

DISABILITY ACTION PLAN

2021 - 2026

<p>1.0</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>1.1</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 provide 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>Due to current COVID public health crises and on the advice of the Equality Commission, CITB NI did not seek to formally consult on the content of this action plan prior to its implementation. However, CITB NI is committed to effective public consultation and as such would welcome feedback at any time.</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,</p>

	<p>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>
1.2	<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>
1.3	<p>Functions</p> <p><u>Legislation</u></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><u>Role</u></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><u>Values</u></p> <p><i>Teamwork, Learning, Professionalism and Integrity.</i></p> <p><u>Vision</u></p> <p><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>

	<p><u>Mission</u></p> <p><i>To develop and embed a training culture which will improve the skills and productivity of the Northern Ireland construction industry.</i></p> <p><u>Aims</u></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>
1.4	<p>Public Life Positions</p> <p>Appointments to the Board of CITB NI are handled by our Sponsoring Department, the Department for the Economy 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>
2.0	<p>Action Measures</p> <p>Outlined below are the measures which we propose to take over the period 5 years from 1 April 2021 – 31 March 2026 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.

3.0	Measures	Timescale	Performance Indicators/target
1 April 2021 – 31 March 2022			
3.1	<u>Public Life</u>		
3.1.1	Monitoring the current Board.	Initially April 2021 and thereafter as Board members change.	<p>Confidentially review data to determine if there are those with disabilities participating in public life.</p> <p>In the event of an under-representation - 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>
3.2	<u>Training</u>		
3.2.1	Interview Panel Practice & Skills – those involved in recruitment & selection.	1 st round delivered June 2021	Successful delivery of programme and evaluation of effectiveness.
3.2.2	Disability equality	1 st round delivered	

	<p>legislation and disability awareness training including reasonable adjustment – All.</p> <p>Appoint and train Health Champions.</p>	<p>October 2021</p> <p>March 2021</p>	<p>3 X Health Champions trained X 2 days training & creation of 3-year health strategy for CITB NI.</p>
<p>3.3</p> <p>3.3.1</p> <p>3.3.2</p>	<p><u>Communication & Access to information and Services</u></p> <p>Commence implementation of a 3-year employee Wellbeing Strategy in partnership with the NICHHS.</p> <p>Review consultation list to include more organisations representing people with disabilities.</p>	<p>Staff survey administered December 2020, Health Champions trained, March 2021, strategy created March/April 2021.</p> <p>January 2022</p>	<p>Response rate of 70% or above. 3 X Health Champions appointed & trained. Strategy rolled out.</p> <p>Make contact with possible consultees representing those with disabilities & explore possible joint initiatives to involve those with disabilities.</p>
<p>3.4</p> <p>3.4.1</p>	<p><u>Encouraging others</u></p> <p>Continue partnership with Radius Housing to seek nominations for student/s who has had to over-come significant diversity to achieve their qualification</p>	<p>Every 2 years - September 2022</p>	<p>Seek nominees via College network. Select recipient/s Present prize at large event, (eg</p>

	in construction.		Skillbuild), to winning nominee. Case study developed for promotional use.
1 April 2022 – 31 March 2023			
3.5	<u>Training</u>		
3.5.1	Equality, diversity and unconscious bias awareness - All	1 st round delivered April 2022	Successful delivery of programme and evaluation of effectiveness.
3.5.2	Refresher training for 3 X Mental Health First Aiders	3 Staff X 2 days delivered May 2022	
3.6	<u>Communication & Access to information and Services</u>		
3.6.1	Implement 2 nd year of employee Wellbeing Strategy in partnership with the NICHS	April 2022	Commence year 2 of 3-year strategy.
3.6.2	As part of the above strategy sign up to the EC Mental Health Charter	April 2022	Become a signatory to the Mental Health Charter.
1 April 2023 – 31 March 2024			
3.7	<u>Training</u>		
3.7.1	Harassment & Bullying Awareness - All	1 st round delivered April 2023	Successful delivery of programme and evaluation of effectiveness.

3.8	<u>Communication & Access to information and Services</u>		
3.8.1	Implement 3 rd year of employee Wellbeing Strategy in partnership with the NICHs.	April 2023	Commence year 3 of 3-year strategy.
3.8.2	Review CITB NI, external & internal communication policies, practices and procedures to ensure that disabled people are portrayed in a positive way.	September 2023	Review all promotional material, website and other public communication avenues, to ensure disabled people are portrayed positively.
1 April 2024 – 31 March 2025			
3.9	<u>Training</u>		
3.9.1	Interview Panel Practice & Skills – those involved in recruitment & selection.	2 nd round delivered June 2024	Successful delivery of programme & evaluation of effectiveness
3.9.2	Disability equality legislation & disability awareness training including reasonable adjustment – All.	2 nd round delivered October 2024	
1 April 2025 – 31 March 2026			
3.10	<u>Training</u>		
3.10.1	Equality, Diversity & unconscious bias	2 nd round delivered April 2025	Successful delivery of

3.10.2	Awareness - All Harassment & Bullying Awareness - All	2 nd round delivered March 2026	programme & evaluation of effectiveness
1 April 2021 – 31 March 2026			
3.11	<u>Monitoring & Review</u>		
3.11.1	Conduct staff exit interviews.	When applicable & before leaving date.	Conduct Staff exit interviews with all leavers to measure attitudes towards those with disabilities.
3.11.2	Monitor the effectiveness of staff training provided.	In line with training timetable completed between April 2021 & March 2026	Monitoring of training effectiveness will be achieved on a number of levels, immediately following training, over time via performance reviews, & by reviewing customer complaints.
3.11.3	Monitor internal complaints of discrimination.	Annually	<u>Internal</u> In the form of grievances recorded by HR & monitored to give indication of staff attitudes towards disabled people.
3.11.4	Monitor external complaints of discrimination.	Annually	<u>External</u> CITB NI's designated complaints officer records all customer

3.11.5	Monitor staff experiences who have been diagnosed/acquired a disability.	Confidential review of any staff member who has been diagnosed or acquired a disability in order to inform policy.	<p>complaints which will be monitored to give indication of staff attitudes towards disabled people.</p> <p>Staff feedback on their experiences</p>
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Signed by:



Chair
Maurice Johnston



Chief Executive
Barry Neilson