2022 – 2025 - Six Monthly Update

June 2023

Status Key:

29	Number – Completed	74.3%
3	Number – Ongoing	7.7%
4	Number - Not completed	10.3%
3	Number – Not Due	7.7%
39	Total Actions	Percentage 100%

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### Section 1: Staff Training:

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
1.1 Provide mandatory disability training for all staff.	To ensure that all staff are aware of disability legislation and how it relates to their work and the importance of being treated with dignity, fairness, equality, and respect.	Monitoring records show training has been delivered to all staff.	<b>Learning and Development Team.</b>	<p><b>Complete for Reporting Period</b></p> <p>Staff are provided with a range of learning activities to increase awareness of disability legislation.</p> <p>Staff complete mandatory training on Section 75; Dignity at Work; and Just A Minute (Jam) Card.</p> <p>Training has also been offered to staff on a range of disability related issues, including:</p> <ul style="list-style-type: none"> <li>• Autism Awareness</li> <li>• Unconscious Bias</li> <li>• Positive Mental Health (staff and managers)</li> <li>• Dyslexia Awareness</li> <li>• Neurodiversity Awareness.</li> </ul> <p>Evaluations are completed for all classroom learning events. Staff attendance at eLearning and classroom events is recorded and shared with SMT biannually.</p>	31 December 2022 and every 3 years thereafter.
		Evaluation of training shows increase in staff knowledge of disability legislation and related issues.			
1.2 Provide auditory and visual awareness programmes	To raise awareness among front-of-house staff of auditory and visual disabilities and to help them to feel	Evaluation of training shows increase in staff awareness.	<b>Learning and Development Team.</b>	<p><b>Complete for Reporting Period</b></p> <p>Three auditory and visual awareness events were delivered between April and September 2022.</p>	31 December 2022 and as required, thereafter.

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
to front-of-house staff.	confident in helping visitors who have sight or hearing loss.			The requirement for further events is kept under ongoing review.	
<b>1.3</b> Provide opportunities for staff to participate in introductory sign language courses.	To help staff to communicate better with people with hearing loss and to feel confident in welcoming visitors to Parliament Buildings.	Sign language training is offered to all staff.	<b>Learning and Development Team.</b>	<b>Complete of Reporting Period</b> In addition to previous events, the British Sign Language Level 1 course was delivered to 14 staff between September 2022 and March 2023.	31 December 2022.
<b>1.4</b> Offer staff Masterclasses focusing on a range of conditions.	To raise awareness among staff of a range of conditions and how they impact on people's lives and that some disabilities are not visible and that everyone should be treated equally.	Evaluation of Masterclasses shows increase in staff awareness and knowledge.	<b>Learning and Development Team.</b>	<b>Complete for Reporting Period</b> Masterclasses have been offered to staff on a range of issues including: <ul style="list-style-type: none"> <li>• Caring Responsibilities</li> <li>• Visual Awareness</li> <li>• Dyslexia Awareness</li> <li>• Neurodiversity Awareness</li> <li>• Celebrating Autism</li> <li>• Hidden Disability Awareness</li> <li>• Understanding Inclusion</li> <li>• Mindfulness.</li> </ul> In addition, the Northern Ireland Assembly Commission participated in a range of inter-parliamentary events as part of National Inclusion Week (26 – 29 September 22).	Over the lifetime of the Action Plan.
<b>1.5</b> Sign up to become a JAM (Just a	To make Parliament Buildings a welcoming place for people with a	Assembly Commission signs up to the JAM scheme.	<b>Learning and Development with support</b>	<b>Complete</b>	Scheme signed up to by 31

