

### Disability Action Plan: Updated Actions for 2016/17

	<b>Measures</b>	<b>Timescale</b>	<b>Performance Indicators/Targets</b>
1.	<p>The NICS diversity training is a mandatory training requirement for all staff. It raises awareness of employment legislation, including the DDA, and stresses the responsibility of all staff to treat colleagues and customers with dignity and respect and avoid acts of discrimination and harassment and other unacceptable behaviour in the workplace.</p> <p>The course highlights the 2 disability duties, but because the course has an internal focus, there is more emphasis on the duty to promote a positive attitude towards people with disabilities by making staff aware of the importance of recognising and valuing the contribution that staff with disabilities make to the work of the NICS.</p> <p>The training programme will be reviewed again during 2016/17 in advance of move to HR Professional Shared Services Centre.</p>	<p>Ongoing.</p> <p>Classroom training continues to be provided for all new entrants to the NICS and Industrial Staff.</p>	<p>All NICS staff will receive training either in the classroom (new entrants) or via the on-line package (refresher training).</p> <p>Evidence from staff surveys that staff know about the NICS Equality and Diversity policy.</p>
2.	<p>NICS Policy on reasonable adjustments in the recruitment and selection process. The aim of this policy is to ensure that the NICS recruitment and selection procedures provide equality of opportunity to people with disabilities so that they are encouraged to apply and compete for employment opportunities.</p>	<p>Ongoing - Policy launched and published in November 2012.</p>	<p>Monitor and review effectiveness of policy.</p>

3.	<p>Work experience opportunities for people with disabilities in the NICS.</p> <p>Following a successful pilot, a new permanent workplace programme was launched on 4 April 2016. The aim is to provide structured work placements, facilitated for individuals via Disability Organisations, and to ensure opportunities are specifically available for people with disabilities. The scheme is person centric as individuals can declare their preferences for placement including role, location and attendance pattern in their application, which once received by Corporate HR is forwarded to the most suitable department for consideration.</p> <p>Applications and detailed information regarding the new scheme is available through the NICS recruitment website <a href="http://www.nicsrecruitment.org.uk">www.nicsrecruitment.org.uk</a>.</p>	Ongoing.	Number of applications and number of placements facilitated.
4.	<p>NICS Marketing Strategy</p> <p>Corporate HR has committed to developing a Marketing Strategy to promote the NICS as a career of choice. This strategy will focus on areas of underrepresentation in the NICS. It will consider outreach measures with a view to strengthening relationships with relevant representative groups.</p>	Strategy to be developed and launched by March 2017.	Implementation of a Marketing Strategy to be developed and launched by March 2017.
5.	<p>Continued provision of a centralised Welfare Support Service, including a Rehabilitation Programme, plus an Employment Assistance Programme to provide an independent and confidential service to all staff and managers to help them cope with and work through personal and work-related issues.</p>	Ongoing.	Staff helped with resolving work and personal issues.

6.	Continued operation of the NICS Dignity at Work policy and supporting procedures for resolving complaints. The policy is about creating and sustaining a productive working environment for all staff free from any form of inappropriate behaviour. Procedures have been established to enable staff to raise complaints and have them addressed.	Ongoing.	Reduction in the number of complaints. Evidence from staff surveys that staff know about the policy and procedures and where to seek help. Implementation of the revised policy will be considered with the move to HR Professional Shared Services Centre during 2016/17.
7.	Continued monitoring of developments in legislation and case law in relation to disability and review of NICS policies as appropriate.	Ongoing.	Ensure NICS policies and practices are fit for purpose and reflect best practice.
8.	Continued monitoring of equality data via the NISRA annual report "Equality Statistics for the NICS".	Ongoing.	Collection and analysis of information on the proportion of people with disabilities in the NICS compared to the NI workforce.
9.	Continued monitoring of recruitment data via the NISRA annual report "Analysis of NICS Recruitment Competitions"	Ongoing.	Summary information on the proportion of people with disabilities who apply for and are appointed to jobs in the NICS.
10.	CAL to continue to offer a range of policy courses which cover Section 75 groups and other courses which focus on the needs of those with disabilities.	Ongoing.	Staff have the knowledge and skills to carry out screening, equality impact assessment and consultation exercises.

			Staff are aware of disability issues and have the skills to ensure they contribute to the statutory obligations under S75 and DDA.
11.	<p>Digital Inclusion Programme activities to encourage people with disabilities to make more use of online services.</p> <p>In partnership with local charities/community groups, Go ON NI training sessions are available for people with disabilities to help increase the use of the Internet and specific online services including the NIDirect website. Disabled citizens can be given one-to-one tuition over the course of the sessions. The Northern Health Trust Carers pilot project is to be evaluated with the proposal of increased delivery throughout the Trusts. IT sessions are to be delivered for the MS Society during August and September 2016 and for the Orchardville Society during October, November and December 2016 through the Digital Assist programme.</p>	Ongoing.	Reduction of barriers to citizen access to online public services.
12.	Land and Property Services to continue involvement with organisations such as CAB, Disability Action, Help the Aged with regard to communication of and maximising take up of Rate Reliefs by vulnerable groups.	Ongoing.	Increased take up of Rate Reliefs by persons with a disability.
13.	Equality screening to continue to include consideration of the disability duties.	Ongoing.	Disability duties considered by policy makers at the outset and

			detailed in the screening process.
14.	Development of a new Disability Action Plan for 2017 onwards.	Existing DAP extended until 31 March 2017. Review of DAP 2013-2017 and consultation for new plan to commence during 2016/17.	Publication and implementation of a new Disability Action Plan.