



Northern Ireland  
Assembly

# Northern Ireland Assembly Commission Draft Disability Action Plan 2025-2030

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## **Draft Disability Action Plan Area: Staff Training**

### **Action 1**

#### **Action**

Deliver staff training to ensure staff understand the requirements relating to disability equality legislation and disability awareness.

#### **Aim**

Ensure staff are up to date with required disability training, how it relates to their work and the importance of being treated with dignity, fairness, equality, and respect.

#### **Measurable output(s)**

- Development of an eLearning course on Disability Awareness co-produced with disabled people.
- Monitoring records show training has been delivered to all staff.
- Evaluation of training shows increase in staff knowledge of disability legislation and related issues.

#### **Timescale**

Over the lifetime of the Action Plan.

### **Action 2**

#### **Action**

Offer staff Masterclasses focusing on a range of disabilities.

## **Aim**

To raise staff awareness on a range of disabilities and how they impact on people's lives.

## **Measurable output**

Evaluation of Masterclasses shows increase in staff awareness and knowledge.

## **Timescale**

Over the lifetime of the Action Plan.

## **Action 3**

### **Action**

All Education and Youth Assembly Officers complete the course 'Developing SEND Inclusive Learning with Confidence'.

### **Aim**

Ensure staff are trained in delivery of Educational programmes to SEND<sup>1</sup> groups.

### **Measurable output**

Staff feedback on the value of the course and their preparedness to cater for SEND groups.

### **Timescale**

All Education and Youth Assembly Officers will have completed training by March 2026.

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<sup>1</sup> SEND refers to Special Educational Needs and Disability.

## Action 4

### Action

Continue to deliver training, and provide guidance, to ensure staff who are content creators/publishers, understand online accessibility and compliance with the requirements set out in relevant regulations<sup>2</sup>.

### Aim(s), Measurable output(s) and Timescales

**Aim:** To ensure that staff, who are content creators/publishers, are aware of the latest accessibility guidance and know how to apply it in their work.

- **Measurable output:** All staff involved in creating content or online publishing are offered training.
- **Measurable output:** Monitoring records show training has been delivered to all relevant staff.
- **Measurable output:** Video guides, advice, and guidance are made available on intranet for all staff and updated as required.
- **Timescale:** Over the lifetime of the Action Plan.

**Aim:** General awareness training on online accessibility is offered once a year to all staff.

- **Measurable output:** Monitoring records show training has been delivered to all interested staff.
- **Measurable output:** Evaluation of training shows increase in staff knowledge.
- **Timescale:** Annually.

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<sup>2</sup> [The Public Sector Bodies \(Websites and Mobile Applications\) Accessibility Regulations.](#)

**Aim:** Specialised accessibility training is provided to Content management System (CMS) editors in web team.

- **Measurable output:** Monitoring records show training has been delivered to all relevant staff.
- **Measurable output:** Evaluation of training shows increase in staff knowledge of accessibility best practice.
- **Timescale:** As and when required.

## Draft Disability Action Plan Area: Communication and feedback

### Action 5

#### Action

Continually improve accessibility of our website and digital offerings, and strive for compliance with accessibility regulations.

#### Aim(s), Measurable output(s) and Timescales

**Aim:** Complete the website redevelopment project by March 2026 with the aim of addressing potential accessibility barriers<sup>3</sup> and creating a site which allows all users to perceive, understand, navigate, interact with and contribute to the site.

- **Measurable output:** Track and consider 80% of user-reported accessibility issues within a 3-month timeframe.
- **Timescale:** Development stage commenced in Autumn 2024.
- **Measurable output:** Consider the top 5 most frequently accessed pages with accessibility barriers with a view to addressing the issues if possible.
- **Timescale:** Every six months.
- **Measurable output:** Conduct annual accessibility audits using tools like WebAIM WAVE to measure against WCAG 2.2 AA standards. Record and report any issues to the IS Office for development support.
- **Timescale:** Annually.
- **Measurable output:** Update website accessibility statement annually based on audit results.

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<sup>3</sup> Addressing accessibility barriers will include colour contrast, keyboard navigation, screen reader compatibility and use of plain English.

- **Timescale:** Annually.

**Aim:** Investigate the feasibility of a Content Strategy to accompany the website redevelopment project that provides direction on how to standardise and present all published information in a more user-friendly and accessible manner for all users.