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Minute) Card Friendly organisation in year 1 of the Disability Action Plan 2022-25.	learning difficulty, autism or a communication barrier.		<b>from the Equality and Good Relations Unit.</b>	The Northern Ireland Assembly Commission has been a JAM Card Partner since June 2022. A short eLearning course has been rolled out to all staff and this will continue to be provided to new staff joining the organisation. JAM Card training has also been offered to staff employed by our contracted catering provider. JAM Card signage is displayed in Parliament Buildings.	March 2022.
		Awareness training on the JAM card is offered to staff.			Awareness training to be delivered to staff by 31 March 2023.
<b>1.6</b> Deliver web publishing training for staff on accessibility.	To ensure that staff are aware of the latest accessibility guidance and know how to apply it in their work.	All staff involved in web publishing are provided with training.	<b>Communications Office.</b>	<p><b>Complete for Reporting Period</b></p> <p>Website accessibility guidance section on the AssIst intranet is regularly reviewed and updated in line with requirements and new developments in line with requirements and new developments in best practice.</p> <p>Accessibility guidance on web content has been provided to business areas as required.</p> <p>A new accessibility 'blog' section has been added to the intranet to offer guidance and help staff better understand the need and importance of online accessibility.</p>	31 March 2022.
		Video guides, advice, and guidance are made available on intranet for all staff and updated as required.			

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### Section 2: Representation (Public Life)

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
2.1 Engage with our External Disability Advisory Group,	To involve disability organisations in the work of the Assembly Commission by keeping them informed about what we are doing around disability and by seeking their input and advice, where appropriate.	Full meeting of the Group is held once or twice a year (or as agreed by the Group) and separate meetings on particular initiatives/issues are held as required.	<b>Equality and Good Relations Unit will Chair the group, with support from business areas as required.</b>	<b>Complete for Reporting Period</b>  Membership of the Group was reviewed in May 2022, including the terms of reference. Four representatives from the Disabled People’s Parliament joined the External Disability Advisory Group in June 2022.  Meetings of the External Disability Advisory Group took place in June and December 2022.	Meetings arranged as required throughout the lifetime of the Action Plan.
		Membership is reviewed every two years to ensure a full range of disability organisations are represented on the Group.			Review of membership carried out every two years:  30 June 2023 then 30 June 2025.
2.2 Have young people with disabilities as members of the Youth Assembly.	To ensure that young people with disabilities are represented in the Youth Assembly; and have an opportunity to share their views and directly influence	Young people with disabilities participates in the Youth Assembly.	<b>Education Service Youth Assembly Team.</b>	<b>Complete for Reporting Period</b>  The Youth Assembly recruitment process was designed to ensure that young people with disabilities are represented. Every event is accessible to all Youth Assembly Members, including those with	Over the lifetime of the project.

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	decisions taken by the Assembly.			<p>disabilities, as standard.</p> <p>The following Youth Assembly Events have taken place:</p> <ul style="list-style-type: none"> <li>• Sep 22 – Policy and Research Day</li> <li>• Nov 22 – Plenary Four in the Assembly Chamber</li> <li>• Dec 22 – MLA Online Q&amp;A session</li> <li>• Feb 23 – Plenary Five in the Assembly Chamber</li> <li>• Mar 23 – Committee Meetings</li> <li>• Mar 23 – School Uniform Consultation.</li> </ul>	
<p><b>2.3</b> Review and build on the Parliament for People with Disabilities event held in Dec 21.</p>	<p>Provide an opportunity for people with disabilities to share their views.</p>	<p>Consideration will be given to holding a further Parliament for People with Disabilities in the 2022-27 Assembly mandate.</p>	<p><b>Engagement, Speaker’s Office and Business Office.</b></p>	<p><b>Complete for Reporting Period</b></p> <p>An event for persons with disabilities was held in the Senate Chamber of Parliament Buildings on 2 December 2022.</p> <p>This was a round table Q&amp;A session hosted by the Speaker and attended by MLAs from each of the five main political parties.</p> <p>During this session, disabled people were able to ask questions and discuss issues with the MLAs present. The event was reported on the NI Assembly social channels and a press release, with</p>	<p>31 Sept 2022.</p>

