

**DISABILITY DISCRIMINATION ORDER (2016)
DISABILITY ACTION PLAN**

2015-2018

Strategic Issue / Theme	Desired Outcome	Actions	Priority Time Frame 1 2 3	Lead	Status
Training and Development	<ul style="list-style-type: none"> • Positive attitudes towards disabled people and challenging negative attitudes 	Continue to deliver diversity classroom based training and provide access to diversity e-learning programme ensuring that programme keeps abreast with all current and relevant diversity issues	Annually	HR	
		Continue to deliver disability awareness training ensuring that programme keeps abreast with all current and relevant diversity issues	Annually	HR	
		Identify and target awareness raising sessions on specific areas of disability Ensure disabled employees have full access to training and development opportunities	Annually	HR HR/ Departments	
	<ul style="list-style-type: none"> • Disabled people employed by the council are provided 				

	with appropriate support to stay in and progress in employment				
<ul style="list-style-type: none"> Managers and staff are aware of their duties and responsibilities in relation to disability issues and have the knowledge and skills to carry these out effectively. 	Review the need to provide equality and diversity/ good relations module as part of development activity for managers	Annually	HR		
	<p>Deliver equality / good relations screening training and include section related to DDO duties</p> <p>Ensure all managers are aware of the provisions of the Attendance Policy which allow for special consideration of disability issues</p>	<p>Bi-annual</p> <p>Annually</p>	<p>Equality and Diversity Officer (EDO)</p> <p>HR</p>		
	<p>Include disability related information in staff e-briefings, staff newsletters / magazines, staff meetings, email, intranet / internet (internal) (DDO)</p> <p>Develop shared bulletin board to post disability related material (internal) (DDO)</p>	<p>Annually</p> <p>2015</p>	<p>EDO / HR</p> <p>HR/ Corporate Communications</p>		

	More BCC employees with sign language skills.				
		Facilitate three BCC employees to learn and use sign language each year	Annually	HR	
		Create a database of staff who have sign language skills and update regularly	2015	HR	
	<ul style="list-style-type: none"> Increased awareness of mental health issues and improved mental health within the workforce. 	Provide emotional health and well being awareness training for staff and council volunteers	Annually	HR/ Occ Health	
		Provide training for managers in managing stress and mental health issues	Annually	HR/ Occ Health	
	<ul style="list-style-type: none"> Improved communication of emotional health and well being issues 	Develop a dedicated health and wellbeing page on Interlink	2016	HR/ Corporate Communications/ Envir Health (U Lappin)	
Mainstreaming disability duties	<ul style="list-style-type: none"> Robust baseline disability and other equality related information available for use by staff in all aspects of the council's business 	Conduct research into collection and recording of disability and equality monitoring data across all council departments and establish baseline information on monitoring systems in the council.	2016-2017	EDO/ HR	
		Develop a consistent	Annually	HR /	

		approach to monitoring and collating information on reasonable adjustments in relation to absence management		Departments	
	<ul style="list-style-type: none"> Improved awareness of disability activity and progress within council 	Submit Annual Progress Report to Disability Access Group, Consultative Forum, Joint Consultative and Negotiating Committee, Corporate Management Team, Good Relations Partnership, Strategic Policy and Resources Committee and the Council.	Annually	EDO / HR/ Depts	
	<ul style="list-style-type: none"> Improved awareness of disability duty actions outside of council. 	Submit annual progress report to Equality Commission NI, the Council's Consultative Forum and put on website.	Annually	EDO	
		Provide information to disabled people on aspects of Council services which specifically affect them through: minimum of 4 articles per year in City Matters; minimum of 2 targeted information leaflets per year; accessible information on the Council website	Annually	EDO	

	<ul style="list-style-type: none"> Requests for alternative formats are dealt with promptly 	Update list of providers of alternative formats annually	Annually	EDO	
Promoting Positive Attitudes	<ul style="list-style-type: none"> Promote a culture that positively encourages staff to declare disabilities 	Establish support network for disabled employees to feed into future action planning	2015	HR	
	<ul style="list-style-type: none"> Promote a culture that positively encourages staff to declare disabilities 	Review how voluntary monitoring information is collated and explore the use of IT to encourage more disclosure	2016/2017	HR/ Digital Services	
	<ul style="list-style-type: none"> Disabled people employed by the council are provided with appropriate support to stay in and progress in employment 	Provide support for managers and employees in completing the PDP process by reviewing PDP form to help identify and record specific needs for disabled employees	2016	HR / Departments	
		Develop and communicate a protocol to assist managers to deal effectively and sensitively with employee relations issues	2016-2017	HR	
	<ul style="list-style-type: none"> Public attitudes to disabled people are more positive 	Facilitate biennial event on current theme linked to council priorities	2016	HR/EDO	
		Evaluate event and incorporate learning into	2016	HR/EDO	

		future events/ activities (with particular attention to challenging negative perceptions)			
Encouraging Participation	<ul style="list-style-type: none"> Disabled people are provided with appropriate support to enhance employability and obtain employment 	Facilitate at least 30 work experience placements to people with disabilities	Annually	HR / depts.	
		Identify opportunities to ring fence certain posts to long-term unemployed, including those with a disability and ensure any pre-recruitment and training programme caters for any reasonable adjustments	Annually	HR	
		Promote and comply with the guaranteed interview scheme	Annually	HR	
		Consider all requests for reasonable adjustments as part of the selection process	Annually	HR	
		Participate in careers events targeted towards disabled people	Annually	HR	
		Facilitate site visits to promote the council as an attractive employer	Annually	HR	
		Deliver at least two outreach opportunities each year for people with disabilities to engage with / participate in public life	Annually	HR	

		Review existing arrangements regarding the Workable NI programme and make recommendations on future implementation	2016	HR	
	<ul style="list-style-type: none"> Improved opportunities for disabled people to engage with and influence the council's policy makers 	<p>Review membership of consultative forum and increase representation of disabled people and representing organisations.</p> <p>Arrange a minimum of two forum meetings per year and additional meetings as required</p>	2016	EDO	