



DIABILITY ACTION PLAN

To promote positive attitudes towards disabled people

To encourage the participation of disabled people in Public Life

Effective from **1st September 2024** to **31st August 2027**

Alternative Formats

English: This Disability Action Plan can be made available in minority ethnic languages, on request, to meet the needs of those not fluent in English.

This Disability Action Plan can be obtained from Newington Housing Association in alternative formats including large print, Braille, electronically, or on disk.

If you would like a copy in an alternative format, please contact:

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Introduction

Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006), Newington Housing Association 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, the Association is also required to submit to the Equality Commission a Plan showing how it proposes to fulfil these duties in relation to its functions.

Our Commitments

The Board of Newington, Chair, Chief Executive and Executive Team are committed to effectively implementing the Disability Duties and this Plan.

Mainstreaming the Duties

Newington Housing Association is committed to successfully mainstreaming the Disability Duties throughout the organisation.

Resources

In order to deliver the actions detailed within this Plan, the Association is aware that additional resources will have to be allocated. Newington Housing Association is committed to allocating all reasonable, additional resources (in terms of people, time and money) required to implement this Plan.

Internal Arrangements

Newington Housing Association will put appropriate internal arrangements in place to ensure that the Disability Duties are complied with, and the Plan is successfully implemented. Our CEO, Anthony Kerr will have operational responsibility for ensuring the implementation and monitoring of the Plan. Regular and Annual Progress Reports will be provided through the normal reporting structures.

Training

Newington Housing Association is committed to providing training for staff and office holders on Disability Equality legislation and Disability Awareness.

Reporting Arrangements

Newington Housing Association confirms its commitment to submitting Annual Progress Reports on the implementation of this Plan to the Equality Commission and carrying out a review of this Plan in line with current review arrangements for Section 75 of the Northern Ireland Act 1998. This will ensure the alignment of Section 75 and disability duties.

A copy of this Plan, the Association's Annual Progress Reports and review of this Plan will be made available on the Association's website www.newingtonha.co.uk

Background

Newington Housing Association (1975) Limited was established in 1976. The Board of Management of the housing association membership currently comprises the Chair and 11 other members appointed by the Management Committee. Appointments are made in accordance with the Associations Rules, public appointments system and are for a period of a maximum of 9 years. The housing association reflects a range of interests, representing the interests of users of the service.

Newington Housing Association is a community-based housing association with 720 units of accommodation, operating exclusively within North Belfast. The Association provides mainly general needs housing, but also provides accommodation for older people, singles and provides accommodation for homeless people in partnership with Depaul Ireland.

Newington Housing Association is a part of a Group Structure Agreement with Apex Housing Group. Newington Housing continues to be registered as a Housing Association with the Department for Communities and operates as an independent Housing Association with its own staff and Board of Management.

On 1st April 2024, Newington Housing Association employed 22 full time and 1 part time permanent members of staff and also employed a Housing Apprentice and a Student Placement on fixed term contracts.

Newington Housing Association **Vision, Mission & Values**

Vision

'Building Community'

Mission

To work collaboratively with our tenants and partners to provide sustainable homes and services in safe, diverse, vibrant and confident communities.

Values

Community

Focus on the needs of the community as well as the individual and work with others to nurture respect and promote inclusion in all the communities we serve

Partnership

Work and engage with others to achieve results and provide solutions.

Accountability Be open and transparent in what we do and maintain the highest standards of governance.

Quality Continue to provide high quality homes, services and support.

Value for Money

Use our resources to obtain the best outcomes in the most effective and efficient way.

Functions & Responsibilities

The main functions of Newington Housing Association are:

- To provide affordable and good quality housing for those in need
- To provide an efficient, equitable and effective housing service for the association's tenants
- To develop new quality and affordable housing
- To offer effective housing advice to applicants and prospective applicants

Public Life Positions

The public life positions which exist in the Association are Non-Executive Director posts.

The Association is aware that there is currently an under representation of disabled people in public life positions.

Report on Progress

We will submit a progress report to the Equality Commission each year on the implementation of this Disability Action Plan. We will also publish it on the website alongside our Annual Report of Progress.

As required by the DDA, the Association will also carry out a review of our Equality Scheme every five year and submit it to the Equality Commission.

Our Proposed Action Measures

On the following pages we have outlined the actions we propose to take in coming years along with targets and timescales. We will review and update this Plan on a regular basis and will continue to engage with key organisations and individuals representing the interests of people with disabilities.

We are committed to monitoring and reviewing our policies, procedures and practices to ensure that we continue to deliver an effective service to people with disabilities.

When working with disabled people we are committed to making the necessary changes in how we conduct our meetings to ensure meaningful participation by all involved.

The Association will recognise and takes into account the varying needs of people with different disabilities. Newington Housing Association will also address the needs of people with multiple identities, such as ethnic minority women with disabilities, children and older people with disabilities etc. and will take account of these in the implementation of the action plan.