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				<p>photographs, was circulated to the media.</p> <p>Consideration will be given to holding a further Disabled People’s Parliament within this mandate, pending political developments.</p>	
<p><b>2.4</b> An accessible Chamber.</p>	<p>To provide an Assembly Chamber that is accessible to all.</p>	<p>Consider further improvements to accessibility in the Assembly Chamber.</p>	<p><b>Building Services with support from Equality and Good Relations Unit.</b></p>	<p><b>In Progress</b></p> <p>Accessibility has been considered as part of works planned to the Chamber for 2023/2024.</p> <p>These works will include new microphones and speakers in all Member sitting areas, which will improve the quality of sound for Members and those seated in the public gallery. Larger screens to view proceedings will also be installed in the public gallery.</p> <p>“Request to Speak” buttons will be provided to support Members who are unable to rise from their seats.</p> <p>Planned works also include a Green Screen Studio which will facilitate sign language interpretation.</p>	<p>31 March 2023</p>

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### Section 3: Communication, Consultation and Engagement

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
<b>3.1</b> Ensure staff are kept up to date on progress on new Disability Action Plan.	To raise staff awareness of the work the Assembly Commission is doing on disability and of wider disability issues.	Once the Plan is approved by SMG, staff are kept informed on progress on:	<b>Equality and Good Relations Unit.</b>	<b>Complete for Reporting Period</b>  The six-monthly review of the Disability Action Plan was completed in November 2022 and is published on the staff website.	2022  Progress emails are issued to staff annually.
		- the results of the consultation;			
		- where to find the final agreed Plan;			
		- what the Plan contains.			
		Staff are notified annually by email of availability of six-monthly updates on the website.			
<b>3.2</b> Organise for “mystery visitors” to give us feedback on services and facilities we provide for people with disabilities.	To gather information on the real-life experience of visitors with a disability to ensure that the services and facilities on offer at Parliament Buildings are accessible and fit for purpose.	Mystery visitors visit Parliament Buildings and complete a questionnaire about their visit.	<b>Equality and Good Relations Unit with support from disability organisations.</b>	<b>Overdue</b>  The “Mystery Shoppers Questionnaire” was issued to members of the External Disability Advisory Group (EDAG) in November 2022, for distribution to their user groups.  One user group has returned their questionnaire and the Equality Unit is currently liaising with EDAG Members	Every two years beginning in:  March 2022 then March 2024.
		Feedback from mystery visitors is reviewed and action is taken where appropriate.			



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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				to encourage return of other completed questionnaires.	
3.3 Consider feedback on disability issues from visitor survey.	To get a better picture of the visitor experience at Parliament Buildings from a disability perspective.	Visitor survey feedback considered and action taken as appropriate.	Equality and Good Relations Unit with distribution carried out by Events, Engagement and Committees.	<b>Ongoing/In Progress</b>  In November 2022, the Senior Management Team approved procurement of new technology to support visitor feedback on the Assembly website and at Parliament Buildings. This will be progressed during 2023-24 and the Section 75 Visitors Survey will be distributed via the new solution, when available.	Distribution and analysis continue throughout the lifetime of the Action Plan.
			RaSe has responsibility for the analysis of the survey responses.		
3.4 Offer an easy read version of 'Accessing Parliament Buildings' web page.	We aim to provide visitor information in an easy to understand format for the benefit of people who have difficulty reading and understanding written information.	Easy read version of web page published on the website and included in social media promotion of visiting arrangements at Parliament Buildings.	Equality and Good Relations Unit with support from Communications Office.	<b>Complete</b>  The easy read version of Accessing Parliament Buildings has been completed, published on the website and included in social media promotion of visiting arrangements.	31 December 2022.
3.5 Develop an accessible meeting guide and checklist for	To enable people with disabilities to fully participate in Committee meetings.	Relevant staff, including Committee staff, are consulted about the content of guide and checklist.	Equality and Good Relations Unit, in conjunction	<b>Overdue</b>  Implementation of this action has commenced. The guidance and	31 December 2022.

