

Belfast Harbour Commissioners

Disability Action Plan

2017-2022

Please note that this document is available on request in alternative formats including:

- **Large font**
- **Audiocassette**
- **Braille**
- **Computer Disc**
- **Main minority ethnic languages**

Please contact:

Patricia Toolan
HR Director
Belfast Harbour Commissioners
Corporation Square
Belfast
BT1 3AL

hr@belfast-harbour.co.uk

PH: 028 90554422

FAX: 028 90554411

TEXT PHONE: 02890 322013

Contents

Forward

1. Introduction

2. Role and Functions

3. Public Life

4. Previous Measures

5. How the Plan will be Distributed

6. Action Measures

DISABILITY ACTION PLAN

Belfast Harbour Commissioners

Foreword from the Chief Executive

We are delighted to present Belfast Harbour Commissioners (BHC's) third Disability Action Plan, which sets out the actions we plan to take forward over the next 5 years.

We are committed to the fulfilment of the two disability duties as set out under Section 49A of the Disability Discrimination Act (DDA) 1995. We continue to work to ensure that there is disability equality in everything we do; across all relevant aspects of our business in how we treat our stakeholders and our staff.

Over the period covered by BHC's Disability Action Plan 2012-2017 we made progress in a number of areas. The development and direction of BHC's Corporate Responsibility Strategy has facilitated a proactive and innovative approach to promoting disability equality, internally and externally. Recent consultation with Disability Action and other consultees has provided endorsement that our staff awareness raising and training has been effective in promoting positive attitudes and inclusive approach to people with disabilities.

The Disability Action Plan 2017-2022 provides a framework for mainstreaming disability equality into our commitment to corporate responsibility and good governance and sets out new targets for the next 5 years.

Chief Executive

Roy Adair

1.0 Introduction

1.1 Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006), Belfast Harbour Commissioners (BHC) is required when carrying out its functions to have due regard to the need to:

- promote positive attitudes towards disabled people; and
- encourage participation by disabled people in public life ('the disability duties').

Under Section 49B of the DDA 1995, BHC 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.

1.2 The Chairman and Chief Executive of BHC are committed to implementing the disability duties and this disability action plan. BHC allocates resources (in terms of people, time and financial budget), to implement this plan and where appropriate, build objectives and targets relating to the disability duties into corporate and annual operating plans.

1.3 Overall responsibility for the action plan lies with the Board. Day to day responsibility lies with the Human Resources Director and Senior Management Team who will be responsible for overseeing the implementation of the plan. The Senior Management Team where

feasible will build objectives and targets relating to the disability duties into the corporate and annual reporting plans and monitor progress in implementing actions.

- 1.4 We will also put appropriate internal arrangements in place to ensure compliance with the disability duties and effective implementation of the plan. We will ensure the effective communication of the plan to staff and provide training and guidance for staff on the disability duties and the implementation of the plan.

We confirm our commitment to submitting an annual report to the Equality Commission on the implementation of this plan.

- 1.5 Responsibility for implementing, reviewing and evaluating this disability action plan and the point of contact within BHC will be:-

Patricia Toolan
HR Director
Belfast Harbour Commissioners
Corporation Square
Belfast
BT1 3AL

hr@belfast-harbour.co.uk

PH: 028 90554422

FAX: 028 90554411

TEXT PHONE: 02890 322013

- 1.6 The Plan will be forwarded to the Equality Commission. The final action plan will be published on our website.
- 1.7 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. 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.belfast-harbour.co.uk

Consultation

- 1.8 BHC is committed to engaging effectively with disabled people in the drafting, implementation, monitoring and review of this Plan.
- 1.9 BHC is committed to carrying out consultation in a meaningful manner in the development of its disability duties.
- 1.10 In addition we are keen to seek the views of disabled people in relation to the development of the Plan. This will be achieved through direct contact with disability organisations and working with other organisations, as appropriate.
- 1.11 As part of the consultation process barriers to effective consultation will be removed by ensuring accessibility to documents in appropriate formats. Information will be made available on request in accessible formats including, Braille, large print, disc and audio cassette. Information will also be made available in accessible formats in a

timely fashion. It will also be important to establish with disabled people the basis for dialogue and engagement during the life of the Plan.

2.0 **Role and Functions**

2.1 Belfast Harbour is a Trust Port; as such its operational remit is governed by Statute and it operates on a commercial basis. BHC's purpose outlined in its Corporate Plan 2017-2021 www.belfast-harbour.co.uk is to support and develop the regional economy by the operation of the Port, growth of Port capacity and development of the Harbour Estate.

2.2 As outlined in the Corporate Plan, our Vision is to be a world class Port offering leading- edge marine and estate facilities, thereby enabling the economic development of Northern Ireland.

2.3 We recognise that the values held by the organisation guide the decision making process at all levels. The values stated below, therefore, are employed to validate behaviours and decisions throughout the business.

- Safety - provide a safe environment for everyone using Belfast Harbour
- Environmental Sustainability - seek to reduce the impact we have on our natural environment

- Service to Society - make a difference to our customers, and local/regional communities
- Integrity - mean what we say and say what we mean
- Respect/Equality - treat everyone as a valued customer
- Teamwork - co-operate to achieve the best outcomes
- People - develop the business environment to make Belfast Harbour a rewarding place to work.

