

## Unrestricted

### Disability Action Plan 2025 – 2030: Six Monthly Update

**December 2025**

Status Key:

20	Completed/ Complete for reporting period	87%
1	Ongoing/In Progress	4.3%
1	Not completed	4.3%
1	Not Due	4.3%
	Total Actions 23	Percentage 100%

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### Aim 1: Promoting positive attitudes towards disabled people

Corporate Strategy 2023-2028 High Level Objective: Promote a learning environment to support staff in their careers					
Area: Staff Training					
Action	Aims and Objectives	Measurable Outputs <sup>1</sup>	Timescale	Lead Business Area	Progress Report
1. Deliver staff training to ensure staff understand the requirements relating to disability equality legislation and disability awareness, including hidden disabilities.	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.	MO 1: Development of an eLearning course on Disability Awareness co-produced with disabled people.	Over the lifetime of the plan.	Learning and Development.  Equality Unit.	<b>Complete for reporting period</b>
		MO 2: Monitoring records show training has been delivered to all staff.			
		MO 3: Evaluation of training shows increase in staff knowledge of disability			

<sup>1</sup> MO: Measurable Output

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Corporate Strategy 2023-2028 High Level Objective: Promote a learning environment to support staff in their careers					
Area: Staff Training					
Action	Aims and Objectives	Measurable Outputs <sup>1</sup>	Timescale	Lead Business Area	Progress Report
		legislation and related issues.			
2. Offer staff Masterclasses focusing on a range of disabilities.	To raise staff awareness on a range of disabilities and how they impact on people's lives.	MO 1: Evaluation of Masterclasses shows increase in staff awareness and knowledge.	Over the lifetime of the Action Plan.	Learning and Development.	<b>Complete for reporting period</b>
3. All Education and Youth Assembly Officers complete the course 'Developing SEND <sup>2</sup> Inclusive Learning with Confidence'.	Ensure staff are trained in delivery of Educational programmes to SEND groups.	MO 1: Staff feedback on the value of the course and their preparedness to cater for SEND groups.	All Education and Youth Assembly Officers will have completed training by March 2026.	Education Service and Youth Assembly	<b>Complete for reporting period.</b>
4. Continue to deliver training, and provide guidance, to ensure staff who are content creators/publishers, understand online accessibility and	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.	MO 1: All staff involved in creating content or online publishing are offered training.	Over the lifetime of the plan.	Communications Office.	<b>Complete for reporting period</b>

<sup>2</sup> SEND refers to Special Educational Needs and Disability.

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Corporate Strategy 2023-2028 High Level Objective: Promote a learning environment to support staff in their careers					
Area: Staff Training					
Action	Aims and Objectives	Measurable Outputs <sup>1</sup>	Timescale	Lead Business Area	Progress Report
compliance with the requirements set out in relevant regulations <sup>3</sup> .		MO 2: Monitoring records show training has been delivered to relevant staff.			
		MO 3: Video guides, advice, and guidance are made available on intranet for all staff and updated as required.	Over the lifetime of the plan.		
	General awareness training on online accessibility is offered once a year to all staff.	MO 4: Monitoring records show that awareness training has been delivered to interested staff.	Annually.		
		MO 5: Evaluation of training shows increase in staff knowledge.			
	Specialised accessibility training is	MO 6: Monitoring records show	As and when required.		

<sup>3</sup> [The Public Sector Bodies \(Websites and Mobile Applications\) Accessibility Regulations.](#)

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	provided to CMS <sup>4</sup> editors in web team.	training has been delivered to all relevant staff.			
		MO 7: Evaluation of training shows increase in staff knowledge of accessibility best practice.			

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<sup>4</sup> Content Management System.

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Corporate Strategy 2023-2028 High Level Objectives:					
1. Make the work of the Assembly more accessible 2. Develop and implement a strategy for communicating the impact of the Assembly					
Area: Communication and Feedback					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
5. Continually improve the accessibility of our website and digital offerings, and strive for compliance with accessibility regulations.	Complete the website redevelopment project by 2028 taking into account potential accessibility barriers and creating a site which allows all users to perceive, understand, navigate, interact with and contribute to the site.		Development stage commenced in Autumn 2024.  Complete the website redevelopment project by 2028.	Communications Office.	<b>Ongoing/ In progress</b> The new Assembly website will be delivered during the lifetime of this action plan. The development stage is ongoing. In developing the new website, requirements on accessibility for public sector bodies will be complied with.  MO 1: New content on the website and on social media is checked for accessibility prior to publication on a continuing basis. During the reporting period there was an issue raised by a user that related to on-line
		MO 1: Track and consider 80% of user-reported accessibility issues within a 3-month timeframe.	Consideration of issues within 3 months of reporting.		

