



Northern Ireland  
Assembly

# The Northern Ireland Assembly Commission **Disability Action Plan 2022-25**



## Alternative Formats

You can access and read this document on our website:

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/policies/disability-action-plan1/>

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## **Foreword by the Speaker and Clerk/Chief Executive**

The Assembly Commission is committed to ensuring that people with disabilities can engage fully in the work of the Assembly and to identifying potential barriers to that participation. We are therefore pleased to present this Disability Action Plan for the 2022 to 2025 period.

This Disability Action Plan 2022-25 sets out how the Assembly Commission proposes to meet its statutory obligations under the Disability Discrimination Act 1995. This Act places duties on public authorities, when carrying out their functions, to have due regard to the need to:

- promote positive attitudes towards people with disabilities; and
- encourage participation by people with disabilities in public life.

To that end, the Disability Action Plan 2022-25 includes actions covering a range of areas, from staff training to public engagement and access to information and services.

We wish to thank those that responded to the public consultation we held. We want to make sure that this Disability Action Plan 2022-25 will really make a difference to people with disabilities in helping us to achieve our goal of being a fully accessible Assembly.

**The Speaker**  
**Alex Maskey MLA**



**Clerk/Chief Executive**  
**Lesley Hogg**



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## Introduction

The Assembly Commission strives to meet all of its obligations arising under Sections 49A and 49B of the Disability Discrimination Act 1995.

Section 49A of the Disability Discrimination Act 1995 says that the Assembly Commission must:

- **promote positive attitudes towards disabled people, and**
- **encourage participation by disabled people in public life.**

Section 49B says that the Assembly Commission must prepare a Disability Action Plan setting out how it will meet its responsibilities (under Section 49A) and that it must send this Action Plan to the Equality Commission for Northern Ireland (“the Equality Commission”).

A Disability Action Plan covers people with all types of disabilities; for example, physical disabilities, learning disabilities, sensory disabilities, mental health disabilities, and other hidden disabilities.

All the Assembly Commission’s Disability Action Plans are published on our website:

<http://www.niassembly.gov.uk/about-the-assembly/corporate-information/equality-and-good-relations/disability-action-plan-2021-26/>

Every year, we report on progress on our Disability Action Plan through our annual progress reports to the Equality Commission, and we publish these on our website:

<http://www.niassembly.gov.uk/ABOUT-THE-ASSEMBLY/Corporate-Information/Publications/Annual-Reports-to-the-Equality-Commission/>

We have published on our website a closure report for our 2016-2021 Disability Action Plan which shows what we achieved.

### **About the Assembly Commission and the Assembly**

The main function of the Assembly Commission is to ensure that the Assembly has the property, staff and services it needs to carry out its work.

The staff of the Assembly Commission help to support the Assembly in carrying out its work to make laws for the people of Northern Ireland and to scrutinise the work of Ministers and Government Departments. Staff also ensure that the public have access to information about the work of the Assembly and Assembly Committees.

People visit Parliament Buildings for many reasons; for example, to attend plenary sittings of the Assembly, to attend Assembly Committee meetings or to take part in events and functions. Ordinarily, people can also visit to take a tour of the building, to eat at the restaurant or to take part in the Education Service's education programme, which helps young people to learn about the work of the Assembly.

## **How we developed our Disability Action Plan 2022-25**

Our starting point in developing the Disability Action Plan 2022-25 was to look at everything we had done to make a difference for people who have a disability.

- We looked at what we said we would do our 2016-21 Disability Action Plan to see if we achieved what we set out to do.
- We asked staff what they felt had worked well and about what could be improved.
- We looked at the Disability Action Plans of other organisations in the public sector, and we contacted other legislatures to find out what they are doing to help people with disabilities, and to share ideas and good practice.
- We spoke to disability organisations to get their feedback on our Disability Action Plan 2022-25 and to ask for suggestions for activities we could think about including in it.
- We also read the guidance from the Equality Commission on what should be in a Disability Action Plan, and we consulted them when writing our Action Plan.

In addition, we looked at the results of staff surveys, in which we asked staff their opinion on disability issues and our work on disability to date, and we looked at the findings from our visitor surveys to see what visitors to Parliament Buildings said about accessibility at Parliament Buildings.

When our *draft* Disability Action Plan 2022-25 was prepared, we consulted with Assembly Commission staff and the public for 12 weeks to get their views.

Following this, we reviewed all of the responses we received and updated the Disability Action Plan 2022-25 to reflect these.