- **Measurable output:** Establish the parameters for the formulation of a content strategy.
- **Measurable output:** Produce a paper with recommendations for Heads of Business.
- **Measurable output:** Establish resource implications to deliver the content strategy recommendations.
- **Timescale:** In line with the lifetime of the website redevelopment project.

## Action 6

### Action

Communicating the work of the Assembly.

### Aim(s), Measurable output(s) and Timescales

**Aim:** Provide sign language interpretation for the Northern Ireland Assembly Question Time and occasional special events.

- **Measurable output:** Sign language interpretation (British Sign Language, BSL & Irish Sign Language, ISL) is provided for at one Northern Ireland Assembly Question Time per week, with Question Time to The Executive Office (TEO) always to be interpreted; and that certain special events, such as the first sittings in a new mandate, are sign language interpreted (subject to availability).
- **Timescale:** Over the lifetime of the Action Plan.



**Aim:** The new Assembly website will be compliant with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.

- **Measurable output:** Manual accessibility website audit conducted.
- **Timescale:** Two yearly over the lifetime of the Action Plan (2026, 2028 and 2030).

## Action 7

### Action

Monitor feedback from the visitor experience in Parliament Buildings with a focus on customer service, public facilities and accessibility to Assembly business.

### Aim

The Visitor Survey is mainstreamed across services which interface with the public in order to collect data to inform access and service provision.

### Measurable output

Visitor survey feedback considered and action taken as appropriate.

### Timescale

Every six months.

## Action 8

### Action

Identify opportunities to promote positive attitudes of disability through images on the Assembly website, on social media and in Assembly publications.

## **Aim**

We will have a corporate approach to the use of staff and visitor images which promote positive attitudes towards disabled people.

## **Measurable output**

Review of images used in Assembly communications to ensure they are representative of people in the community and, where possible, of people engaging with, or participating in, Assembly Commission services, including those with a disability.

## **Timescale**

Ongoing over the lifetime of the Action Plan.

## **Draft Disability Action Plan Area: Engagement and Participation**

### **Action 9**

#### **Action**

Awareness days (including those related to particular disabilities) to be marked/celebrated by the Assembly Commission, including annual plan of engagement events.

#### **Aim**

To mark awareness days over the course of the action plan with the aim of raising awareness of particular disabilities as well as demonstrating how people can participate in the work of the Assembly. A targeted approach will be adopted to identify the most relevant awareness days.

#### **Measurable output**

Awareness days will be delivered on an annual basis.

#### **Timescale**

Annually.

### **Action 10**

Continue to encourage Special Educational Needs (SEN) schools, and mainstream schools with SEN pupils, to take part in the education programmes.

## **Aim(s), Measurable output(s) and Timescales**

**Aim:** Offer inclusive and bespoke activities suitable for pupils.

- **Measurable output:** Increased number of SEN schools and pupils taking part in education programmes either through a visit to Parliament Buildings, a virtual session or an outreach session.
- **Timescale:** Over the lifetime of the Action Plan.

**Aim:** Develop more visual/sensory resources for children with special educational needs.

- **Measurable output:** Positive feedback from teachers.
- **Timescale:** Over the lifetime of the Action Plan.

## **Action 11**

### **Action**

Deliver accessible tours of Parliament Buildings.

### **Aim**

To provide people with additional needs the opportunity to take part in a tour of Parliament Buildings.

### **Measurable output(s)**

- Increased delivery of specific accessible tours.
- Over the course of the plan measure uptake of these tours.

### **Timescale**

Over the lifetime of the Action Plan.

## **Draft Disability Action Plan Area: Awards, Accreditations and Standards**

### **Action 12**

#### **Action**

Maintain Autism Friendly Award.

#### **Aim**

To show our commitment to ensuring that Parliament Buildings is a welcoming place for autistic people and their families.

#### **Measurable output**

Standards met as required.

#### **Timescale**

Annually.

### **Action 13**

#### **Action**

Work with RNID and others to provide accessible services for service users who are deaf or with hearing loss.

#### **Aim**

To show commitment to improving access to Parliament Buildings for people with deafness, tinnitus and hearing loss.

## **Measurable output**

Annual review of disability access audit (2024) findings.

## **Timescale**

Annually.

## **Action 14**

### **Action**

Maintain membership of the Disability Confident Scheme. Disability Confident is a government scheme that encourages employers to recruit, retain and develop disabled people.

### **Aim**

To ensure that, as an employer, we continue to enable disabled people to have the opportunity to fulfil their potential.

## **Measurable output**

Membership of the Disability Confident Scheme is maintained.

