



Title of Report:	Disability Action Plan
Committee Report Submitted To:	Corporate Policy and Resources Committee
Date of Meeting:	28 January 2020
For Decision or For Information	For Decision

Linkage to Council Strategy (2019-23)	
Strategic Theme	
Outcome	
Lead Officer	

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes	Date: 7 January 2020
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	No	Date:
	RNA Required and Completed:	No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	No	Date:
	DPIA Required and Completed:	No	Date:

1.0 Purpose of Report

- 1.1 Causeway Coast and Glen Borough Council is subject to the requirements of Section 49A and 49B of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006), ie the “Disability Duties”.
- 1.2 These duties mean that the Council, when exercising its functions, must have due regard to the need:
- to promote positive attitudes towards disabled people; and
 - to encourage participation by disabled people in public life.
- 1.3 In order to outline how the Council will fulfil its obligations under these Disability Duties, the Council is required to put in place a Disability Action Plan showing how it proposes to fulfil the disability duties.
- 1.4 The previous Disability Action Plan for Council covered the period 2015 to 2019 but this now needs to be revised and replaced with a new four year Plan.

2.0 Background

- 2.1 Causeway Coast and Glens Borough Council is committed to the fulfilment of its disability duties in all parts of its organisation and has set out how it intends to do this in the attached draft Disability Action Plan (the Plan).
- 2.2 This new Disability Action Plan will cover the period 2020 to 2024 and it includes a range of action measures across the Council’s functions and services which aim to help Council fulfil its statutory obligations.
- 2.3 A copy of this new Disability Action Plan has also to be submitted to the Equality Commission when approved by Council.

3.0 Recommendation

It is recommended that the Corporate Policy and Resources Committee recommends to Council the adoption of the new Disability Action Plan for 2020 to 2024.



**Causeway
Coast & Glens
Borough Council**

Disability Action Plan

2020 - 2024

FOREWORD

This Disability Action Plan is a statement of Causeway Coast and Glen Borough Council's commitment to, and proposals for, fulfilling its statutory obligations in compliance with Section 49A of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006).

This Act places duties on public authorities, when carrying out their functions to have regard to the need:

- to promote positive attitudes towards disabled people; and
- to encourage participation by disabled people in public life.

The Plan is also important because it outlines how disability issues can be more effectively mainstreamed within the Council, thus ensuring that they are central to the whole range of policy decision-making within the Council.

COUNCILLOR SEAN BATESON
MAYOR

DAVID JACKSON
CHIEF EXECUTIVE

DATE

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This Disability Action Plan can be obtained from the Council as a paper copy or it can be downloaded from the Council's website. It can also be obtained from the Council in alternative formats, including in large print, in Braille, and on audio cassette. If you would like a copy in an alternative format, please contact:

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1. Introduction

1.1 Section 49A of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006) requires the Council, in carrying out its functions, to have due regard to the need:

- to promote positive attitudes towards disabled people; and
- to encourage participation by disabled people in public life.

1.2 Causeway Coast and Glens Borough Council is committed to the fulfilment of its disability duties in all parts of its organisation and has set out how it intends to do this in this Disability Action Plan (the Plan).

1.3 The Council will undertake a planned programme of communication and training on the disability duties for all staff and elected members.

2. Purpose of the Disability Action Plan

2.1 This Plan sets out how the Council proposes to fulfil the disability duties in relation to its functions.

3. The Council – Its Role and Functions

3.1 The roles and functions of Local Government in Northern Ireland are set out in the Local Government Act (NI) 1972, the Local Government Act (NI) 2014 and other Miscellaneous Acts and Regulations. Local Government responsibilities fall into three main areas:

- **Direct Service Provision** – Councils provide a range of local services
- **Representation** – Council nominees sit as representatives on various statutory bodies

- **Civic Leadership** – Councils reflect the views of their community in relation to the planning and delivery of certain regional services

3.2 The Council performs five principal roles within its local area and district:

1. The direct provision of a number of services and facilities,
2. The promotion of the arts, tourism, community and economic development,
3. The regulation and licensing of certain activities relating to environmental health, consumer protection and public safety,
4. A representative role on a number of bodies and Boards including Education and Health,
5. A consultative role in relation to functions conducted by other Government bodies and agencies on issues such as planning, water, roads and housing.