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
Committee meetings.		<p>Draft guidance and checklist are sent to the External Disability Advisory Group for review.</p> <p>Draft guidance and checklist are presented to SMG and, once approved, are circulated to all Committee staff.</p>	<b>with staff from Parliamentary Services and Communications Office.</b>	<p>checklist for Committee meetings has been revised by Parliamentary Services (Committee) staff with input from the Equality Manager. The documents will be considered by SMT in the near future and provided to the External Disability Advisory Group (EDAG) for review and comment. On final approval, the guidance and checklist will be circulated to all Committee staff.</p> <p>Extensive preparation work has also been completed for delivery of accessible meetings at external locations, on return of full Assembly business.</p>	
<b>3.6</b> Ensure disability issues are considered in the review of the Committee staff guide.	To make the work of Committees more accessible to people with disabilities.	The consideration of disability issues is documented in the review of Committee procedure and processes.	<b>Parliamentary Services.</b>	<p><b>Complete for Reporting Period</b></p> <p>The Committee Staff Guide is an internal procedural guidance document for Committee staff. A template developed by the Communications Office is being used to ensure that the Guide is in an accessible format for staff.</p> <p>The Committee Staff Guide signposts staff to a range of guidance documents on subjects including Creating</p>	31 December 2022.

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				<p>Accessible Word Documents Accessible Meetings Guidance and Checklist. It is intended that the Committee Staff Guide will be hosted on an online Portal and provided in other formats if required.</p> <p>Accessible templates for the production of routine Committee papers which are made publicly available (e.g. the Minutes of Proceedings) have been developed and will in future be available to staff on the online Portal.</p> <p>Documents that are issued to witnesses by Committees are also currently being reviewed to include new provisions such as the ability to provide evidence in formats other than written submissions including pictures, video clips or audio clips.</p>	
<p><b>3.7</b> Ensure that the review of Committee consultation methods looks at consultation from a disability perspective.</p>	<p>To ensure that the consultation methods employed by committees are as inclusive as possible and take account of the needs of people with disabilities.</p>	<p>More effective consultation takes place with people with disabilities.</p>	<p><b>Clerking and Member Support Office (CAMS), with support from Engagement.</b></p>	<p><b>Complete for Reporting Period</b></p> <p>Committees undertake consultations through 'calls for evidence' and they 'take evidence'.</p> <p>Work has been completed to identify how best to facilitate the provision of evidence in alternative formats with the aim of increasing accessibility.</p>	<p>31 May 2022.</p>

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				<p>Guidance on improving witness diversity, including those with learning disability and people with a physical disability and carers, has been provided to all Committees.</p> <p>Citizen Space is in place and will be the primary tool used by Committees to call for evidence. Work is currently ongoing to map the processes for issuing the call for evidence. It details how we can ensure that those with disabilities are considered, to ensure that their needs are met. Video conferencing will continue to be used by Committees, enabling a wider range of people, including those with disabilities or accessibility needs, to give evidence to Committees.</p>	
<p><b>3.8</b> Ensure accessibility of our website.</p>	<p>To take opportunities to create a website that addresses potential accessibility barriers and that allows all users to perceive, understand, navigate, and interact with and contribute to the site.</p>	<p>Results of reviews will be checked against the relevant standards and legislation along with any feedback from users, for example the Disability Advisory Group.</p> <p>Plan will be put in place to prioritise any issues around what can be improved immediately such as frequently</p>	<p><b>Communications Office.</b></p>	<p><b>Complete for Reporting Period</b></p> <p>Accessibility audits were completed in July and August 2022 in relation to:</p> <ul style="list-style-type: none"> <li>• <a href="http://niassembly.gov.uk">niassembly.gov.uk</a> ;</li> <li>• <a href="http://aims.assembly.gov.uk">aims.assembly.gov.uk</a>; and</li> <li>• AssISt (intranet);</li> </ul> <p>The Assembly Commission’s Web Team has where possible, addressed issues identified by the audits. Support from</p>	<p>Ongoing over the lifetime of the Action Plan.</p>

