

Unrestricted

Disability Action Plan 2022 – 2025 - Six Monthly Update

June 2023

Status Key:

35	Number – Completed	89.7%
2	Number – Ongoing	5.1%
2	Number - Not completed	5.1%
0	Number – Not Due	0%
39	Total Actions	Percentage 100%

Unrestricted

Section 1: Staff Training:

Action	What we want to achieve	Performance indicator/target	Who will do it	By When	Current Position and Update
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. Evaluation of training shows increase in staff knowledge of disability legislation and related issues.	Learning and Development Team.	31 December 2022 and every 3 years thereafter.	Complete for Reporting Period All staff are required to undertake mandatory eLearning courses on Section 75; Dignity at Work and as part of our partnership with the NOW Group, JAM card awareness training. Each of the eLearning courses contains a requirement to test knowledge which staff have to pass to demonstrate understanding. Evaluations are completed for all classroom learning events. Monitoring is undertaken both biannually and annually and information reported to the Senior Management Group.
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.	31 December 2022 and every 3 years thereafter.	Complete for Reporting Period Auditory and visual awareness programmes to front-of-house staff were completed in the last reporting period.
1.3 Provide opportunities for staff to participate in	To help staff to communicate better with people with	Sign language training is offered to all staff.	Learning and Development Team.	31 December 2022.	Complete for Reporting Period Six staff completed their Level 2 qualification

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By When	Current Position and Update
introductory sign language courses.	hearing loss and to feel confident in welcoming visitors to Parliament Buildings.				in British Sign Language.
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.	Over the lifetime of the Action Plan.	Complete for Reporting Period Wellbeing Wednesdays continue to be utilised on a bi monthly basis to highlight awareness of a range of health conditions.
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.	Scheme signed up to by 31 March 2022.	Complete The Northern Ireland Assembly Commission is now in the 2 nd year of the partnership with the NOW Group. All new staff are required to undertake the JAM Card awareness eLearning as part of their on-boarding process.
		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	To ensure that staff are aware of the	All staff involved in web publishing are provided	Communications	31 March 2022.	In Progress

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By When	Current Position and Update
publishing training for staff on accessibility.	latest accessibility guidance and know how to apply it in their work.	<div>with training.</div> <div>Video guides, advice, and guidance are made available on intranet for all staff and updated as required.</div>	Office.		<p>Web publishing training continues on a regular basis. A refreshed guide to publishing content with accessibility in mind for intranet editors has been placed on AsslSt.</p> <p>With resumption of Assembly business, recruitment has increased and a number of new joiners with publishing responsibility have not yet undertaken face to face web publishing training.</p> <p>They are all made aware of where to find the relevant on-line guidance on AsslSt.</p>

Unrestricted

Section 2: Representation (Public Life)

Action	What we want to achieve	Performance indicator/target	Who will do it	By When	Current Position and Update
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.	Meetings arranged as required throughout the lifetime of the Action Plan. Review of membership carried out every two years: 30 June 2023 then 30 June 2025.	Complete for the Reporting Period A meeting of the External Disability Action Group was held on 20 September 2023. The next meeting is being scheduled for June 2024.
		Membership is reviewed every two years to ensure a full range of disability organisations are represented on the Group.			
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	Young people with disabilities participates in the Youth Assembly.	Education Service Youth Assembly Team.	Over the lifetime of the project.	Complete for Reporting Period Recruitment for the second mandate of the Northern Ireland Youth Assembly opened on 25 September 2023. The Youth Assembly team commissioned research on the current youth demographic in Northern Ireland. A minimum of 10 young people with disabilities were sought in order to be representative of this data. In the final 90 members of the new Youth Assembly, 12