3.3 In the performance of the above roles the Council carries out functions in the following areas (this is not an exhaustive list):

- the provision and maintenance of facilities for recreational, social and cultural activities including leisure centres, community centres, parks, open spaces, sports and playgrounds and places of entertainment
- street cleansing
- waste collection and disposal
- the provision of burial grounds
- the provision of grant aid to support the Arts, community development, good relations and the promotion of tourism and economic development
- the administration and regulation of certain matters relating to the environment, public health and public

safety including building control, food safety, statutory nuisance, dangerous buildings, air pollution, noise pollution, dog control, consumer protection and health and safety

- the licensing and regulation of street trading, places of entertainment, amusement centres, cinemas and petroleum stations
- the making of bye-laws and regulation of same
- Planning development control and enforcement
- Off Street Car Parks

3.4 The Council also leads on a community planning process. This will be done in partnership with other public service providers in order to collectively address local problems.

4. The Council's Commitment to the Effective Implementation of the Disability Action Plan

4.1 The Council is committed to the effective implementation of all aspects of the Disability Action Plan in all parts of its organisation. Overall responsibility for determining how this will be achieved lies with the Elected Members. Day to day responsibility for carrying out the Plan lies with the Chief Executive and he/she will be responsible for the implementation of administrative arrangements to ensure that the disability duties are complied with by the Council in carrying out its functions.

4.2 As part of its corporate planning process, the Council will build objectives and target setting and monitoring relating to the disability duties into corporate and business plans. These will be reflected at all levels of strategic planning within the Council including individual staff objectives and annual plans. Progress on meeting objectives, including those relating to the disability duties will be monitored and reported upon at the most senior level within the organisation on a quarterly basis. Individual performance on these issues will be monitored and reviewed through performance review arrangements.

- 4.3 A formal report of progress on meeting the objectives relating to the disability duties will be included in the Council's annual report to the Equality Commission on the implementation of the Council's equality scheme.

5. Internal Arrangements

- 5.1 The Council consists of 40 elected representatives, elected for a four year period.
- 5.2 The Chief Executive oversees the work of the various departments of Council through the Senior Management Team, which together with the Councillors create the corporate body of the Council.
- 5.3 The Chief Executive is responsible for strategic direction and advice to the Council, for the day to day management of services and for the longer term planning and allocation of resources.

6. Annual Report

- 6.1 The Council will prepare an annual report on the implementation of its Plan for submission to the Equality Commission. This annual report will be included as part of the Council's annual report to the Equality Commission on the implementation of our equality scheme.
- 6.2 A copy of the annual report on the Disability Action Plan will be made available on the Council's website and in alternative formats on request.

7. Action Measures

- 7.1 The following are the Disability Plan Action Measures which the Council intends to take in order to implement the disability duties during 2019 to 2023:

DISABILITY PLAN ACTION MEASURES 2019 – 2023

THEME: Improve Access to Services

Action Measure	Expected Outcome/Impact	Performance Indicator	Lead Officer	Timescale	Resources Required
Support persons with a disability to attend and fully engage in Council events and programmes.	Completion of Inclusive Events Checklist for all Council events	% of events with completed checklists	All departments/ service areas	2019-2023	Officer Time
Improve accessibility to changing places provision within the borough	Review the feasibility of providing 1 additional changing places facility at JDLC, Ballymoney.	Completed review. Identification of potential facilities	Heads of Sport and Well-being; Estates; Operations and Infrastructure	2019-2023	Officer Time
Ensure 3 Changing Places toilet facilities are available for public use within the Causeway Coast and Glens area	3 fully operational changing places toilet facilities within Tier 1 Leisure Facilities	3 fully operational changing places toilet facilities in operation Monday to Sunday, 360 days per year	Head of Sport and Well-being Head of Estates	December 2019	Funding for the planned change Officer Time
Improve accessibility for sign language users to access services at all Civic buildings	Disabled people can choose the way they receive information about Council Services	Sign Language Video Remote Interpreting Service available at each Civic Building (4 in total)	Head of Policy	December 2019	Provision of wi-fi. 4 tablets. Officer Time

Improve accessibility for individual's with a hearing impairment at all Civic buildings	Disabled people can choose the way they receive information about Council Services	Portable Loop System available at each Civic Building (4 in total)	Head of Policy	December 2019	Portable Loop Systems. Officer Time
Improve accessibility for sign language users to access information about all Council Services	Disabled people can choose the way they receive information about Council Services	Sign Language Video Relay Interpreting Service available on the Council website	Head of Policy	December 2019	Officer Time. Cost of Service
Improve accessibility for individuals with a disability to access information about all Council Services	Assess opportunities to present alternative formats in advance	Number of alternative formats identified and provided	Head of Policy Head of Sport and Well-being	March 2023	Officer Time Production costs
Improve accessibility for individuals on the Autistic Spectrum to participate in physical activity and improve well-being	Individuals with Autism can swim in a suitable setting	Number of participants at the Autism Friendly sessions per year	Head of Sport and Well-being	March 2020	Officer Time Programming of other activities
Improve accessibility for individuals with a disability to participate in physical activity and improve well-being	Individuals with a disability can access specialist equipment to facilitate exercise	Number of users of inclusive cycles	Head of Sport and Well-being	March 2020	Officer Time Costs associated with remodelling the cycle path to accommodate inclusive cycles