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
		<p>accessed content and content that is relevant to people with disabilities or tasks like search.</p> <p>Identified problems will be addressed and reported on through six-monthly updates on the Disability Action Plan 2022-25.</p>		<p>the IS Office has been requested to take forward some actions and work will be progressed in due course. Pending completion, issues will remain on the accessibility statements for each site.</p> <p>Website redesigns and accessibility audits of the Assembly's WordPress microsites are currently being undertaken. Once complete, the accessibility statements for each site will be updated as appropriate.</p> <p>The Web Team regularly checks the most popular content on sites for accessibility and amends as appropriate.</p>	
<b>3.9</b> Identify opportunities to promote positive attitudes to disability through images on the Assembly website, on social media and in Assembly publications.	To promote positive attitudes towards disability.	Review of images used in Assembly communications to ensure they are representative of people in the community, including those with a disability.	<b>Communications Office.</b>	<p><b>Complete for Reporting Period</b></p> <p>As the Assembly has not been sitting, opportunities have been limited during the reporting period. However, this action is always considered when creating content. One area where this will feature even more highly in future will be recruitment with the use of the "Disability Confident" branding.</p>	Ongoing over the lifetime of the Action Plan.
<b>3.10</b> Raise awareness of	To make the Parliament Buildings	Facilities are highlighted through social media	<b>Communications</b>	<b>Complete Reporting Period</b>	Ongoing through the

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facilities for disabled people at Parliament Buildings through social media	visitor experience as inclusive as possible.	communications.	<b>Office.</b>	<p>A new virtual tour for Parliament Buildings has been introduced. This video has been split into "Chapters", has been subtitled in both English and Irish, and ISL and BSL signed versions of the video are also available.</p> <p>The video covers:</p> <ul style="list-style-type: none"> <li>• The Exterior of the Building</li> <li>• The Great Hall</li> <li>• The Senate Chamber</li> <li>• The Assembly Chamber</li> <li>• Visit and Find Out More</li> </ul> <p>The video may be accessed at <a href="http://www.niassembly.gov.uk/visit-and-learning/visit/online-tour/">http://www.niassembly.gov.uk/visit-and-learning/visit/online-tour/</a></p>	lifetime of the Action Plan.

### Section 4: Outreach and Education

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
<b>4.1</b> Promote 'Parliament Buildings' access video on website, following updates including changes to the Building	To raise awareness of facilities at Parliament Buildings for people with a disability and to highlight accessible tours of	Video is updated and with new footage and information about how to book tours; and availability of signed tours; Braille tour script; hearing helper radio system; and facilities, for example the Quiet Room.	<b>Events Office and Building Services, with support from Communications Office and the Equality and</b>	<b>Not due yet.</b>	November 2023.

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
and including tour accessibility.  <i>Note: Action amended and agreed by SMT in November 2022 to merge actions 4.1 and 4.2 as set out in original DAP.</i>	Parliament Buildings.	Video is promoted on website and through social media and is circulated to disability groups.	<b>Good Relations Unit.</b>		
		Subtitled and signed versions of the video made available, along with a transcript of the content.			
		Video is created with content that explains the Changing Places toilet.			
<b>4.2</b> Offer autism-friendly tours of Parliament Buildings.	To encourage people with autism to visit Parliament Buildings	Tours offered once a year.	<b>Events Office.</b>	<b>Overdue</b> Completion by 31 December 2022 was impacted by staffing changes. However, the Assembly Commission's Events and Engagement Teams have now commenced work to progress this action. It is intended to deliver a pilot autism-friendly tour by March 2024. Consideration will also be given to the frequency and timing of these tours in the future.	31 December 2022 and once a year thereafter.
<b>4.3</b> Offer dementia-friendly tours of Parliament Buildings	To encourage people with dementia to visit Parliament Buildings	Tours offered once a year.	<b>Events Office.</b>	<b>Overdue</b> Completion by 31 December 2022 was impacted by staffing changes. However, the Assembly Commission's Events and Engagement Teams have now commenced work to progress this	31 December 2022 and once a year thereafter.