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By When	Current Position and Update
	Assembly.				<p>young people with disabilities were appointed.</p> <p>These Members are fully supported to participate to share their views and directly influence decisions taken by the Assembly. This is achieved through additional support questionnaires, regular contact with young people and parents, provision of adjustments e.g. travel arrangements and creating accessible documents for face to face and online meetings, and providing staff Members on hand to assist in Parliament Buildings.</p>
2.3 Review and build on the Parliament for People with Disabilities event held in Dec 21.	Provide an opportunity for people with disabilities to share their views.	Consideration will be given to holding a further Parliament for People with Disabilities in the 2022-27 Assembly mandate.	Engagement, Speaker's Office and Business Office.	31 Sept 2022.	<p>Complete for Reporting Period</p> <p>To mark International Day for People with Disabilities on 3 December 2023, the Engagement Team contacted 300 contacts who have a disability, or who work with people with disabilities. The email encouraged contacts to book a visit and training session or join a co design panel. The email resulted in a session delivered to ASD Teens with 3 MLAs and the secretary of the APG on Autism in attendance. Ten groups offered to join the co design panel ranging from national and regional organisations such as RNIB and Mencap to smaller local groups.</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By When	Current Position and Update
					A new Citizen Assembly Framework has been developed and the Disabled People's Parliament is planned for 6 December 2024.
2.4 An accessible Chamber.	To provide an Assembly Chamber that is accessible to all.	Consider further improvements to accessibility in the Assembly Chamber.	Building Services with support from Equality and Good Relations Unit.	31 March 2023	<p>Complete for reporting period</p> <p>The work to upgrade the Assembly Chamber with new microphones and speakers in all Member sitting areas, and better speakers and larger screens in the public gallery areas is complete.</p> <p>As part of the new system installed for Members there is a "Request to Speak" option that, pending review and any procedural changes necessary for use by all Members, could also be used to support Members who are unable to rise from their seats. Work on a Green Screen Studio to facilitate sign language interpretation has been completed. Work on a Green Screen Studio to facilitate sign language interpretation has been completed.</p> <p>No further work is currently planned for the Assembly Chamber.</p>

Unrestricted

Section 3: Communication, Consultation and Engagement

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
3.1 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:	Equality and Good Relations Unit.	2022 Progress emails are issued to staff annually.	Complete for Reporting Period The six-monthly update report on the Disability Action Plan (December 2023) was completed and published on the staff intranet and Assembly website.
		- 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.			
3.2 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	Mystery visitors visit Parliament Buildings and complete a questionnaire about their visit.	Equality and Good Relations Unit with support from disability organisations.	Every two years beginning in: March 2022 then March 2024.	Complete A mystery visitor survey was carried out between January 2024 and April 2024. The survey was distributed to individual mystery visitors through the External Disability Advisory Group (EDAG) member organisations. There was one response to the survey which was generally positive about the
		Feedback from mystery visitors is reviewed and action is taken where			

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
	for purpose.	appropriate.			experience of visitors with disabilities to Parliament Buildings.
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.	Distribution and analysis continue throughout the lifetime of the Action Plan.	Overdue A Procurement exercise was successfully completed and awarded to a USA-based company. The company subsequently pulled out of the procurement contract due to excessive delivery and customs charges. No costs incurred by Assembly. An internal solution may be the way forward, and this will be progressed in 2024-2025.
			RaISe 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.	31 December 2022.	Complete The easy read version of Accessing Parliament Buildings has been completed, published on the Assembly website and included in social media promotion of visiting arrangements.
3.5 Develop an accessible meeting guide and checklist	To enable people with disabilities to fully participate in Committee	Relevant staff, including Committee staff, are consulted about the content of guide and	Equality and Good Relations Unit, in conjunction with	31 December 2022.	Complete The new accessible meeting guide and checklist for committee meetings were