## **Timescale**

2025.

## **Action 15**

### **Action**

Maintain JAM (Just a Minute) Card standards.

## **Aim**

To make Parliament Buildings a welcoming place for people with a learning difficulty, autism or a communication barrier.

## **Measurable output(s)**

- Renew JAM card license each year.
- Ensure new employees complete the JAM card e-learning course.

## **Timescale**

Over the lifetime of the Action Plan.

## Draft Disability Action Plan Area: Representation

### Action 16

#### Action

Continue to engage with our External Disability Advisory Group (EDAG). EDAG is made up of practitioners and representatives from the disability sector who assist with the development and implementation of the Disability Action Plan.

#### Aim

Engagement and participation of disabled people and their representative groups continues to inform the implementation of the Disability Action Plan.

- **Measurable output:** A 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.
- **Timescale:** Meetings arranged as required throughout the lifetime of the Action Plan.
- **Measurable output:** Membership is reviewed every two years to ensure a full range of disability organisations are represented on the Group.
- **Timescale:** Review of membership carried out every two years: by 30 June 2027 and 30 June 2029.

### Action 17

#### Action

Continue to provide short-term supported placements for people with a disability under the Apprenticeship and Placement Framework.



## **Aim**

To provide opportunities for people with a disability to develop their skills and confidence in the workplace and gain meaningful work experience.

## **Measurable output**

Further short-term supported placements are facilitated during the lifetime of the Action Plan.

## **Timescale**

First placement to be facilitated by 31 March 2026 and further placement by 31 March 2028.

## **Action 18**

### **Action**

Hold a Disability Parliament as part of a series of citizens parliaments.

### **Aim**

To afford people with Disabilities the opportunity to have their voices heard on issues that are important to them.

### **Measurable output**

Annual Parliament for People with Disabilities is held.

### **Timescale**

Annually.

## Action 19

### Action

Young people with disabilities are represented on the Northern Ireland Youth Assembly.

### Aim(s)

- To ensure the Northern Ireland Youth Assembly is representative of the youth population of Northern Ireland.
- To ensure that the voices of young people with disabilities are heard in the Northern Ireland Assembly.

### Measurable output

Young people with disabilities are represented on the Northern Ireland Youth Assembly.

### Timescale

Throughout the lifetime of the DAP. Youth Assembly recruitment happens every 2 years (2025, 2027, and 2029).

## Draft Disability Action Plan Area: Monitoring and Reporting

### Action 20

#### Action

Ensure staff are kept up to date on progress on 2025-2030 Disability Action Plan.

#### Aim

To raise staff awareness of the work the Assembly Commission is doing on disability and of wider disability issues.

- **Measurable output:** Once the Action Plan is approved, staff are kept informed on progress on results of the consultation; where to find the final agreed Action Plan and what the Action Plan contains.
- **Timescale:** May 2025.
- **Measurable output:** Staff are notified by email of availability of six-monthly updates on the website.
- **Timescale:** Bi-annually.

### Action 21

#### Action

Report on progress to Senior Management Team (SMT) every six months and the Assembly Commission every year.

## Aim

To ensure that we deliver on the targets in our plan and that we keep staff and the public informed of progress.

- **Measurable output:** Following consultation with business areas, six-monthly updates are prepared for SMT and annual updates for the Assembly Commission.
- **Timescale:** Bi-annually.
- **Measurable output:** Approved six-monthly updates are published on the Assembly website.
- **Timescale:** Bi-annually.

## Action 22

### Action

Report on progress yearly to the Equality Commission.

### Aim

To ensure that we deliver on the targets in our plan and that we keep the Equality Commission informed of progress.

- **Measurable output:** Following approval by SMT and the Assembly Commission, annual reports are prepared and submitted to the Equality Commission.
- **Timescale:** June each year (Equality Commission deadline for submission is 31 August each year).

- **Measurable output:** Following a meeting with the Equality Commission to discuss annual report content, reports are published on the Assembly website.
- **Timescale:** October each year.

## Action 23

### Action

Carry out a five-year review of our Disability Action Plan.

### Aim

To review our plan to make sure it is effective and achieve what it sets out to do.

- **Measurable output:** Review of the Disability Action Plan is carried out, in consultation with business areas, and presented to SMT and the Assembly Commission.
- **Timescale:** 2030.
- **Measurable output:** Once approved, the review is published online. Email is issued to staff and stakeholders to inform them the review is available.
- **Timescale:** 2030.