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				action. It is intended to deliver a pilot dementia-friendly tour by March 2024. Consideration will also be given to the frequency and timing of these tours in the future.	
<b>4.4</b> Engage with special schools to ensure that young people's views are included.	To ensure that the views of young people with disabilities are included in Committee consultations, inquiries, etc.	Hold focus groups as required and in line with Assembly's Research and Information Service (RaISe) framework for selecting a broad cross-section of young people, which ensures that special schools participate in every group.	<b>Education Service.</b>	<b>Complete for Reporting Period</b>  Preparatory work has been completed for implementation of this action, which will be progressed once full Assembly business resumes.	As required throughout the lifetime of the Action Plan.
<b>4.5</b> Engage with special schools to ensure that young people's views are included.	Design and deliver where required bespoke resources (e.g. textural or sensory models) for special schools.	Discussions held with other legislatures and special schools to identify need and existing resource offering.	<b>Education Service.</b>	<b>Complete for reporting period</b>  The Education Service is currently working on production of a Parliament buildings shaped sensory toy. A sample has been ordered and the idea is that all SEN pupils would receive one of these when they visit Parliament Buildings.  Education officers have been working closely with SEN school staff from both dedicated SEN schools and mainstream schools to develop the Educational offer, so that it meets the needs and requirements of their pupils.	By 30 June 2022 and thereafter throughout the lifetime of the Action Plan.
		Resources designed and delivered as required.			



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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
4.6 Hold a conference for teachers from special schools every two years	To provide teachers with awareness and understanding of the Education Service's Assembly-related teaching resources, and to find out more about the needs of pupils in special schools.	Conference held every two years (with option for additional conferences as required).	<b>Education Service.</b>	<p><b>Complete for reporting period</b></p> <p>The Education service delivered two professional learning events within this reporting period; a conference for SEN schools; and a conference for SEN teachers in mainstream schools. The purpose of both events, was to enable teachers to learn more about the work of the Education Service and to co-design an education programme specifically for SEN schools.</p> <p>These events were well attended and very useful for both Assembly staff and the SEN staff.</p> <p>Plan for educational delivery to support SEN pupils is being implemented.</p>	First conference to be held by 30 June 2022 and every two years thereafter.
4.7 Provide subtitles and transcripts for all Education Service short films and animations.	To make the work of the Education Service more accessible to young people with disabilities.	All films subtitled, transcribed and made available on Education Service website.	<b>Education Service.</b>	<p><b>Complete for Reporting Period</b></p> <p>The Education Service has continued to review their existing online resources to ensure accessibility. A number of existing short films and animations have been either subtitled, signed, or transcripts made available. This work is on-going and all new</p>	Ongoing throughout the lifetime of the Action Plan.

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				<p>materials will have some (or all) of these as standard.</p> <p>In addition, the Education Service is currently working with CCEA to add text-to-speech functionality to the Education website.</p>	
<p><b>4.8</b> Mark International Day of Persons with Disabilities.</p>	<p>To raise awareness and promote understanding of disability issues.</p>	<p>Hold an annual event to mark International Day of Persons with Disabilities.</p>	<p><b>Engagement.</b></p>	<p><b>Complete for reporting period</b></p> <p>An event for persons with disabilities was held in the Senate Chamber of Parliament Buildings on 2 December 2022.</p> <p>This was a round table Q&amp;A session hosted by the Speaker and attended by MLAs from each of the five main political parties.</p> <p>During this session, disabled people were able to ask questions and discuss issues with the MLAs present. The event was reported on the NI Assembly social channels and a press release, with photographs, was circulated to the media.</p> <p>Consideration will be given to holding a further Disabled People’s Parliament within this mandate, pending political developments.</p>	<p>Annually.</p>