Improve accessibility for individuals with a disability to participate physical activity initiatives and improve well-being	Individuals with a disability can access inclusive participation programmes & services	Number of programmes	Head of Sport and Well-being	March 2023	Officer Time Associated programme costs
Improve accessibility for individuals with a disability to access sport and improve well-being	Individual's with Level 3 & Level 4 Health conditions can access specialist exercise programmes	Number of individuals accessing programmes	Head of Sport and Well-being	March 2023	Officer Time Costs associated with running the programme
Continue to progress the Every Customer Counts initiative	Improved support for disabled people to access services	% of Audits and Action Plans completed	Head of Policy	On-going	Officer Time. Costs of required adaptations
Establish a working group to improve access to services for people with Autism spectrum disorders	Improved support for people with Autism spectrum disorders to access services	Number of changes / initiatives implemented	Head of Policy	On-going	Officer Time. Costs of required adaptations
Address licensing of Pavement Cafes when the Council receives guidance from DfI	Improved support for disabled people to equally participate in the cultural life of the area	Monitor implementation of licensing Pavement cafes	Head of Health and Built Environment	On-going	Officer time

THEME: Promoting Awareness

Action Measure	Expected Outcome/Impact	Performance Indicator	Lead Officer	Timescale	Resources Required
Develop communication policies, practices and procedures to ensure best practice.	Better promotion of equality for disabled people. To promote positive attitudes towards disabled people through acknowledging the contribution of people with a disability.	At least two relevant articles annually on Council website, press releases, etc.	All Officers	On-going process	Officer Time
Engage with town centre retailers to become JAM card friendly businesses	Improved support for disabled people when engaging with retailers	Number of retailers who take up the initiative	Head of Prosperity and Place		Officer Time
Improve social inclusion for people with disabilities	To provide information and training (where necessary) to front-line staff about RADAR key including its use and how to apply for it. To facilitate mixed use accessible play.	% of staff trained. % of accessible play facilities	Head of Policy	2019-2023	Officer Time
Improve leisure information for people with disabilities	To provide information on accessibility of Leisure Centres in the Borough	Information section on the website detailing accessibility information for the 4	Head of Policy Head of Sport and Well-being	2019-2020	Officer Time

		Council Leisure Centres			
Improve leisure information for people with disabilities	To provide a central hub of inclusive sports activities	Develop a Disability Sports Hub at JDLC. Number of participants signing up to the various initiatives	Head of Sport and Well-being	March 2020	Officer Time
Improve Autism Awareness of staff via training	Staff will be engaged and awareness raised	% of staff who have received Autism Friendly training	Head of Sport and Well-being	March 2020	Officer Time Associated Training costs
Improve Autism awareness via information and links on the Council website	Information provided to Citizens via the website will rise their awareness and acceptance of Autism	Specific Web-page detailing information specific to Autism	Head of Policy	March 2020	Officer Time
Improve awareness of disabled toilet facilities	To provide information on how and where a RADAR key can be purchased and the available public toilets where it can be used.	Information section of the website detailing available facilities	Head of Policy	March 2020	Officer Time
Improve disability awareness of staff via e-briefings, newsletters, staff meetings, emails, intranet and internet	Staff will be engaged and awareness will be raised	% of internal communication documents which feature disability related information	Head of Policy	2019-2023	Officer Time

Improve disability awareness of staff via training	Continue to deliver a suite of equality and diversity related training for all staff (including Disability Awareness Training)	% of staff who have received equality and diversity awareness training	Head of OD/HR Head of Policy	2019-2023	Officer Time
Research the possibility of including disability awareness sessions for Members in the Members Training Programme and ensure the Disability Action Plan is provided to members	Develop the capacity of Members to ensure awareness of the legal obligations in relation to employment and service delivery	Communicate the outcome of research and plan next steps if applicable Disability Action Plan distributed to members	Head of Policy	2019/2020	Officer Time

THEME: Engagement

Action Measure	Expected Outcome/Impact	Performance Indicator	Lead Officer	Timescale	Resources Required
Establish a programme of targeted actions to encourage participation among disabled people.	Higher participation of disabled people in public life.	People with a disability represented at a range of stakeholder consultation events.	Relevant Managers	On-going process	Officer Time Cost of hosting events. Any special provisions needed, eg sign language providers.