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					engagement tools used by Members. Whilst outside the Communications Office remit, the Communications Office liaised with the Bill Office and provided accessibility tips and guidance for Members.
		MO 2: Consider the top 5 most frequently accessed pages with accessibility barriers with a view to addressing the issues if possible.	Every six months.		MO 2: The Web Team regularly checked the most popular content on sites for accessibility and amended as appropriate.  MO 3: Internal manual accessibility audits were carried out on the various Assembly websites by the Web Team. Improvements were made as appropriate and accessibility

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		MO 3: 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.	Annually.		statements updated to reflect the changes.
		MO 4: Update website accessibility statement annually based on audit results.			<p>MO 4: Accessibility Statements have been updated as appropriate as a result of the manual internal annual audits carried out by the Web Team.</p> <p>MO 5: Will be taken forward as part of development of the new website.</p> <p>MO 6: Will be considered in line with the website redevelopment project timelines.</p>



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Area: Communication and Feedback					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
	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.	MO 5: Establish the parameters for the formulation of a content strategy.	In line with the lifetime of the website redevelopment project.		MO 7: Resource implications will be considered as part of the recommendations paper (which will be produced in line with the website redevelopment project timelines).
		MO 6: Produce a paper with recommendations for Heads of Business.			
		MO 7: Establish resource implications to deliver the content strategy recommendations.			
6.Communicating the work of the Assembly.	Provide sign language interpretation for the Northern Ireland Assembly Question Time	MO 1: Sign language interpretation (British Sign Language, BSL & Irish Sign Language, ISL) is provided for	Over the lifetime of the plan.	Parliamentary Services.	<b>Complete for reporting period</b>

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Corporate Strategy 2023-2028 High Level Objectives:					
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Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
	and occasional special events.	at least 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).			
	The new Assembly website will be compliant with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.	MO 2: Manual accessibility website audit conducted.	Two yearly over the lifetime of the plan (2026, 2028 and 2030).	Communications Office.	Not Yet Due

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Corporate Strategy 2023-2028 High Level Objectives:					
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Area: Communication and Feedback					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
7. Monitor feedback from the visitor experience in Parliament Buildings with a focus on customer service, public facilities and accessibility to Assembly business.	The Visitor Survey is mainstreamed across services which interface with the public in order to collect data to inform access and service provision.	MO 1: Visitor survey feedback considered and action taken as appropriate.	Every six months.	RaISe has responsibility for the analysis of survey responses.  Public Engagement to forward any issues raised to relevant business area.	<b>Not completed</b> Consideration is currently being given to development of the visitor survey and its content and focus. Implementation and visitor feedback will be reported on in the next biannual update.
8. Identify opportunities to promote positive attitudes of disability through images on the Assembly website, on social media and in Assembly publications.	We will have a corporate approach to the use of staff and visitor images which promote positive attitudes towards disabled people.	MO 1: 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	Ongoing over the lifetime of the Action Plan.	Communications Office.	<b>Complete for Reporting Period.</b>

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Corporate Strategy 2023-2028 High Level Objectives:					
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Area: Communication and Feedback					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
		those with a disability.			

Corporate Strategy 2023-2028 High Level Objectives:					
1. Develop and implement a public engagement strategy 2. Create more opportunities to engage with Committees					
Area: Engagement and Participation.					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
9. Awareness days (including those related to particular disabilities) to be marked/celebrated by the Assembly Commission, including annual plan of engagement events.	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	MO 1: Awareness days will be delivered on an annual basis.	Annually.	Public Engagement.	<b>Complete for reporting period.</b>

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Corporate Strategy 2023-2028 High Level Objectives:					
1. Develop and implement a public engagement strategy 2. Create more opportunities to engage with Committees					
Area: Engagement and Participation.					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
	targeted approach will be adopted to identify the most relevant awareness days.				
10. Continue to encourage SEN <sup>5</sup> schools, and mainstream schools with SEN pupils, to take part in the education programmes.	Offer inclusive and bespoke activities suitable for pupils.	MO 1: 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.	Over the lifetime of the plan.	Education Service.	<b>Complete for reporting period</b>

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<sup>5</sup> SEN refers to Special Educational Needs

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Corporate Strategy 2023-2028 High Level Objectives:					
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Area: Engagement and Participation.					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
	Develop more visual/sensory resources for children with special educational needs.	Positive feedback from teachers.			
11. Deliver accessible tours of Parliament Buildings.	To provide people with additional needs the opportunity to take part in a tour of Parliament Buildings.	MO 1: Increased delivery of specific accessible tours.	Over the lifetime of the plan.	Public Engagement.	<b>Complete for the reporting period</b>
		MO 2: Over the course of the plan measure uptake of these tours.			