### **What is included in our Disability Action Plan 2022-25?**

The Disability Action Plan 2022-25 sets out how we intend to:

- **promote positive attitudes towards disabled people, and**
- **encourage participation by disabled people in public life.**

The Plan has seven categories that are informed by the guidance that is published by the Equality Commission for drafting a Disability Action Plan. These are:

- 1) Staff Training
- 2) Representation (Public Life)
- 3) Communication, Consultation and Engagement
- 4) Outreach and Education
- 5) Structural changes to increase participation and accessibility
- 6) Awards and Accreditation
- 7) Monitoring and reporting

The Disability Action Plan 2022-25 sets out clearly what we want to do over the next three years, when we will do it, and who will do it. We will continue the work that we have done in certain areas under



our 2016-2021 Plan. For example, we will continue to:

- Retain our Autism Friendly Award and our Louder than Words Charter accreditation (which is awarded to deaf-friendly organisations); and
- Engage with the Assembly Commission's External Disability Advisory Group, which is made up of disability organisations from across Northern Ireland.

However, the Disability Action Plan 2022-25 now has new actions including:

- Plans to ensure that young people with disabilities are represented in the work of the new Youth Assembly;
- Short-term work placements for people with disabilities;
- A review of Committee consultation methods, which will look at ways to engage more effectively with people with disabilities;
- A teachers' conference for special schools hosted by our Education Service; and
- New autism-friendly and dementia-friendly tours.

## **Our Corporate Strategy and Corporate Plan**

The Corporate Strategy guides the direction of the Assembly Commission in providing support, services and advice to the Assembly. The current Strategy covers the five year-period from 2018 to 2023, and it sets out aims and objectives across four key areas: People, Culture, Engagement and Services.

The Corporate Plan 2019-23 outlines the actions that will be taken to deliver the aims and objectives set out in the Corporate Strategy. Many of the actions in the Disability Action Plan 2022-25 will support the work being undertaken through the Corporate Plan, in particular, the commitments to:

- Develop new approaches to engagement, which enable the public to interact with the work of the Assembly; and
- Improve the visitor experience in Parliament Buildings with a focus on customer service, public facilities and accessibility to Assembly business.

### **How you had your say on our Disability Action Plan 2022-25**

We held a public consultation on our *draft* Disability Action Plan 2022-25, which lasted for 12 weeks, from 16 August 2021 to 5 November 2021.

We published the *draft* Disability Action Plan 2022-25 on our website, and we let people know about the consultation by advertising in local newspapers and on social media, and by emailing our equality and disability contacts, including disability organisations, political parties, Trade Unions and community organisations.

We informed MLAs and our staff and building users, our Trade Union representatives, and we asked members of our External Disability Advisory Group to share information on the consultation with their members and user groups.

At the end of the consultation period, we reviewed all of the responses we received during the consultation period and, where appropriate, we made any necessary changes to our Plan.

We put all of the consultation comments received and our responses to those comments, into a table called the 'Consultation comments/responses table' which we published on our website.

### **How we will monitor our Plan**

The Assembly Commission's Equality and Good Relations Unit will oversee the monitoring of progress on our Plan. We will review progress regularly and provide the Secretariat Management Group with an update on all of the actions every six months. We will provide an annual update to the Assembly Commission.

These updates will show what we have done to work towards our targets. They will show when actions are complete and whether we are on schedule to meet our targets. They will also show if we are behind on meeting our targets.

We will also use these updates to let people know about any new actions we have added to the Plan. These updates will be published on the Assembly website every six months for the public to see our progress.

As well as preparing and publishing progress updates every six months, we will continue to hold meetings with our External

Disability Advisory Group to let them know about the work we are doing.

### **Encouraging the participation of disabled people in public life**

The Assembly Commission seeks to fulfil the duty set out in section 49A of the Disability Discrimination 1995 to encourage the participation by disabled people in public life, through our External Disability Advisory Group.

This Group is made up of representatives of disability organisations from across Northern Ireland. Through engagement and meetings with the Group, we keep disability organisations informed about our Plans around disability, and we seek advice and input from Group members on our work. The membership of the group will be reviewed every two years.

The Assembly Commission has established a Youth Assembly for Northern Ireland. The Youth Assembly is a platform designed to give young people, including young people with disabilities, the chance to have their voices heard. Members of the Youth Assembly will have a unique opportunity to share their views and directly influence decisions taken by the Assembly. The Youth Assembly members will discuss the issues that they think are important and put forward their ideas.

**We would like to thank all those who have helped us to develop our Disability Action Plan 2022-25.**

## **Disability Action Plan 2022-25**

**Measures to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life.**

The Action Plan is broken down into seven categories:

- 1) Staff Training
- 2) Representation (Public Life)
- 3) Communication, Consultation and Engagement
- 4) Outreach and Education
- 5) Structural changes to increase participation and accessibility
- 6) Awards and Accreditation
- 7) Monitoring and Reporting

## 1. Staff Training

Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	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.  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.
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 as required, thereafter.
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	Sign language training is offered to all staff.	Learning and Development Team.	31 December 2022.

Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	By when
		to Parliament Buildings.			
1.4	<p>Offer staff Masterclasses focusing on a range of conditions; for example, dementia, chronic fatigue, acquired brain injury, autism, depression, and mental health issues and hidden disabilities.</p> <p>Where possible, these Masterclasses will link in with National awareness days of campaigns.</p>	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.
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.	<p>Assembly Commission signs up to the JAM scheme.</p> <p>Awareness training on the JAM card is offered to staff.</p>	Learning and Development with support from the Equality and Good Relations Unit.	<p>Scheme signed up to by 31 March 2022.</p> <p>Awareness training to be delivered to staff by 31 March 2023.</p>

Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	By when
1.6	Deliver web publishing training for staff on accessibility using the guidance issued by Gov.uk, “Understanding accessibility requirements for public sector bodies”, the Web Content Accessibility Guidelines (WCAG) and the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.	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.  Video guides, advice, and guidance are made available on intranet for all staff and updated as required.	Communications Office.	31 March 2022.



## 2. Representation (Public Life)

Objective	What we will do	What we want to achieve ( <i>overarching aim</i> )	Performance indicator/target ( <i>intended outcome</i> )	Who will do it	By when
2.1	Engage with our External Disability Advisory Group, which is made up of a range of disability organisations from across Northern Ireland and which provides advice on disability issues.	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.  Membership is reviewed every two years to ensure a full range of disability organisations are represented on the Group.	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.
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 participate in the Youth Assembly.	Education Service Youth Assembly Team.	Over the lifetime of the project.  First plenary to be held by July 21. Initial pioneer

Objective	What we will do	What we want to achieve ( <i>overarching aim</i> )	Performance indicator/target ( <i>intended outcome</i> )	Who will do it	By when
					phase is scheduled to last for two years (to June 2023).
2.3	Review and build on the Parliament for People with Disabilities event held in December 2021.	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 September 2022.
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

### 3. Communication, Consultation and Engagement

Objective	What we will do	What we want to achieve ( <i>overarching aim</i> )	Performance indicator/target ( <i>intended outcome</i> )	Who will do it	By when
3.1	Ensure staff are kept up to date on progress on new Disability Action Plan 2022-25.	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: <ul style="list-style-type: none"> <li>- the results of the consultation;</li> <li>- where to find the final agreed Plan;</li> <li>- what the Plan contains.</li> </ul> <p>Staff are notified annually by email of availability of six-monthly updates on the website.</p>	Equality and Good Relations Unit.	2022 Progress emails are issued to staff annually.
3.2	Organise for “mystery visitors” to visit Parliament Buildings to give us feedback on the 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 for purpose.	Mystery visitors visit Parliament Buildings and complete a questionnaire about their visit.  Feedback from mystery visitors is reviewed and action is taken where appropriate.	Equality and Good Relations Unit with support from disability organisations.	Every two years beginning in: March 2022 then March 2024.
3.3	Consider feedback on disability issues	To get a better picture of the visitor experience at	Visitor survey feedback considered and action taken as appropriate.	Equality and Good Relations	Distribution and analysis

Objective	What we will do	What we want to achieve ( <i>overarching aim</i> )	Performance indicator/target ( <i>intended outcome</i> )	Who will do it	By when
	from visitor survey	Parliament Buildings from a disability perspective.		Unit with distribution carried out by Events, Engagement and Committees.  RaISe has responsibility for the analysis of the survey responses.	continues throughout the lifetime of the Action Plan.
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.
3.5	Develop an accessible meetings 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.  Draft guidance and checklist are sent to the External Disability Advisory Group for review.	Equality and Good Relations Unit, in conjunction with staff from Parliamentary Services and Communications Office.	31 December 2022.

Objective	What we will do	What we want to achieve ( <i>overarching aim</i> )	Performance indicator/target ( <i>intended outcome</i> )	Who will do it	By when
			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.
3.7	Ensure that the review of Committee consultation methods looks at consultation from a disability perspective and considers the most appropriate methods for consulting with people with disabilities.	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.
3.8	Ensure accessibility of our website, identify opportunities to improve the website	To take opportunities to create a website that addresses potential accessibility barriers and that allows all users	Results of reviews will be checked against the relevant standards and legislation along with any feedback from users, for example the Disability Advisory Group.	Communications Office.	Ongoing over the lifetime of the Action Plan.

Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	By when
	and address potential barriers to accessing to Assembly proceedings and/or engagement with the Assembly by performing annual accessibility reviews within the scope of the Web Content Accessibility Guidelines (WCAG) and relevant legislation.	to perceive, understand, navigate, and interact with and contribute to the site.	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 disabilities or tasks like search.  Identified problems will be addressed and reported on through six-monthly updates on the Disability Action Plan 2022-25.		
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.
3.10	Raise awareness of facilities for disabled people at Parliament Buildings	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.

Objective	What we will do	What we want to achieve ( <i>overarching aim</i> )	Performance indicator/target ( <i>intended outcome</i> )	Who will do it	By when
	through social media: for example, by including links to accessibility information when tweeting about tours or restaurant opening hours.				

## 4. Outreach and Education

Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	By when
4.1	Create a short video promoting tour accessibility at Parliament Buildings.	To ensure that those with access needs are made aware of and can participate in tours of Parliament Buildings.	<p>Video is created with content that explains how to book tours; highlights the availability of signed tours; Braille tour script; hearing helper radio system; Building facilities, for example, the Quiet Room and the Changing Places toilet.</p> <p>Subtitled and signed versions of the video made available, along with a transcript of the content.</p> <p>Video made available on website and promoted on social media and through disability networks.</p>	Events Office, with support from Communications Office and the Equality and Good Relations Unit.	31 March 2022.
4.2	Continue to promote 'How to Get to Parliament Buildings' access video on website, and update video with new changes to the Building	To raise awareness of facilities at Parliament Buildings for people with a disability	<p>Video is updated with new footage and information.</p> <p>Video is promoted on website and through social media and is circulated to disability groups.</p> <p>.</p>	Building Services with support from Equality and Good Relations Unit and the Communications Office.	<p>Video updated as when required.</p> <p>Promotion ongoing throughout the lifetime of the Action Plan.</p>



Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	By when
4.3	Offer autism-friendly tours of Parliament Buildings.	To encourage people with autism to visit Parliament Buildings	Tours offered once a year.	Events Office.	31 December 2022 and once a year thereafter.
4.4	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.
4.5	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.
4.6	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.  Resources designed and delivered as required.	Education Service.	By 30 June 2022 and thereafter throughout the lifetime of the Action Plan.
4.7	Hold a conference for teachers from	To provide teachers with awareness and	Conference held every two years (with option for additional	Education Service.	First conference to

Objective	What we will do	What we want to achieve ( <i>overarching aim</i> )	Performance indicator/target ( <i>intended outcome</i> )	Who will do it	By when
	special schools every two years	understanding of the Education Service's Assembly-related teaching resources, and to find out more about the needs of pupils in special schools.	conferences as required).		be held by 30 June 2022 and every two years thereafter.
4.8	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.	Ongoing throughout the lifetime of the Action Plan.
4.9	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.
4.10	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.	Throughout the lifetime of the Disability Action Plan 2022-25.

## 5. Structural changes to increase participation and accessibility

Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	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.	Initial placement agreed by 31 March 2022.
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.
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.	31 March 2024.
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

## 6. Awards and Accreditation

Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	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.	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.	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 disabled people to have the opportunity to fulfil their potential.	Assembly Commission to sign up to the Scheme.	Human Resources Office.	31 March 2022.

## 7. Monitoring and Reporting

Objective	What we will do	What we want to achieve ( <i>overarching aim</i> )	Performance indicator/target ( <i>intended outcome</i> )	Who will do it	By when
7.1	Report on progress on the Disability Action Plan 2022-25 to SMG every six months and the Assembly Commission every year and publish these six-monthly update reports on the Assembly website.	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.  Approved six-monthly updates are published on the Assembly website.	Equality and Good Relations Unit.	Every six months (May and November each year).
7.2	Report on progress on the Disability Action Plan 2022-25 every year through the annual progress report 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.  Approved annual reports are published on the Assembly website.	Equality and Good Relations Unit.	Every year (to Equality Commission timetable).
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 Disability Action Plan 2022-25.	Equality and Good Relations Unit.	31 December 2024.

Objective	What we will do	What we want to achieve <i>(overarching aim)</i>	Performance indicator/target <i>(intended outcome)</i>	Who will do it	By when
			Once approved, the review is published online. Email is sent to staff and stakeholders to let them know that review is available.		

## **Membership of the Assembly Commission's External Disability Advisory Group**

### **Organisations:**

- Autism NI
- Cedar Foundation
- Deaf Access NI
- Disability Action
- Guide Dogs NI
- Jordanstown School for Deaf and Visually Impaired Children
- Leonard Cheshire
- Mencap
- Multiple Sclerosis (MS) Society
- National Autistic Society
- Positive Futures
- Sense
- Rights, Empowerment, Action and Lobbying (REAL) Disability Network
- Royal National Institute of Blind People (RNIB)