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Disability Action Plan 2022 – 2025 - Six Monthly Update

November 2022

Status Key:

24	Number – Completed	62%
10	Number – Ongoing	26%
0	Number - Not completed	0%
5	Number – Not Due	12%
39	Total Actions	Percentage 100%

Unrestricted

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.	Learning and Development Team.	<p>Complete for reporting period</p> <p>The following courses have been opened for all staff on the LInKS Platform:</p> <ol style="list-style-type: none"> 1. Positive Mental Health Toolkit for All Staff (e-Learning) 2. Positive Mental Health Toolkit for Line Managers (e-Learning) 3. Unconscious Bias (e-Learning) <p>A Dignity at Work e-Learning course has been launched on the Moodle Platform.</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 front-of-house staff.	To raise awareness among front-of-house staff of auditory and visual disabilities and to help them to feel confident in helping visitors who have sight or hearing loss.	Evaluation of training shows increase in staff awareness.	Learning and Development Team.	<p>Complete</p> <p>Deaf awareness virtual training was delivered on 6 April 2022 and 16 staff attended.</p> <p>Start to Sign virtual training was delivered on 27 April 2022 and attended by 10 staff.</p> <p>A classroom based Deafblind Awareness workshop was delivered to Front of House staff on 27 September 2022 and attended by 17 staff.</p>	31 December 2022 and as required, thereafter.

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
1.3 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.	Learning and Development Team.	<p>Complete</p> <p>Two 'Let's Meet' virtual Sessions took place in February 2022.</p> <p>A virtual BSL Taster course was delivered in May 2022 to 8 staff.</p> <p>The British Sign Language Level 1 course commenced in September 2022 with 15 staff.</p>	31 December 2022.
1.4 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.	Learning and Development Team.	<p>Complete for reporting period</p> <p>A range of masterclasses have been delivered to date, including:</p> <ul style="list-style-type: none"> • Mental Health First Aider Programme (Sept 2022) • Mindfulness (2 sessions) (May 2022) • Getting a good night Sleep (April 2022) <p>In addition, the following virtual inter-parliamentary sessions were delivered as part of National Inclusion Week:</p> <ul style="list-style-type: none"> • Caring Responsibilities • Visual Awareness • Dementia awareness • Dyslexia Awareness • Neurodiversity 	Over the lifetime of the Action Plan.

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				<ul style="list-style-type: none"> Understanding Autism 	
1.5 Sign up to become a JAM (Just a Minute) Card Friendly organisation in year 1 of the Disability Action Plan 2022-25.	To make Parliament Buildings a welcoming place for people with a learning difficulty, autism or a communication barrier.	Assembly Commission signs up to the JAM scheme.	Learning and Development with support from the Equality and Good Relations Unit.	Complete for reporting period Signed up as a JAM Card Partner in June 2022. Awareness session delivered as part of National Inclusion Week in September 2022. Delivery of awareness training starting in October 2022.	Scheme signed up to by 31 March 2022.
		Awareness training on the JAM card is offered to staff.			Awareness training to be delivered to staff by 31 March 2023.
1.6 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.	Communications Office.	Complete Online awareness sessions were held with staff as part of the Style Guide roll out. These sessions continue to be made available to staff as required. Updates to guidance on accessibility were made during the reporting period and are continually reviewed.	31 March 2022.
		Video guides, advice, and guidance are made available on intranet for all staff and updated as required.			

Unrestricted

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.	Equality and Good Relations Unit will Chair the group, with support from business areas as required.	<p>Complete for reporting period A meeting of the External Disability Advisory Group was held on 9 June 2022. A further meeting is being scheduled for December 2022.</p> <p>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.</p>	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 decisions taken by the Assembly.	Young people with disabilities participates in the Youth Assembly.	Education Service Youth Assembly Team.	Complete for reporting period	Over the lifetime of the project.

Unrestricted

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<p>2.3 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>Engagement, Speaker's Office and Business Office.</p>	<p>Complete for reporting period A review of the Disabled People's Parliament took place in January 2022. This led to the development of a joint meeting of the Committee for Health and the Disability Parliament in March 2022.</p> <p>On 2 December 2022 the Speaker is hosting an event in the Senate to mark the UN International Day of Persons with Disabilities. The event will take the form of a Q&A panel with MLAs followed by lunch and networking in the Rotunda. The Disabled People's working group felt this was the best alternative to the Parliament in the absence of a sitting Assembly but would hope to work with the Speaker to re-establish the Parliament in the future.</p>	<p>31 Sept 2022.</p>
<p>2.4 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>Building Services with support from Equality and Good Relations Unit.</p>	<p>In progress As part of the refresh programme in the Chamber and Committee rooms we have considered accessibility – for example designing new layouts to accommodate wheelchair access around committee tables, deaf loops and maintaining existing accessibility options in the Chamber i.e. different microphones for MLAs who are in wheelchairs or unable</p>	<p>31 March 2023</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				to rise in their place. Other features for the Chamber are yet to be designed but may include "request to speak" buttons which can be used for those MLAs who are unable to rise their place or more generally by all MLAs if agreed by the Speaker.	

