

## 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)	Directors
		Monitoring of records to ensure that each member of staff received training. (OP)	Learning and Development Team
		All staff made aware of revised Equality Scheme and Disability Action Plan through Section 75 and DDA training. (OP)	Learning Co-ordinators
		Quality assurance of equality training packages and provision of feedback on any equality 'pilot' training courses. (OP)	Learning and Development Team
		Evaluate training to determine if course objectives were met and staff knowledge of Section 75 and the disability duties	Learning and Development Team

Action Measures	Timescale	Performance Indicator/Target	Responsibility
		increased. (OC)	
	August 2012	All front-of-house staff to receive autism awareness training. (OP)	Building Services/ Learning and Development Team
	August 2012	Autism champions to be put in place. (OC)	Building Services / Learning and Development Team
	August 2013	Relevant staff to receive sign language training. (OP)	Building Services / Learning and Development Team
2. Continue quarterly meetings of the External Disability Advisory Group	September 2012 and annually thereafter	Review current membership of the group. (OP)	Commission and Corporate Support Unit (CCSU)
	September 2012	Develop a list of additional disability representatives to be invited to participate in the external Disability Advisory Group. (OP)	CCSU

Action Measures	Timescale	Performance Indicator/Target	Responsibility
	December 2012 and review annually thereafter	Agree terms of reference and work Plan with the group. (OP)	CCSU
	Quarterly	Further meetings to take place every quarter. (OP)	CCSU
<p>3. Continue quarterly meetings of the Internal Disability Group to include:</p> <ul style="list-style-type: none"> <li>• current consultations;</li> <li>• barriers experienced by staff with disabilities;</li> <li>• identify how to overcome such barriers and</li> <li>• to make suggestions to the appropriate forum.</li> </ul> <p><i>This list is an example and not exhaustive.</i></p>	August 2012 and annually thereafter	Develop a forward work Plan. (OP)	CCSU
	March 2013 and annually thereafter	Review membership of the group. (OP)	CCSU
4. Promote positive attitudes towards people with disabilities	Ongoing	Ensure that the staff magazine 'Life on the Hill' contains positive imagery of	Communications Office

Action Measures	Timescale	Performance Indicator/Target	Responsibility
within the Secretariat.	June 2013 and annually thereafter	persons with a disability. (OP)	Communications Office
		Produce one article per year for inclusion in 'Life on the Hill' on relevant disability issues, for example: (OP) <ul style="list-style-type: none"> <li>• To advise on new legislation and employment law as it is introduced (OP), or</li> <li>• The Statutory Duties (OP), or</li> <li>• Article submitted by a staff member with a disability, or</li> <li>• Article submitted by the internal Disability Group (OP)</li> </ul> <i>This list is an example and not exhaustive.</i>	
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.
		Video to include signage and audio to meet the needs of those with visual and hearing impairments. (OP)	Building Services and Education Services.
		Hold stakeholder meetings as and when required in the development of the video.	Building Services and Education Services.

Action Measures	Timescale	Performance Indicator/Target	Responsibility
		(OP)	
		Run pilot of video on website requesting feedback. (OP)	Building Services and Education Services.
		Hold stakeholder meeting to sign off final feedback report.(OP)	Building Services and Education Services.
		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	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)  Monitor number of customer complaints in relation to access to information on services. (OP)  Updated policy circulated to staff and disability organisations. (OC)	Communications Office  Communications Office  Communications Office

Action Measures	Timescale	Performance Indicator/Target	Responsibility
	March 2014	Annual review of Policy to be completed by March 2014, and annually thereafter. (OP)	Communications Office
7. Record staff with disability on annual survey and conduct interviews with staff with disabilities as required	October and annually thereafter	Annual disability survey issued each year. (OP)	HR
	Ongoing	Conduct interviews with staff with disabilities and take action as required. (OP)	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

Action Measures	Timescale	Performance Indicator/Target	Responsibility
9. Improve visual signage	Ongoing	Implementation of pictorial signage images. (OP)	Building Services
	September 2012	Design a tactile 'tour map' of Parliament Buildings. (OC)	Building Services
	On-going	Monitoring of current braille signage and other signage to ensure quality and compliance with legislation. (OP)	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 work on the installation of ramps at the front entrance of Parliament Buildings. (OP)	Building Services
		To achieve accreditation from National Autistic Society. (OC)	Building Services

Action Measures	Timescale	Performance Indicator/Target	Responsibility
		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)	Building Services
		Continue to promote the changing places facility and share our knowledge with other Government Departments. (OP) Visitors' comments and feedback to be monitored. (OP)	Building Services
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)	CCSU
		Consult relevant internal and external groups on draft guides. (OP)	CCSU



Action Measures	Timescale	Performance Indicator/Target	Responsibility
	2014	Sign off final feedback report and circulate to consultees and stakeholder groups. (OP)	CCSU
	2014	Implement and monitor usage of guides over a six-month period to inform if any changes need to be made. (OP)	CCSU
	2014	Include guides as part of mandatory DDA training to all staff. (OC)	CCSU
	2014	Issue postmaster email to all staff directing them to the guides and how to use them.(OP)	CCSU