NHA Disability Action Plan Strategic Priorities for 2024 – 2027

Below are the Strategic priorities we have set across different areas of our operation.

The Association will take these forwards with disabled people, their representative organisations, local community partners and public service providers and is committed to working with disabled people, their organisations and other partners during the lifetime of this Disability Action Plan (DAP).

We will

- Support disabled people who want to be involved in Newington's activities.
- Include disabled people's needs in policy and planning.
- Improve information and outcomes for families in which someone is disabled.
- Support the creation of safe environments (i.e. lobby and support initiatives to make playgrounds and public spaces more accessible).
- Lobby and help local partners understand the needs of disabled people.
- Assist in the delivery of improvements for disabled people.
- Research issues facing disabled people in the future and implement measures to support them.
- Make publications and communications accessible to all.
- Improve understanding of the cost of living for disabled people.
- Measure how effective our policies and services are for disabled people.
- Monitor and report progress of the Disability Action Plan.

Newington’s DAP categories from September 2024 until the end of August 2027

Outlined below are the five DAP categories which the Association proposes to set measures against and action between September 2024 until the end of August 2027.

We will regularly review and develop the Plan and will incorporate additional measures (when required) throughout the life of the Plan.

They are:

COMMUNICATION

TRAINING

PARTICIPATION AND ENGAGEMENT

RECRUITMENT AND RETENTION

OTHER LEGAL, STATUTORY & BEST PRACTICE MEASURES

COMMUNICATION

To ensure that we:

- **Provide an accessible website - simplify navigation of the existing website to enhance the overall usability of the site with benefits for those with cognitive and motor disabilities.**
- **Ensure the effective use of signage and positive imagery in our publications and on our website and social media platforms.**
- **Carry out an audit of materials/guides in collaboration with our tenants and people with a disability.**
- **Ensure opportunities are available for a person with a disability to communicate effectively with the Association, other statutory bodies and all relevant external agencies.**

We will:

- Continue to regularly monitor, review and update our website to ensure navigation is simple and accessible to all (1.1)
- Continue to review and update our social media platforms to promote disability awareness, positive attitudes towards people with a disability and encourage the participation of disabled people in public life (1.2)
- Use effective signage and positive imagery at events to promote inclusion for all (1.3)
- Positively engage with specialist disability organisations (1.4)
- Review our Complaints Policy and procedures and other feedback mechanisms to ensure a quality service to tenants and other service users (1.5)
- Ensure that surveys are complete to ensure our service standards are being maintained and are easily accessible to all (1.6)

- Improve opportunities for a person with a disability to effectively communicate with us, other statutory agencies, etc (1.7)
- Ensure that all staff are competent in using the specialised equipment/disability aids that are incorporated within our main office (1.8)
- Continue to seek the views of staff on the content and implementation of the Disability Action Plan and disability equality generally (1.9)
- Provide updates and advice to disabled tenants on changes to welfare reform and other key and relevant legislation (when required) (1.10)
- Continue to promote take up the use of NHA's disabled adaptation service, ensure it is easily accessible to all and monitor take up of the service at least annually (1.11)
- Maintain arrangements to provide documents in alternative formats (1.12)

TRAINING

To ensure that we:

- Design and evaluate training in collaboration with people with a disability.
- Provide training for managers and staff in managing stress.
- Ensure people with a disability have full access to training and development opportunities.
- Invite key disability speakers/groups to our events (when relevant).

We will:

- Ensure all staff have full access to training and development opportunities (2.1)
- Provide Equality & Diversity, Disability Awareness, Dementia friendly and any other identified training to all relevant staff/board members every 2 - 3 years and invite key disability speakers (2.2)
- Ensure all new staff have received information about disability awareness during initial staff inductions (2.3)
- Continue partnership working arrangements with other local RSL's (i.e. NIHE and other Housing Association's), NIFHA and CIH to deliver shared training (2.4)
- Ensure that all staff are updated on the contents of the DAP (2.5)
- Increased awareness for staff on disability issues relevant to their role (2.6)
- Liaise with Employers for Disability Northern Ireland (EFDNI) Re: advice, recruitment, etc. and support their annual disability awareness campaign 'Disability Days'. (2.7)
- Complete a review of existing training packages for customer facing staff to reflect current best practice (2.8)

PARTICIPATION AND ENGAGEMENT

To ensure that we:

- Promote interest from people with a disability on project groups, committees, etc
- Undertake tenant and staff surveys
- Influence third parties via our current participation in various multi-agency partnership working groups.
- We will work to develop initiatives to raise awareness of opportunities to promote social inclusion among older people.
- Engage with the disability sector
- Facilitate the involvement of disabled people in the work of Newington
- Appoint a Disability Champion

We will:

- Carry out exercises to encourage staff to declare disabilities/long term health conditions and ensure consideration is given to implementation of all identified reasonable adjustments; (3.1)
- Provide support to those within the community and voluntary sector who promote initiatives for disabled people, etc.; (3.2)
- When hosting internal or external events ensure that (3.3):
 - ❖ Presentation and promotion materials are easily readable
 - ❖ Signage is clear
 - ❖ Handouts are in accessible formats