Unrestricted

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
<p>3.1 Ensure staff are kept up to date on progress on new Disability Action Plan.</p>	<p>To raise staff awareness of the work the Assembly Commission is doing on disability and of wider disability issues.</p>	<p>Once the Plan is approved by SMG, staff are kept informed on progress on:</p>	<p>Equality and Good Relations Unit.</p>	<p>Complete for reporting period An email was issued to all Commission staff on 18 February 2022 informing them that the Assembly Commission had approved the DAP 2022-25. A web link to access both the approved DAP 2022-25, and results of the consultation exercise (post consultation responses), was provided to all Commission staff.</p>	<p>2022 Progress emails are issued to staff annually.</p>
		<p>- the results of the consultation;</p>			
		<p>- where to find the final agreed Plan;</p>			
		<p>- what the Plan contains.</p>			
		<p>Staff are notified annually by email of availability of six-monthly updates on the website.</p>			
<p>3.2 Organise for “mystery visitors” to give us feedback on services and facilities we provide for people with disabilities.</p>	<p>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.</p>	<p>Mystery visitors visit Parliament Buildings and complete a questionnaire about their visit.</p>	<p>Equality and Good Relations Unit with support from disability organisations.</p>	<p>Complete for reporting period The ‘mystery visitors’ action commenced in March 2022 and was discussed with the External Disability Advisory Group (EDAG) at their June 2022 meeting to agree how this action would be progressed with EDAG representative groups. In July 2022 a ‘mystery shoppers’ draft questionnaire was devised by the Equality Unit with input from RaISE and Engagement. This was issued to the EDAG on 31 August 2022 for feedback.</p>	<p>Every two years beginning in: March 2022 then March 2024.</p>
		<p>Feedback from mystery visitors is reviewed and action is taken where appropriate.</p>			

Unrestricted

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				Feedback was received and considered. It is anticipated the 'Mystery Shoppers Questionnaire' will be issued to the EDAG for distribution to their user groups by November 2022. Following this, 'mystery shoppers' will visit Parliament Buildings and complete the questionnaire following their visit. Questionnaires are anonymous and will be returned via EDAG members to the Equality Unit.	
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.	In progress The Good Relations and Disability Visitors Survey is currently being reviewed. The review has included exploring potential new methods for survey completion and distribution via new technology as well as a review of the survey content. It is anticipated that a paper will be tabled at the November 2022 Senior Management Team (SMT) meeting.	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	We aim to provide visitor information in an easy to understand format for the benefit of people who have	Easy read version of web page published on the website and included in social media promotion of visiting arrangements at Parliament	Equality and Good Relations Unit with support from Communications	Not due yet Not due until 31 December 2022. A draft easy read version of the 'Accessing Parliament Buildings' web page was issued to key staff for	31 December 2022.

Unrestricted

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Buildings' web page.	difficulty reading and understanding written information.	Buildings.	Office.	feedback on 22 August 2022. Feedback and final amendments were completed on 14 October 2022 and issued to the supplier for revision. A final draft is expected to be received at the end of November and approval for publication will be sought.	
3.5 Develop an accessible meeting guide and checklist for Committee meetings.	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 with staff from Parliamentary Services and Communications Office.	Not due yet Not due until 31 December 2022.	31 December 2022.
		Draft guidance and checklist are sent to the External Disability Advisory Group for review.			
		Draft guidance and checklist are presented to SMG and, once approved, are circulated to all Committee staff.			
3.6 Ensure disability issues are considered in	To make the work of Committees more accessible to people	The consideration of disability issues is documented in the review of Committee	Parliamentary Services.	In progress Work is ongoing with the Communications Office to ensure that	31 December 2022.