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
for Committee meetings.	meetings.	checklist.	staff from Parliamentary Services and Communications Office.		<p>developed by CAMS Office in early 2023. Feedback was subsequently requested and received from Equality Unit, the External Disability Advisory Group and Clerk Assistants. The guide and checklist were revised to reflect feedback received and a final version forwarded to the Equality Unit in October 2023.</p> <p>The guidance and checklist have been incorporated into the Committee Staff Guide Portal.</p> <p>In addition, the Gallery Rules that should be adhered to by all visitors at committee meetings have been produced in Braille and will be available at all committee meetings, both in Parliament Buildings and when committees hold meetings at external venues.</p>
		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 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.	Parliamentary Services.	31 December 2022.	<p>Complete for Reporting Period</p> <p>The Committee Staff Guide project is now complete. It is now a live, business-as-usual document and published internally for use by committee staff. Permissions are managed by the CAMS Office.</p> <p>Interactive materials and guides have been published.</p> <p>A clear version control document is in place</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
					<p>and new additions/amendments to the guide will be screened for accessibility, as appropriate.</p> <p>Committees continue to work closely with the Web Manager to ensure all templates used for publishing official committee documents adhere to the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations.</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.	31 May 2022.	<p>Complete for Reporting Period</p> <p>An updated guide to submitting evidence to Assembly Committees in written or other formats has been completed. Written submissions should be provided to the committee as a Microsoft Word document. Written submissions may be provided in another language but should be accompanied by an English translation. Submissions can also be provided through other formats, such as pictures or short audio or video clips. Organisations and individuals wishing to submit evidence in an alternative format should advise the committee office in advance.</p> <p>Witnesses providing oral evidence to a committee are advised to contact the committee office if they need to avail of</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
					<p>interpretation or other forms of communication support services, or to advise of any additional adjustments that may be required to facilitate appearance before the committee. Staff also signpost to the 'Planning Your Visit' page on the Assembly website which provides information on the facilities available at Parliament Buildings.</p> <p>Since a resumption of normal business, videoconferencing is utilised by committees. Staff provide guidance on videoconferencing to witnesses wishing to utilise this facility.</p> <p>It is expected the committee staff will use Citizen Space as their primary tool when calling for evidence.</p>
3.8 Ensure accessibility of our website.	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>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>	Communications Office.	Ongoing over the lifetime of the Action Plan.	<p>Complete for Reporting Period</p> <p>New content on the website and on social media is checked for accessibility prior to publication on a continuing basis.</p> <p>The Web Team regularly checks the most popular content on sites for accessibility and amends as appropriate.</p> <p>Increased attention has been given to improving the descriptive nature of Alt Text on social media published photographs and this has received positive feedback from end</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
		<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>			users.
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.	Ongoing over the lifetime of the Action Plan.	<p>Complete for Reporting Period</p> <p>We ensured that in the recruiting campaign for the Youth Assembly that all material was fully accessible and that we featured those with a disability who had previously engaged with the body.</p> <p>Communications also co-ordinated learning sessions relevant to the audit as below:</p> <p>"Let's Learn" Celebrating Autism 30 March 2023.</p> <p>"Let's Learn" Autism Champion Training - 8 June 2023.</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
					<p>"Let's Learn" BSL Level 2 Training - 2 June 2023 to November 2023.</p> <p>We continue to identify opportunities to use representative images as and when appropriate.</p>
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.	Ongoing through the lifetime of the Action Plan.	<p>Complete for Reporting Period</p> <p>Posts are placed on our social media platforms as and when necessary and linked, for instance, to times of high interest in tours of Parliament Buildings.</p>

Unrestricted

Section 4: Outreach and Education

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
4.1 Promote 'Parliament Buildings' access video on website, following updates including changes to the Building 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>	To raise awareness of facilities at Parliament Buildings for people with a disability and to highlight accessible tours of Parliament Buildings.	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.	Events Office and Building Services, with support from Communications Office and the Equality and Good Relations Unit.	November 2023.	Overdue Work on updating the accessing Parliament Buildings video was delayed by staff changes but has now commenced with the development of a revised script. The new video will be complete by June 2024.
		Video is promoted on website and through social media and is circulated to disability groups.			
		Subtitled and signed versions of the video made available, along with a transcript of the content.			
4.2 Offer	To encourage people	Tours offered once a	Events Office.	31 December	Complete for Reporting Period