Our functions are as follows:

- Commercial
 - Business Development
 - Port Engineering
 - Warehousing & Port Land
- Property
 - Estate Tenants
 - Property development
 - City Quays
 - Urban Regeneration
- Marketing
- Operations
 - Harbour Master's Dept.
 - Harbour Police
 - Support Services

- Environmental Health & Safety
- Human Resources
- Finance
 - Financial Management
 - Corporate Services

3.0 Public Life Positions

3.1 Board Members are appointed by the Department for Infrastructure on the basis of open public advertisement. The number of Board members, including the Chairman and Chief Executive Officer, may be no less than ten and no more than fifteen and up to four Board Members shall be members of Belfast City Council.

3.2 The management of the Port of Belfast is independent of Government and falls to the Board and the management team. The duties of Board Members are akin to those of a company director, in particular to be accountable for the proper exercise of the statutory and administrative requirements placed upon them.

4.0 Previous Measures

4.1 The following are indicative of the positive measures BHC has taken to promote positive attitudes towards disabled people and encourage their participation in public life. These include:

- Mainstreaming the Duties on Disability with the CR Strategy and promoting the interests of people with disabilities both through our staff and outreach activities with the wider community
- Providing targeted Disability Awareness and Equality training and evaluating the effectiveness of the training

- Seeking input from equality and relevant disability groups (including consulting on the drafting, implementation, monitoring and review of the Plan).
- staff monitoring
- integrating questions on the Disability Duties in screening of policies
- All selection processes address the special needs of applicants on an individual basis
- All recruitment panel members receive specialist training to ensure equality of opportunity is taken into account throughout the process.
- Ensuring the special needs of people with disabilities are met in relation to access to the building.
- Enhancing the accessibility of the information on the website for people with disabilities.

How the Disability Action Plan will be distributed

The Disability Action Plan will be circulated to established consultees and can be accessed on the Belfast Harbour website www.belfast-harbour.co.uk

BHC will, through our ongoing work with people with disabilities and people with learning disabilities, find appropriate ways of communicating the Plan. The Plan will be produced in clear print and plain language, will be available in alternative formats on request,

including large print, Daisy, Braille, audio cassette and computer disc on request.

All employees will be notified of the Plan which will be published on both the intranet and Belfast Harbour website.

5.0 **Action Measures**

5.1 Belfast Harbour is a commercial Port and business to business organisation that recognises the need to promote a positive working environment with regard to disability. Belfast Harbour Commissioners has already taken a number of measures to promote positive attitudes towards people with disabilities and to encourage their participation in public life and aims to build on this in the revised plan. In the following pages we have set out the action measures we propose to take over the period of the Disability Action Plan ending 2022 together with performance indicators.

Action Measures to promote positive attitudes towards disabled people and to encourage participation by people with disabilities in public life

Measure	Outcome	Performance Indicator and targets	Timescale and Ownership
<p>Provide targeted and where appropriate accredited training on disability duties, disability legislation and issues in terms of disability</p>	<p>Evidence of awareness of the range of disabilities and of the needs of people with disabilities and how these need to be addressed</p> <p>Positive comments from stakeholders on the approach taken by frontline staff</p>	<p>Number of people trained each year.</p> <p>The percentage of people indicating an improvement in understanding of the disability duties.</p> <p>Number of employees to successfully achieve accreditation</p>	<p>HR</p> <p>March 2018/March 2022</p>
<p>Develop training resources on disability equality training regarding the disability duties and their application in Belfast Harbour for incorporation in induction.</p>	<p>All new staff understand their role in promoting positive attitudes to people with disabilities.</p>	<p>Number of new staff receiving induction and displaying better understanding of disability duties and the issues people with disabilities face.</p>	<p>HR</p> <p>All new staff receive Disability training within six months of start date</p>

Measure	Outcome	Performance Indicator and targets	Timescale and ownership
Ensure the commitment to interview all candidates who meet essential criteria is included in recruitment documentation and reviewed	Annual review of effectiveness of measure in promoting equality in access to interview	Number of applicants with disabilities (who meet the essential job criteria) successful in progressing to interview	HR Ongoing Monitored each year First report March 2018
Communicate directly with people with disabilities and advocates for people with disabilities about policies under review and issues affecting them	Encourage participation of people with disabilities in public life	Establish meaningful links with disability groups Monitor the input of people with disabilities into policy development and issues affecting them	HR March 2018 and subsequent annual reporting
Support Sailability or alternative projects	Promoting positive image of people with disabilities and their participation in public life	Work in partnership with others to promote increase in the level of participation	Communication and Corporate Responsibility Manager March 2022 and ongoing

Measure	Outcome	Performance Indicator and targets	Timescale and Ownership
Ongoing involvement of participants of young people with disabilities in education	Promoting positive image of people with disabilities and their participation in public life	Work in partnership with education to ensure participation of young people with disabilities in available activities	Communication and Corporate Responsibility Manager March 2018 and annually
Frontline staff monitoring and reporting on the needs and issues facing people with disabilities	Improved level of access through assessing the individual needs of people with disabilities	Monitoring the level of satisfaction and identification of ways to enhance visitor experience for people with disabilities	Facilities Officer Immediate Annual Reporting
Review the action plan on an annual basis and report on performance to the Commissioners	Annual review of effectiveness of measure in promoting positive image of people with disabilities and their participation in public life	Review of targets and indicators on an annual basis to assess the effectiveness of BHC initiatives that affect people with disabilities	HR Director August 2017 and annually thereafter