

Disability Action Plan Update October 2023

Action no	Action	Measure	Timescale	Owner	Performance Indicator	Progress April 2022 to March 2023	Rag – October 2023
1.	PBNI will actively seek engagement with disabled people through service user forums.	1. Review the number of disabled service users on the SU Forums. 2. Work with service users to increase disability representation	2020-2021 2021-2023	AD Urban 1	Make service users aware of the service user groups and encourage their participation	<p>Service Users are from a range of backgrounds and represent all Section 75 categories including those with disability. PBNI does not monitor numbers of Service Users with Disability attending the different group meetings.</p> <p>Engagement has extended beyond attendance at Service User Forum, to support Service Users produce CONNECT – a newsletter, which contains content on the lives of Service Users and issues important to them. They have also been supported to link with wider groups such as the Prison Reform Trust and for the Victims Group they have completed a storytelling project facilitated via the Quakers Service.</p>	Partially achieved
2.	Review the recruitment procedure, to ensure people with disabilities are actively encouraged to apply for all roles within PBNI	1. Advertise PBNI positions so that people with disabilities see them and are encouraged to apply 2. Guaranteed interview for those who declare a disability and meet the essential criteria	Benchmark figure of those applying March 2021 Agree the target % Increase to target % of applications by 2023	HR Manager	Increase the number of people with a disability applying to PBNI within the 3-year period of this action plan.	<p>Positions for PBNI are published on website, through social media and in job centres.</p> <p>The Guaranteed interview in place.</p> <p>During 2022/2023, there has been engagement with a number of staff who have requested and received reasonable adjustments as a result of disability or long term ill health condition.</p> <p>In 2022/2023, approximately 33% of PBNI's training syllabus covered equality issues including disability related training.</p> <p>In 2023/2024 and 2024/2025, further disability related training will be commissioned or developed to support the introduction of a Disability Passport.</p>	Partially achieved

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3.	All PBNI staff and Board members to receive equality and disability training	Deliver equality and disability training to all staff, promoting positive attitudes towards staff and service users with a disability	Jan - June 21	Dep. Head of HR	All staff receive training Monitor complaints and grievances for disability references	Equality Training has been delivered to new starts as part of their induction programme. Senior staff have also attended and viewed the ECNI training, on Equality Screening. Training for our staff with regard to disability which will be delivered in 2023/2026 corporate plan period. There were several issues relating to absence during 2022/2023. They related to the Absence Management process and were not classified as complaints, grievances.	Partially achieved –
4.	Review the process to enable monitoring of members of staff with a disability and establish a target % for the workforce	<ol style="list-style-type: none"> 1. Review the process for staff to declare a disability 2. Benchmark with other DoJ agencies, UK and Ireland to establish a target % 3. Establish a target and measure it. 	2021 2021 2022-23	HR Manager	80% staff have responded to HR to declare if they have a disability or not Target agreed and measured	In 2023/2024, an audit of staff who may require Reasonable Adjustments will be incorporated into the launch of a Disability Passport.	Not achieved
5.	Actively consult with disability groups	<ol style="list-style-type: none"> 1. Identify the main disability groups in NI. 2. All external consultations to be sent to disability groups. 	Nov 2020	SLT	Disability groups are consulted on policy and major decisions	RNID and USEL were consulted with during 2022/2023, so staff experiencing disability or long term health conditions are aware of support services available to them. Further consultation will be integrated with the launch of the Disability Passport.	Partially achieved

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6.	Promote inclusivity of people with disabilities via the communications strategy	Review all communications to ensure that disabled people are represented and have an inclusive role	2020-21	Head of Communications	Disabled people have a role in all relevant communications	The expansion of engagement activities throughout 2022/2023 has been broad and feedback on engagement very positive.	Fully achieved
7.	Implement the PBNI Disability Passport	1. Investigate the disability passport principle 2. Develop PBNI's disability passport 3. Communicate, provide training and implement the passport	2021 2021 2021	HR Manager	PBNI Disability Passport is actively used by staff with a disability	Research undertaken on Disability Passport, numbers of staff with adjustments in the work place and consultation to commence in 2023/2024 on the development and introduction of a Disability Passport in PBNI as part of the overall Disability Action Plan 2023-2026.	In progress
8.	Ensure all staff feel included in PBNI and have the opportunity to feed into policy development and major decisions	1. Develop an internal consultative method for equality, diversity and inclusion involvement 2. Seek participation from staff	2021 2022	Dep Head of HR	Approved method for how we involve staff Equality, diversity and inclusion involvement is available to all staff	Throughout 2022/2023, there has been a reported improvement in communications (as reported by Trade Unions and staff in general). The mechanisms for consultation and engagement include traditional methods such as suggestion boxes (email); staff memos and notices; probation News; team meetings; and new methods to PBNI, such as the Town Hall Virtual Meetings. Benchmarking has not been completed which is why this is rated as partially achieved.	Partially achieved

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9.	PBNI will undertake the upgrade of their premises to comply with DAA regulations	1. Review the current estate provision 2. Prioritise upgrading works to provide DDA compliance	2020-2021 2021-2025	Head of Finance	Delivery of upgraded premises	Work is being undertaken to maintain our estate, making premises DDA compliant. During 2022/2023, PBNI engaged in a pilot Hybrid Working Pilot. Any detailed review of the PBNI Estates has been dependent on the outcome of the pilot and whether PBNI intend to adopt a Hybrid Working arrangement in the future.	Ongoing