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
autism-friendly tours of Parliament Buildings.	with autism to visit Parliament Buildings	year.		2022 and once a year thereafter.	<p>An 'ASD Teens' group attended an engagement session and took part in a tour of Parliament Buildings. Details were provided in advance particularly regarding the security process and bell sounds. On arrival the group spent some time in the quiet room and two autism champions volunteered to attend to offer support.</p> <p>To further encourage groups with additional needs to visit Parliament Buildings specific sessions would need to be communicated to individual groups including the support that can be offered. This may increase take up.</p>
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.	31 December 2022 and once a year thereafter.	<p>Complete for Reporting Period</p> <p>Several groups who support people with dementia were contacted in December 2023 as part of a wider campaign to mark International Day of People with Disabilities. Groups were invited to book an engagement session and/or a tour of Parliament Buildings. We did not receive any response.</p> <p>To further encourage groups with additional needs to visit Parliament Buildings specific sessions would need to be communicated to individual groups including the support that can be offered. This may increase take up.</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
					<p>Within the reporting period the events team delivered a private tour to a group of constituents, which included several visitors with Alzheimers and Dementia.</p> <p>The Events Team have also made contact with local Dementia care homes but have not been successful in confirming tours at this time.</p>
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.	As required throughout the lifetime of the Action Plan.	<p>Complete for Reporting Period</p> <p>The Assembly resumed business on 3 February 2024. As at 31 March 2024, there have been no requests from committees for school consultations. The Education Service is ready to assist committees when required.</p>
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.	<p>Discussions held with other legislatures and special schools to identify need and existing resource offering.</p> <p>Resources designed and</p>	Education Service.	By 30 June 2022 and thereafter throughout the lifetime of the Action Plan.	<p>Complete for the reporting period</p> <p>One special school group, with 25 participants, participated in the Education Programme in Parliament Buildings between 1 December 2023 and 31 March 2024. A further 3 schools, comprising 64 participants will visit between April and June 2024. The yearly figure – from 1</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
		delivered as required.			<p>April 2023 to 31 March 2024 is 9 groups, with 175 pupils.</p> <p>Before a visit by a special school, an Education Officer contacts the teacher to discuss the programme and any particular requirements. The Education Service has been working to make educational resources more accessible. 'Recite Me' read aloud software was added to the education website on 1 December 2023. The Visits page of the website is being revamped to ensure clear presentation of information about visits. It incorporates a video about what to expect when visiting the Assembly.</p> <p>Post visit work booklets were reviewed in line with accessibility guidance (colours, fonts etc). The procurement of a sensory toy model of Parliament Buildings has been completed and the Education Service is awaiting delivery of an order for 1000 items.</p> <p>A new Assembly colouring book has been designed and is soon to be printed.</p>
4.6 Hold a conference for teachers from special schools	To provide teachers with awareness and understanding of the Education Service's	Conference held every two years (with option for additional conferences as	Education Service.	First conference to be held by 30 June 2022 and	<p>Complete for Reporting Period</p> <p>The Education Service plans to hold its next conference for special needs teachers in the</p>

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
every two years	Assembly-related teaching resources, and to find out more about the needs of pupils in special schools.	required).		every two years thereafter.	<p>Autumn term of academic year 2024-2025. This will help raise awareness of the Assembly's education programme and resources and help build relationships between the Education Service and schools, with a view to improving the service for young people with special and additional needs. Education Officers contact special schools in advance of a visit to agree content, including a presentation pitched at the right level.</p> <p>The Education Service has reviewed its 'Visit' page on the education website, with CCEA, to make navigation easier and to ensure that there is clear, accurate and comprehensive information for special schools wanting to book a visit to Parliament Buildings. The new page will be published by end May 2024.</p> <p>In February 2024, the Education Service met with representatives from BBC NI's Education Team and it is planned to produce a sensory film about a visit to Parliament Buildings. Staff from the Assembly's Communications and Building Services teams also attended the meeting.</p>
4.7 Provide subtitles and transcripts for	To make the work of the Education Service more	All films subtitled, transcribed and made available on Education	Education Service.	Ongoing throughout the lifetime of	Complete for Reporting Period