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
the review of the Committee staff guide.	with disabilities.	procedure and processes.		<p>all documents are accessible. A drop-in session for staff on the Style Guide and Accessible Documents was held in September 2022 and a further session(s) will be rolled out.</p> <p>CAMS staff have had input to the working groups involved in the renovation of Committee rooms to ensure that needs are met in terms of access. Consideration has been given to matters such wheelchair access, a hearing loop, plug-in facilities for headsets if required and screens to better follow proceedings etc.</p>	
3.7 Ensure that the review of Committee consultation methods looks at consultation from a disability perspective.	To ensure that the consultation methods employed by committees are as inclusive as possible and take account of the needs of people with disabilities.	More effective consultation takes place with people with disabilities.	Clerking and Member Support Office (CAMS), with support from Engagement.	<p>Complete</p> <p>Committees undertake consultations through ‘calls for evidence’ and they ‘take evidence’.</p> <p>Work will be carried out to identify how best to facilitate the provision of evidence in alternative formats with the aim of increasing accessibility. During the reporting period, a paper on improving witness diversity, including those with learning disability and people with a physical disability and carers, was provided to all Statutory and Standing Committees so they can</p>	31 May 2022.

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				<p>draw on it to promote diversity amongst witnesses giving evidence.</p> <p>Citizen Space is expected to become the primary tool used by Committees to call for evidence. Work is also due to start on mapping of the processes for issuing the call for evidence. It will consider 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>3.8 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> <hr/> <p>Plan will be put in place to prioritise any issues around what can be improved immediately such as frequently accessed content and content that is relevant to people with</p>	<p>Communications Office.</p>	<p>Complete for the reporting period</p> <p>Accessibility audits were completed during July and August 2022 on:</p> <ul style="list-style-type: none"> • niassembly.gov.uk • aims.niassembly.gov.uk • AssIST (intranet) <p>Where possible any issues were fixed by the Web Team and any other issues flagged to the development support teams via the IS Office.</p>	<p>Ongoing over the lifetime of the Action Plan.</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
		disabilities or tasks like search. Identified problems will be addressed and reported on through six-monthly updates on the Disability Action Plan 2022-25.		The Accessibility statement for the main website was updated and a new statement was drafted for Assist.	
3.9 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.	Communications Office.	Complete for the reporting period As the Assembly has not been sitting our 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.	Ongoing over the lifetime of the Action Plan.
3.10 Raise awareness of facilities for disabled people at Parliament Buildings through social media	To make the Parliament Buildings visitor experience as inclusive as possible.	Facilities are highlighted through social media communications.	Communications Office.	Complete for the reporting period The content available on the website was reviewed and updated and provided alongside any promotion exhibitions. http://www.niassembly.gov.uk/visit-and-learning/planning-your-visit/	Ongoing through the lifetime of the Action Plan.

Unrestricted

Section 4: Outreach and Education

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
<p>4.1 Promote 'Parliament Buildings' access video on website, following updates including changes to the Building and including tour accessibility.</p> <p><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></p>	<p>To raise awareness of facilities at Parliament Buildings for people with a disability and to highlight accessible tours of Parliament Buildings.</p>	<p>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.</p>	<p>Events Office and Building Services, with support from Communications Office and the Equality and Good Relations Unit.</p>	<p>Not due yet.</p>	<p>November 2023.</p>
		<p>Video is promoted on website and through social media and is circulated to disability groups.</p> <p>Subtitled and signed versions of the video made available, along with a transcript of the content.</p>			
		<p>Video is created with content that explains the Changing Places toilet.</p>			
<p>4.2 Offer autism-friendly tours of Parliament Buildings.</p>	<p>To encourage people with autism to visit Parliament Buildings</p>	<p>Tours offered once a year.</p>	<p>Events Office.</p>	<p>In progress</p> <p>Events team in conjunction with engagement team are on target to deliver an autism-friendly tour by 31 December 2022.</p>	<p>31 December 2022 and once a year thereafter.</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
4.3 Offer dementia-friendly tours of Parliament Buildings	To encourage people with dementia to visit Parliament Buildings	Tours offered once a year.	Events Office.	In progress Events team in conjunction with engagement team are on target to deliver a dementia-friendly tour by 31 December 2022.	31 December 2022 and once a year thereafter.
4.4 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.	Education Service.	In progress There have currently been no committee consultations during this period.	As required throughout the lifetime of the Action Plan.
4.5 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.	Education Service.	Complete for reporting period During this period, 3 post-primary special schools (and 42 students) visited Parliament Buildings for the Education Programme. Education Officers spoke to teachers in advance so programmes could be tailored to the visiting groups. In June 2022, a bespoke programme was delivered for Jordanstown Special School for the deaf and blind and a programme for students from Torbank Special School was arranged in collaboration with a newly qualified	By 30 June 2022 and thereafter throughout the lifetime of the Action Plan.
		Resources designed and delivered as required.			