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
<p><b>4.9</b> Hold events to mark disability awareness days or weeks over the lifetime of the Action Plan.</p>	<p>To raise awareness and promote understanding of disability issues.</p>	<p>Hold one to two events a year to mark awareness days/weeks for a range of disabilities e.g. Learning Disability Week, Deaf Awareness Week etc.</p>	<p><b>Engagement.</b></p>	<p><b>Complete for reporting period</b></p> <p>A World Sight Day event was held on 13 October 2022, during which we took feedback on issues such as the accessibility of the building, set up of the meeting room and format of the presentation.</p> <p>As a follow up to this event, an online meeting was held with RNIB representatives in January 2023 to discuss changes the Engagement team could make to improve accessibility of presentations to people who are blind or partially-sighted and to visitors generally.</p> <p>Going forward, a new suite of presentations will be developed taking into consideration feedback from the RNIB. Engagement activities will include the objective of raising awareness and promoting understanding of disability issues.</p>	<p>Throughout the lifetime of the Disability Action Plan 2022-25.</p>

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### Section 5: Structural changes to increase participation and accessibility

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
<b>5.1</b> Provide short-term supported placements for people with a disability under the Apprenticeship and Placement Framework.	To provide opportunities for people with a disability to develop their skills and confidence in the workplace and gain meaningful work experience.	Following a review of the placement we will consider future volume and frequency.	<b>Human Resources Office.</b>	<p><b>Complete for reporting period</b></p> <p>An initial short-term supported placement was provided for a person with a disability, within the Assembly Commission’s Human Resources Office. The feedback from the business area and the individual was very positive.</p> <p>A further placement opportunity will be explored during 2023/24.</p>	Initial placement agreed by 31 March 2023.
<b>5.2</b> Consider disability issues relating to Committee rooms at Parliament Buildings.	To make the work of Assembly Committees more accessible.	Consideration of disability issues relating to broadcast and audio in Committee rooms.	<b>Communications Office.</b>	<p><b>Complete for Reporting Period</b></p> <p>Disability issues were considered as part of works planned relating to broadcast in Committee rooms and in the Chamber.</p> <p>Work has commenced on Committee rooms including upgrade to camera and audio systems, which will enhance sound and visual experience for all those participating in or attending the meeting. A new layout and furniture are being installed that provide</p>	31 March 2024.

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				<p>greater access for wheelchair users.</p> <p>Within the Chamber, new microphones and speakers will be provided in all Member sitting areas, which will improve the quality of sound for Members and those seated in the public gallery. Larger screens to view proceedings will also be installed in the public gallery.</p>	
<p><b>5.3</b> Consider disability issues relating to Committee rooms at Parliament Buildings.</p>	<p>To make the work of Assembly Committees more accessible.</p>	<p>Consideration of disability issues relating to access to, and layout of, Committee rooms.</p>	<p><b>Building Services.</b></p>	<p><b>Complete for Reporting Period</b></p> <p>Disability issues were considered as part of works planned relating to broadcast in Committee rooms and in the Chamber.</p> <p>Work has commenced on Committee rooms including a new layout and furniture that provide greater access for wheelchair users.</p>	<p>31 March 2024.</p>
<p><b>5.4</b> Review signage at Parliament Buildings' reception and throughout parts of the building open to the public.</p>	<p>To highlight the facilities and services available at Parliament Buildings for visitors with a disability.</p>	<p>Review is carried out and additional signage is added as required.</p>	<p><b>Building Services.</b></p>	<p><b>Complete for reporting period</b></p> <p>Signage has been reviewed to reflect current available services and facilities for visitors with a disability, including provision of additional signage in some areas of the Building.</p> <p>Content and location of signage will continue to be monitored throughout</p>	<p>31 Dec 2022.</p>

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Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				the lifetime of the DAP.	