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
all Education Service short films and animations.	accessible to young people with disabilities.	Service website.		the Action Plan.	All animations are subtitled and signed in both BSL and ISL. A written transcript is also provided. The Education Service has recently completed 3 new animations - 2 on Brexit and 1 on the Northern Ireland Budget. Subtitles and transcripts are provided for other video material, eg, recordings of conference presentations.
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.	Annually.	Complete for Reporting Period As the Assembly was not sitting, the Disabled People's Parliament could not take place. Instead, to mark International Day for People with Disabilities in December 2023, the Engagement Team contacted 300 contacts who have a disability, or who work with people with disabilities. The email encouraged contacts to book a visit and training session or join a co design panel. 10 groups offered to join the co design panel and plans for this group are being developed. A new Citizen Assembly Framework has been developed and the Disabled People's Parliament is planned for 6 December 2024.
4.9 Hold events to	To raise awareness and promote	Hold one to two events a year to mark	Engagement.	Throughout the lifetime of	In Progress

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
mark disability awareness days or weeks over the lifetime of the Action Plan.	understanding of disability issues.	awareness days/weeks for a range of disabilities e.g. Learning Disability Week, Deaf Awareness Week etc.		the Disability Action Plan 2022-25.	A virtual engagement session has been booked by Carers NI for their Carers' Policy Forum group to mark Carers' Week in June 2024. More events to be planned.

Unrestricted

Section 5: Structural changes to increase participation and accessibility

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
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.	Initial placement agreed by 31 March 2023.	Complete for Reporting Period Consideration has been given to a further placement and agreement now reached with a business area for placement to take place in September 2024.
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.	31 March 2024.	Complete for Reporting Period Minor alterations were made to furniture as the rooms came back to full utilisation post restoration of Assembly business. Work has finished on the Committee room refurbishments with accessibility issues continually under consideration. More access for wheel-chair users has been provided. In person Committee hearings were heard in the new rooms involving evidence taking from disabled witnesses. No negative feedback resulted.
5.3 Consider disability issues relating to Committee rooms at	To make the work of Assembly Committees more accessible.	Consideration of disability issues relating to access to, and layout of, Committee rooms.	Building Services.	31 March 2024.	Complete for reporting period Work has been completed on Committee rooms including a new layout and furniture

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
Parliament Buildings.					that will help provide better access for wheelchair users. The Communications Office is currently upgrading the broadcasting facilities in the Senate Chamber and we have taken the opportunity to replace the induction loop. Accessibility will be kept under review.
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.	31 December 2022.	Complete for reporting period 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. Signage will continue to be kept under review throughout the lifetime of the DAP.

Unrestricted

Section 6: Awards and Accreditation

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
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.	Annually.	Complete for reporting period Accreditation to the NAS Autism Friendly Award was awarded in April 2023 and has been maintained. Further training for our Autism Champions has been carried out.
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.	Annually.	Complete for reporting period Accreditation is no longer offered but Building Services continues to work with partners including RNID to ensure that Parliament Buildings is accessible for service users who are deaf or with hearing loss.
6.3 Sign up to the Disability Confident Scheme.	To increase our understanding of disability issues and to ensure that, as an	Assembly Commission to sign up to the Scheme.	Human Resources Office.	31 March 2022	Complete The Assembly Commission has signed up to the Disability Confident Scheme and the logo is on our recruitment website to highlight

Unrestricted

Action	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
	employer, we enable disabled people to have the opportunity to fulfil their potential.				that we are a member of the Scheme.

Unrestricted

Section 7: Monitoring and Reporting

Number	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
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.	Every six months (May and November each year).	Complete for reporting period A six-monthly progress report was provided to the Senior Management Team in January 2024 and published on the staff intranet.
		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.	Every year (to Equality Commission timetable).	Complete The annual progress report for 2022/2023 was submitted to the Equality Commission on 29 June 2023 and has been published on the Assembly website.
		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 the	Equality and Good Relations Unit.	31 December 2024.	Complete The report on the five-year review of our Disability Action Plans was noted by the Assembly Commission on 21 June 2023 and has been published on the Assembly website, with an email sent to staff and

Unrestricted

Number	What we want to achieve	Performance indicator/target	Who will do it	By when	Current Position and Update
		Disability Action Plan 2022-25.			stakeholders to let them know that the review is available.
		Once approved, the review is published online. Email is sent to staff and stakeholders to let them know that review is available.			