

DISABILITY ACTION PLAN

2015 - 2020

<p>1.1</p>	<p>Introduction</p> <p>Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006), CITB NI is required when carrying out its functions to have due regard to the need to:</p> <ul style="list-style-type: none"> • promote positive attitudes towards disabled people; and • encourage participation by disabled people in public life ('the disability duties'). <p>Under Section 49B of the DDA 1995, CITB NI is also required to submit to the Equality Commission a disability action plan showing how it proposes to fulfil these duties in relation to its functions.</p>
<p>1.2</p>	<p>As Chief Executive of CITB NI, we are committed to implementing effectively the disability duties and this disability action plan. We will allocate all necessary resources (in terms of people, time and money) in order to implement effectively this plan and where appropriate, build objectives and targets relating to the disability duties into corporate and annual operating plans.</p> <p>We will also put appropriate internal arrangements in place to ensure that the disability duties are complied with and this disability action plan effectively implemented. We will ensure the effective communication of the plan to staff and to providing all necessary training and guidance for staff on the disability duties and the implementation of the plan.</p> <p>We confirm our commitment to submitting an annual report to the Equality Commission on the implementation of this plan as well as carrying out a five yearly review of this plan.</p> <p>We are also committed to consulting with disabled people and their represented groups when implementing and reviewing this plan.</p> <p>Responsibility for implementing, reviewing and evaluating this disability action plan and the point of contact within CITB NI will be:-</p> <p>Name: Mrs Elaine Doran Title: Human Resources Manager Address: CITB NI, Nutts Corner Training Centre, 17 Dundrod Road, Crumlin, Co Antrim, BT29 4SR Telephone number: 028 9082 4240 Fax number: 028 9082 5693 Email: elaine.doran@citbni.org.uk</p> <p>If you require this plan in an alternative format (such as in large print, in Braille, on audio cassette, easy read or on computer disc) and/or language, please contact the above person to discuss your requirements.</p>

1.3	<p>We confirm our commitment to submitting an annual progress report on the implementation of this plan to the Equality Commission and carrying out a five year review of this plan, or plans submitted to the Equality Commission over the five year review period.</p> <p>A copy of this plan, our annual progress to the Equality Commission and our five year review of this plan will be made available on our website www.citbni.org.uk</p>
1.4	<p>Functions</p> <p>CITB NI was established under the Industrial Training Act (Northern Ireland) 1964 superseded by the Industrial Training Northern Ireland (Order) 1984 as amended in 1990.</p> <p>Our role is to make sure:</p> <ul style="list-style-type: none"> • <i>that employees and new entrants to the construction industry have the right training;</i> • <i>that employers provide training for their workforce;</i> • <i>that we understand the industry and can identify what its training needs are both now and in the future and;</i> • <i>that the right qualifications, at the right level, are available to meet these needs.</i> <p>As such, our image for the future of the construction industry, and for our organisation, (our vision) is:</p> <ul style="list-style-type: none"> • <i>A construction industry where skills and competence are at the core of every business, supported by a respected and valued CITB NI.</i> <p>To achieve this vision, our purpose (mission) is:</p> <ul style="list-style-type: none"> • <i>To develop and embed a training culture which will improve the skills and productivity of the Northern Ireland construction industry.</i> <p>To make our vision a reality, our aims are that:</p> <ul style="list-style-type: none"> • <i>CITB NI is respected and valued by industry, stakeholders and staff</i> • <i>The industry invests in skills and qualifications to improve safety and profitability</i> • <i>CITB NI is customer focused, flexible, responsive and supportive</i> • <i>CITB NI is the voice for skills and informs Government policy</i> • <i>Communication is clear and direct</i> • <i>Qualifications and occupational competencies meet the needs of NI industry</i> <p>We will deliver our aims through a range of actions, which will improve our organisation and its services to the construction industry in Northern Ireland.</p>
1.5	<p>Public Life Positions</p> <p>Appointments to CITB NI are handled by our Sponsoring Department, the Department for Employment and Learning who adopts the Code of Practice for Ministerial Appointment to Public Bodies. Equal opportunity is a key principle that underpins this Code of Practice.</p>

	<p>The Code states that: <i>“The principle of equal opportunity and diversity must be inherent within the appointments process and appointments in Northern Ireland must comply with any relevant statutory obligations under the NI Act 1998”.</i></p> <p>It is from this group appointed by the Minister that CITB NI will appoint Board members to our Committee structure including our Audit Committee.</p>
2	<p>Action Measures</p> <p>Outlined below are the measures which we propose to take over the period 5 years from 1 January 2015 – 31 December 2020 of this disability action plan, together with performance indicators or targets.</p>

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

	Measures	Timescale	Performance Indicators/target
1	<u>Staff Refresher Training</u>		
1.1	Deliver refresher training to Board members, senior managers and staff to include the following:		
1.2	Interview Panel Practice & Skills – those involved in recruitment & selection	1 st round completed by August 2017 2 nd round completed by August 2020	Full programme of refresher training delivered to staff by end 2014, end 2017 and end 2020 or sooner in response to new or revised legislation as appropriate.
1.3	Equality & Diversity Awareness - All	Completed in August 2014 - 2 nd round completed by August 2017 3 rd round completed by August 2020	
1.4	Harassment & Bullying Awareness - All	Completed in August 2014 - 2 nd round completed by August 2017 3 rd round completed by August 2020	
1.5	Disability Equality training & training on Disability equality legislation – All	1 st round completed by August 2015 2 nd round completed by August 2018	
2	<u>Communication & Access to information</u>		
2.1	Review consultation list to include more organisations representing people with disabilities.	June 2015	Make contact with new possible consultees & explore possible joint initiatives.
2.2	Encourage all consultees to “like” our Facebook page & follow us on Twitter in order to keep informed about services /opportunities available which may be of interest to their client groups.	August 2015	Contact all consultees to market all possible methods of communication including social media.
2.3	CITB NI employees are members of a wide range of	Completed in August 2014 - 2 nd round completed by August	Brief all staff about the requirement & how to

	partnerships & will be reminded to use their influence to promote positive attitudes towards people with disabilities where possible & appropriate.	2017 3 rd round completed by August 2020	identify opportunities to promote positive attitudes towards people with disabilities – record & report internally.
3	<u>Monitoring and Review</u>		
3.1	Conduct Employee Attitude Survey	Conducted December 2015, December 2017 and December 2019	Maintain level of responses from staff to 90% or above
3.2	Conduct staff exit interviews	When applicable - 3 months after employee leaving date	Conduct Staff exit interviews with all leavers to measure attitudes towards those with disabilities
3.3	Monitor the effectiveness of staff training provided	In line with training timetable Completed in August 2014 - 2 nd round completed by August 2017 3 rd round completed by August 2020	Monitoring of training effectiveness will be achieved on a number of levels, immediately following training, over time via performance reviews, and by reviewing customer complaints.
3.4	Monitor internal complaints of discrimination	Quarterly	<u>Internal</u> In the form of grievances recorded by HR and monitored to give indication of staff attitudes towards disabled people.
3.5	Monitor external complaints of discrimination	Quarterly	<u>External</u> CITB NI's designated complaints officer records all customer complaints which will be monitored to give indication of staff attitudes towards disabled people.
3.6	Monitoring the current Board	By August 2015	Confidentially review data to determine if there are those with

			<p>disabilities participating in public life.</p> <p>In the event of an underrepresentation - use influence to draw Public Appointments Unit attention to this data to request action for the next recruitment exercise – e.g. of action could be welcoming statement on the advertisement & marketing advert with umbrella groups.</p>
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Signed by:


Chair


Chief Executive