Increased staff awareness regarding health and wellbeing initiatives.	Increased engagement of staff in maintaining their own.	Maintain a dedicated webpage on the staff portal. % of emails to staff regarding health and well-being	Head of Performance Head of OD/HR	2019-2023	Officer Time
Deliver targeted outreach to encourage and support disabled people to consider enterprise and start a business	Disabled people who are considering starting a business are supported	Increase in % of participants with a disability on enterprise awareness initiatives	Head of Prosperity and Place	2019-2023	Officer Time
Involving relevant disability groups in consultations with regard to infrastructural projects	Improved opportunities for disabled people to engage with and influence policy makers	Number of changes made to policies/services as a result of their input	Head of Infrastructure and relevant Head of Service	2019-2023	Officer Time
Develop inclusive initiatives in partnership with Autism NI	Increased Autism Friendly Sport and Well-being initiatives	Design of a Sport and Well-being Autism Friendly Development Plan	Head of Sport and Well-being	March 2021	Officer Time Costs related to specific initiatives

THEME: Mainstreaming Disability

Action Measure	Expected Outcome/Impact	Performance Indicator	Lead Officer	Timescale	Resources Required
Screen all new policies using the disability duty questions included in the S75 screening pro forma to assess the significance of the policy on the disability duties.	Better promotion of equality for disabled people	All new or revised policies screened for impact on disability duties.	All Managers across the organisation	On-going process	Officer Time
Review role of Disability Champions and reappoint Champions as necessary.	Better promotion of equality for disabled people	Extend Disability Champions organisational Directorates to sit on working groups.	Head of Policy	December 2020	Councillor and Officer Time.
Attendance of Disability Champions at relevant training and networking events.	Sharing of good practice among disability champions	Attendance by Disability Champions at 2 relevant events.	Disability Champions	On-going process	Councillor and Officer Time Conference and mileage costs.
Ensuring appropriate risk assessments are conducted for individual needs.	Improved work environment and participation in public life by Councillors and staff with a disability.	Monitor number of risk assessments conducted which relate to disability issues.	All Managers across the organisation	On-going process	Officer Time

Review recruitment process regarding adjustments for applicants with autism and learning difficulties.	Improved support for disabled people with regards to employability.	Action plan developed specifying process modifications necessary.	Head of OD/HR	December 2020	Officer Time
Consider all requests for reasonable adjustments as part of the selection process.	Improved support for disabled people with regards to employability.	All applicants informed reasonable adjustments will be considered. % of reasonable adjustments requested and provided.	Head of OD/HR	2019-2023	Officer Time
Provide ongoing support and advice to employees in relation to declaring a disability and asking for reasonable adjustments	Develop the capacity of the organisation to understand and support the needs of staff with disabilities	Monitor numbers of: staff declaring a disability. reasonable adjustments requested / provided	Head of OD/HR & All Managers across the organisation	2019-2023	Officer Time
Printed documents and brand campaigns to feature positive images of disabled people	Promotion of positive attitudes towards disabled people	% of documents/ campaigns which feature positive images of disabled people	PR	On-going	Officer Time
Information to be presented in alternative formats as required	Promotion of positive attitudes towards disabled people	% of information available in alternative formats in advance	Head of Policy All HOS	On-going	Officer Time Production costs

To provide all-inclusive sports activities	To provide a central hub all-inclusive family sports activities	Number of all-ability families participating in the various initiatives.	Head of Sport and Well-being	March 2023	Officer Time Associated initiative costs
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12. How the Disability Action Plan Will Be Published

12.1 Following submission to the Equality Commission for Northern Ireland, this Plan will be available by contacting:

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12.2 The Disability Duties and Action Plan can be accessed on the Council's website at www.causewaycoastandglens.gov.uk

12.3 The Council 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, Braille and audio alternative format.

12.4 The Plan will be highlighted through press releases, mail shots, meeting directly with disability organisations, representative groups and disabled people.

12.5 In accordance with the Council's Equality Scheme consideration will also be given to requests to produce the Plan or a summary Plan for people who speak a minority language.

12.6 In addition, all employees will receive information on the Disability Action Plan and be provided with a full Plan on request.