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				<p>teacher who had spent a fortnight with the Education Service.</p> <p>The Education Service contacted Westminster, Wales and Scotland Parliaments about their services for special schools. In June 2022, a meeting was held with a member of the Westminster Education Service team and Education Officers observed virtual Westminster sessions for special needs pupils in June and October 2022.</p>	
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).	Education Service.	<p>Complete for reporting period</p> <p>The Education Service is planning an event to take place on 25 November 2022. All Special Schools have been invited to send up to 2 members of their teaching staff to attend a discussion and practical workshop on how we can best support children and young people with special needs to learn about the Assembly. Invitations were issued week commencing 7 October 2022.</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.	Education Service.	<p>Complete for reporting period</p> <p>A new animation on the work of an MLA for Key Stage 2 and 3 pupils was completed during this period, with subtitles and a transcript. The</p>	Ongoing throughout the lifetime of the Action Plan.

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				Education Service commissioned the signing of 5 animations for its website.	
4.8 Mark International Day of Persons with Disabilities.	To raise awareness and promote understanding of disability issues.	Hold an annual event to mark International Day of Persons with Disabilities.	Engagement.	Not due yet. Due 3 December 2022, for the International Day of Persons with Disabilities.	Annually.
4.9 Hold events to mark disability awareness days or weeks over the lifetime of the Action Plan.	To raise awareness and promote understanding of disability issues.	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.	Engagement.	Complete for reporting period The Engagement Team worked in partnership with Deaf representatives from RNID and signers to co-design a presentation for the Deaf community in March 2022. The Engagement Team held an event using this presentation on Monday 2 May 2022, which marked the start of Deaf Awareness Week 2022, to a group from the Deaf community. There is on-going work taking place with RNIB to ensure the Engagement team's outreach with Blind and partially-sighted people more effective. This has included a World Sight Day event 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. The	Throughout the lifetime of the Disability Action Plan 2022-25.

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
				Engagement team are now working to put some of the feedback into practice and are planning to hold another session with RNIB when changes have been made, this is likely to be in January 2023.	

Unrestricted

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
5.1 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.	Human Resources Office.	In progress The first placement will be in place by the 31 March 2023.	Initial placement agreed by 31 March 2023.
5.2 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.	Communications Office.	Complete for reporting period As part of the refurbishment and upgrade projects for the Committee Rooms and the Chamber disability issues for MLAs and other room users are being taken into consideration.	31 March 2024.
5.3 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 access to, and layout of, Committee rooms.	Building Services.	In progress A project is being undertaken by the Communications Office to refresh broadcasting facilities, in the Committee rooms. This will afford an opportunity to consider accessibility issues again.	31 March 2024.

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
5.4 Review signage at Parliament Buildings' reception and throughout parts of the building open to the public.	To highlight the facilities and services available at Parliament Buildings for visitors with a disability.	Review is carried out and additional signage is added as required.	Building Services.	In progress	31 Dec 2022.

Unrestricted

Section 6: Awards and Accreditation

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
6.1 Maintain Autism Friendly Award.	To show our commitment to ensuring that Parliament Buildings is a welcoming place for autistic people and their families.	Standards met as required.	Building Services.	In progress The accreditation was suspended by the National Autistic Society during the COVID pandemic and has just been relaunched. Accreditation will be renewed annually following re-assessment.	Annually.
6.2 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.	Building Services.	Complete Accreditation is no longer offered by RNID but the Assembly Commission will continue to work with RNID and others to provide accessible services for service users who are deaf or suffering hearing loss.	Annually.
6.3 Sign up to the Disability Confident Scheme.	To increase our understanding of disability issues and to ensure that, as an employer, we enable	Assembly Commission to sign up to the Scheme.	Human Resources Office.	Complete HR Office has signed up to the Scheme and are updating our recruitment documentation to highlight the	31 March 2022

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
	disabled people to have the opportunity to fulfil their potential.			Scheme.	

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 SMG 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 SMG and annual updates for the Assembly Commission.	Equality and Good Relations Unit.	Complete for reporting period A six-monthly update was presented to SMT in November 2022.	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.	Equality and Good Relations Unit.	Complete for reporting period A progress update was provided to the Equality Commission for Northern Ireland through submission of the Annual Equality Report in August 2022. The Annual Equality Report was also published on the Assembly website and can be accessed here .	Every year (to Equality Commission timetable).
		Approved annual reports are published on the Assembly website.			

Unrestricted

Number	What we want to achieve	Performance indicator/target	Who will do it	Current Position and Update	By when
<p>7.3 Carry out a five-year review of our Disability Action Plans.</p>	<p>To review our plans to make sure that they are effective and achieve what they set out to do.</p>	<p>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 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>Equality and Good Relations Unit.</p>	<p>Not yet due</p>	<p>31 December 2024.</p>