### Section 6: Awards and Accreditation

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
<b>6.1</b> Maintain Autism Friendly Award.	To show our commitment to ensuring that Parliament Buildings	Standards met as required.	<b>Building Services.</b>	<b>Complete for reporting period</b> The accreditation by the National Autistic Society was relaunched and	Annually.

## Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
	is a welcoming place for autistic people and their families.			work to maintain the Autism Friendly Award commenced during the reporting period. Accreditation was awarded in April 2023. Further training for our Autism Champions is planned for 2023/2024.	
<b>6.2</b> Maintain Louder than Words Charter accreditation.	To show commitment to improving access to Parliament Buildings for people with deafness, tinnitus and hearing loss.	Audits undertaken as required by RNID.	<b>Building Services.</b>	<p><b>Complete for reporting period</b></p> <p>Louder Than Words Charter accreditation is no longer offered by RNID.</p> <p>Quarterly meetings have been established with RNID to ensure that the Assembly Commission is aware of and can take forward new information/services available, including training that can provided for staff.</p>	Annually.
<b>6.3</b> Sign up to the Disability Confident Scheme.	To increase our understanding of disability issues and to ensure that, as an employer, we enable disabled people to have the opportunity to fulfil their potential.	Assembly Commission to sign up to the Scheme.	<b>Human Resources Office.</b>	<p><b>Complete</b></p> <p>The Assembly Commission has signed up to the Disability Confident Scheme and the logo is on our recruitment website to highlight that we are a member of the Scheme.</p>	31 March 2022

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### Section 7: Monitoring and Reporting

Number	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
7.1 Report on progress to SMT every six months and the Assembly Commission every year.	To ensure that we deliver on the targets in our plan and that we keep staff and the public informed of progress.	Following consultation with business areas, six-monthly updates are prepared for SMT and annual updates for the Assembly Commission.	<b>Equality and Good Relations Unit.</b>	<b>Not due yet</b>  A further progress report will be provided to the Senior Management Team in June 2023 as part of the Annual Report to the Equality Commission and will be published thereafter. Scheduling of updates has been revised from May and November, to June and December each year.	Every six months (May and November each year).
		Approved six-monthly updates are published on the Assembly website.			
7.2 Report on progress yearly to the Equality Commission.	To ensure that we deliver on the targets in our plan and that we keep the Equality Commission informed of progress.	Following consultation with business areas, annual progress reports are prepared and submitted to the Equality Commission.	<b>Equality and Good Relations Unit.</b>	<b>Not due yet</b>  The next report on progress will be provided to the Equality Commission for Northern Ireland in August 2023.	Every year (to Equality Commission timetable).
		Approved annual reports are published on the Assembly website.			
7.3 Carry out a five-year review of our Disability Action Plans.	To review our plans to make sure that they are effective and achieve what they set out to do.	Review of Disability Action Plans for the period between 2019 and 2024 is carried out, in consultation with business areas, and presented to SMG. This will cover the Disability Action Plan 2016-21 and	<b>Equality and Good Relations Unit.</b>	<b>In Progress</b>  A draft report on the five-year review of our Disability Action Plans was considered by the Senior Management Team in February 2023 and will be	31 December 2024.



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Number	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
		<p>the Disability Action Plan 2022-25.</p> <hr/> <p>Once approved, the review is published online. Email is sent to staff and stakeholders to let them know that review is available.</p>		<p>tabled at a forthcoming meeting of the Assembly Commission.</p> <p>Once approved, the review is published online and an email will be sent to staff and stakeholders to let them know that the review is available.</p>	