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Corporate Strategy 2023-2028 High Level Objective: Make the work of the Assembly more accessible					
Area: Awards, Accreditations and Standards					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
12. Maintain Autism Friendly Award.	To show our commitment to ensuring that Parliament Buildings is a welcoming place for autistic people and their families.	MO 1: Standards met as required.	Annually.	Facilities.	Complete for reporting period
13. Work with RNID and others to provide accessible services for service users who are deaf or with hearing loss. 'Service users' includes visitors, building users and staff.	To show commitment to improving access to Parliament Buildings for people with deafness, tinnitus and hearing loss.	MO 1: Annual review of disability access audit findings.	Annually.	Facilities.	Complete for reporting period
14. Maintain membership of the Disability Confident Scheme. Disability Confident is a government scheme that	To ensure that, as an employer, we continue to enable disabled people to have the opportunity to fulfil their potential.	MO 1: Membership of the Disability Confident Scheme is maintained.	2025	Human Resources Office.	Complete for reporting period

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Corporate Strategy 2023-2028 High Level Objective: Make the work of the Assembly more accessible					
Area: Awards, Accreditations and Standards					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
encourages employers to recruit, retain and develop disabled people.					
15. Maintain JAM (Just a Minute) Card standards.	To make Parliament Buildings a welcoming place for people with a learning difficulty, autism or a communication barrier.	MO 1: Renew JAM card license each year.	Over the lifetime of the plan	Learning and Development.	<b>Complete for reporting period</b>
		MO 2: Ensure new employees complete the JAM card e-learning course.			



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### Aim 2: Encouraging the participation of disabled people in public life

Corporate Strategy 2023-2028 High Level Objectives:					
1. Develop and implement a public engagement strategy 2. Create opportunities to build networks and teams					
Area: Representation					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
16. 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.	Engagement and participation of disabled people and their representative groups continues to inform the implementation of the Disability Action Plan.	MO 1: 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.	Meetings arranged as required throughout the lifetime of the Action Plan.	Equality Unit.	Complete for reporting period
		MO 2: 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: by June 2027 and 30 June 2029.		
17. Continue to provide short-term supported placements for	To provide opportunities for people with a disability to	MO 1: Further short-term supported placements are	First placement to be facilitated by 31 March 2026 and further	Human Resources Office.	Complete for reporting period

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Corporate Strategy 2023-2028 High Level Objectives:					
1. Develop and implement a public engagement strategy 2. Create opportunities to build networks and teams					
Area: Representation					
Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
people with a disability under the Apprenticeship and Placement Framework.	develop their skills and confidence in the workplace and gain meaningful work experience.	facilitated during the lifetime of the Plan.	placement by 31 March 2028.		
18. Hold a Disability Parliament as part of a series of citizens parliaments.	To afford people with Disabilities the opportunity to have their voices heard on issues that are important to them.	MO 1: Annual Parliament for People with Disabilities is held.	Annually.	Public Engagement.	<b>Complete for reporting Period</b>
19. Young people with disabilities are represented on the Northern Ireland Youth Assembly.	To ensure the Northern Ireland Youth Assembly is representative of the youth population of Northern Ireland.	MO 1: Young people with disabilities are represented on the Northern Ireland Youth Assembly.	Throughout the lifetime of the DAP. Youth Assembly recruitment happens every 2 years (2025, 2027, and 2029).	Youth Assembly.	<b>Complete for reporting Period</b>
	To ensure that the voices of young people with disabilities are heard in the Northern Ireland Assembly.				

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### Monitoring and Reporting

Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
20. 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.	MO 1: Once the Plan is approved, staff are kept informed on progress on the results of the consultation; where to find the final agreed Plan and what the Plan contains.	May 2025	Equality Unit.	<b>Complete for reporting period</b>
		MO 2: Staff are notified by email of availability of six-monthly updates on the website.	Bi-annually		
21. Report on progress to Senior Management Team (SMT) every six months and the Assembly Commission every year.	To ensure that we deliver on the targets in our plan and that we keep staff and the public informed of progress.	MO 1: Following consultation with business areas, six-monthly updates are prepared for SMT and annual updates for the Assembly Commission.	Bi-annually	Equality Unit.	<b>Complete for reporting period</b>

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Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
		MO 2: Approved six-monthly updates are published on the Assembly website.	Bi-annually		
22. 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.	MO 1: Following approval by SMT and the Assembly Commission, annual progress reports are prepared and submitted to the Equality Commission.	June each year (ECNI deadline for submission is 31 August each year).	Equality Unit.	<b>Complete for reporting period</b>
		MO 2: Following a meeting with the Equality Commission to discuss annual report content, reports are published on the Assembly website.	October each year		
23. Carry out a five-year review of our Disability Action Plan.	To review our plan to make sure it is effective and achieve what it sets out to do.	MO 1: Review of the Disability Action Plan is carried out, in consultation with business areas, and presented to SMT and the Assembly Commission.	2030	Equality Unit.	<b>Not yet due</b>

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Action	Aims and Objectives	Measurable Outputs	Timescale	Lead Business Area	Progress Report
		MO 2: Once approved, the review is published online. Email is issued to staff and stakeholders to inform them the review is available.	2030		