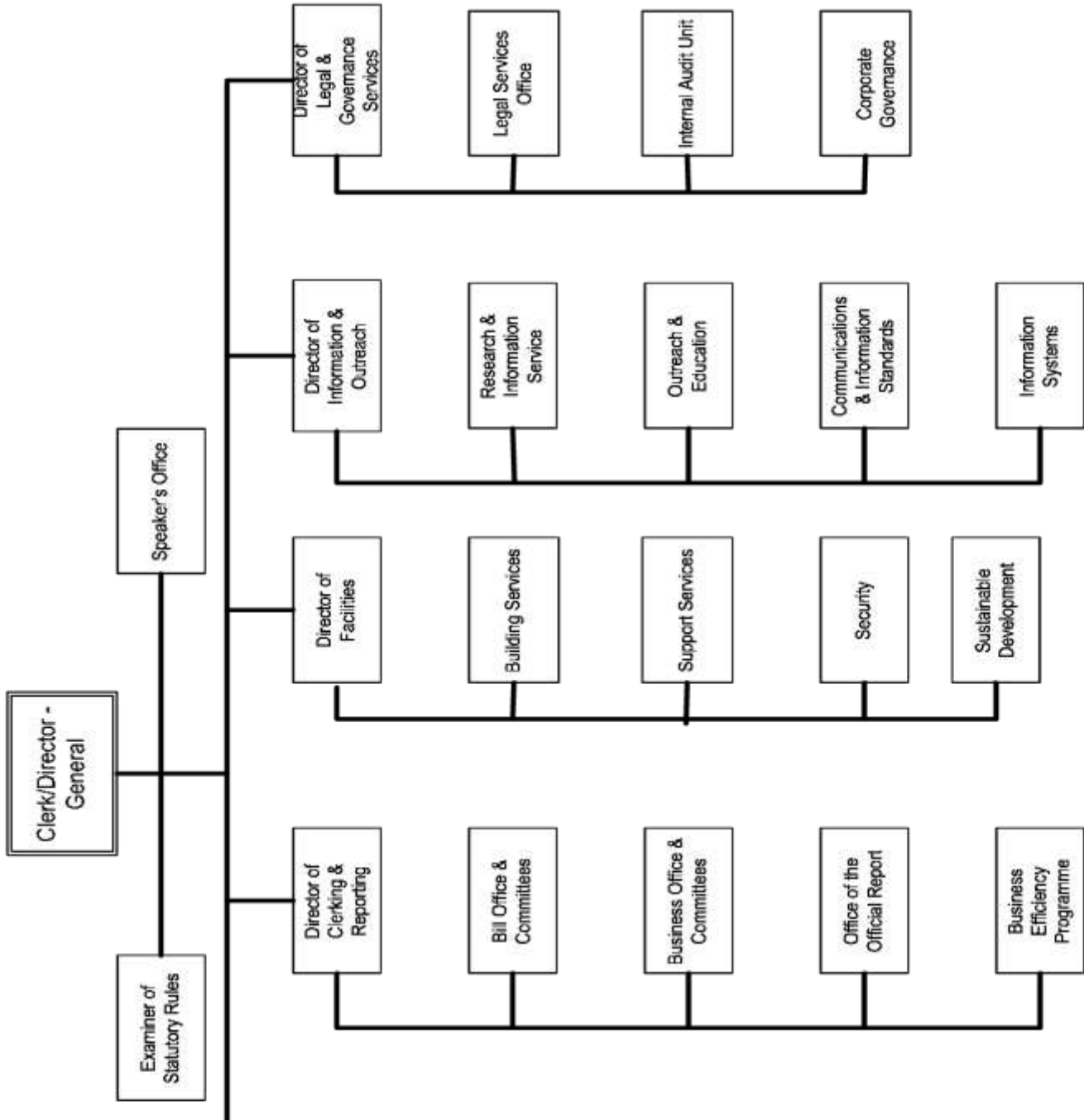
Action Measures	Timescale	Performance Indicator/Target	Responsibility
12. Assembly website	Annually	Review site in terms of accessibility. (OP)	Communications Office
	Quarterly	Monitor number of complaints based on disability access to site. (OP)	Communications Office
13. Continue Implementation of access 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)	Building Services
		Feedback from the Internal Disability Group and External Advisory Group will be obtained and assessed against audit recommendations. (OP)	Building Services
14. Conduct autism audit	June 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)	Building Services
	Dec 2012	Achieve accreditation. (OC)	Building Services

Action Measures	Timescale	Performance Indicator/Target	Responsibility
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	<p>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</p> <p>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</p>	Building Services

Action Measures	Timescale	Performance Indicator/Target	Responsibility
		tablet.	
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

# NORTHERN IRELAND ASSEMBLY SECRETARIAT

## Appendix 1



## 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'í Council for Northern Ireland (Bahá'í 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 3<sup>rd</sup> (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 Egyptian 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