- ❖ Venues are easy to reach, fully accessible and are chosen to ensure that they are welcoming environments
 - ❖ Delegates are made aware of fire evacuation policies and location of toilets, etc.
-
- When seeking volunteers for Committee's we will clearly encourage other agencies to forward these individuals to promote the participation of disabled people in public life (3.4)
 - Encourage all tenants and staff to submit articles for Tenant Newsletters and other relevant publications (3.5)
 - Promote participation from people with a disability on our Tenant Forum, focus group sessions, local residents' committees, etc (3.6)
 - Offer various ways to engage with us such as online participation for tenants who have a disability (3.7)
 - Influence third parties and support initiatives identified during participation in the various multi-agency partnership working groups we attend (3.8)
 - Work with our Disability Champion and others to incorporate any identified measures (3.9)

RECRUITMENT AND RETENTION

To ensure that we will:

- Adhere to our Code of Practice on the Employment of People with Disabilities
- Seek to increase number of applications from people with a disability
- Support employees to manage their physical, mental and financial wellbeing
- Provide placement opportunities, work shadowing and mentoring programmes

We will:

- Provide information and support staff on specific disabilities/long term health conditions; (4.1)
- Ensure best practice in the recruitment and employment of disabled people (4.2)
- Support employees to manage their physical, mental and financial wellbeing (i.e. effectively manage stress, etc.) (4.3)
- Where possible, provide work placements, shadowing and mentor programmes and encourage applications and take up to these from people with a disability (4.4)
- Continually audit gathered data information including staff disability ratios and disability related complaints (4.5)

OTHER LEGAL, STATUTORY & BEST PRACTICE MEASURES

To ensure that we:

- **Review our existing and future action measures (annually)**
- **Report on all findings**
- **Meet all legal and statutory requirements**
- **Adapt (when necessary) to ensure best practice relating to the services we deliver to all our tenants and service users**

We will:

- Deliver requirements of UN Convention on the rights of persons with disabilities (5.1)
- Review policies to identify and assess any significant issues relating to the two disability duties (5.2)
- Engage with organisations and disabled people to promote positive attitudes towards disabled people and encourage participation by disabled people in public life (5.3)
- Ensure representation at joint consultation events hosted by the Equality Commission, NIHE and other statutory agencies, other Northern Ireland Housing Association's, etc. (5.4)
- Collaborate on outreach activities with disability groups to raise awareness of public appointments (5.5)
- Ensure the delivery of our new build developments are designed and constructed to meet current and future long-term needs of disabled people (5.6)

Timescale for the implementation of the Action Measures

Newington Housing Association intends to ensure the above measures are fully incorporated into our day-to-day activities and acknowledges of the need to monitor progress in relation to the implementation of the Disability Action Plan. This is to ensure that the disability duties are being met.

Our annual review of the plan will go some way towards monitoring and reviewing the Plan. This will help to develop targets and key performance indicators for the next year whilst detailing any significant outcomes relevant to the review period.

Some of the performance indicators may include circulating information to tenants asking for comments in communications sent out by the Association.

OUR CODE OF PRACTICE ON THE EMPLOYMENT OF PEOPLE WITH DISABILITIES

Introduction

To realise the aims of its Equal Opportunities Policy, Newington is committed to developing and applying relevant supporting employment policies and practices to seek to ensure the promotion of equality. Every day, people with disabilities face barriers that most non-disabled people would never think about. These barriers are not just physical, but can be psychological caused by negative assumptions, attitudes and reactions by non-disabled people.

With more positive attitudes and small practical changes to any working environment, staff will be more engaged and feel better included within a workforce.

Accordingly, through our Code of Practice we aim to reduce the barriers that prevent people with disabilities from succeeding and thereby helping them to maximise their full potential.

Scope and Definition

The definition of disability within the legislation is:

"Someone who has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities."

Aims and Objectives

This Code of Practice sets out the development and implementation standards of good practice for disabled people, as follows:

Recruitment Selection and Promotion: -

Newington will take steps to ensure that people with disabilities who apply for jobs will know that they will receive a fair and equal opportunity. Newington will make reasonable adjustments to ensure our employment arrangements or premises do not put a disabled person at a substantial disadvantage compared with a non-disabled person.

Newington is therefore committed to:

- a) Employ people with disabilities on the basis of merit and in jobs suited to their aptitude's abilities and qualifications.
- b) Shortlist any disabled applicant who meets the essential requirements of the post.
- c) Collaborate with the various disablement agencies with a view to seeking advice and support in recruiting and retaining disabled people.
- d) Use the **Employers for Disability NI job bulletin board** to promote Newington and refer potential applicants to Newington website, thereby encouraging applications from people with disabilities
- e) Make practical arrangements to assist the interview process
- f) Ensure staff involved in the recruitment process are properly trained in matters of equal opportunities, including matters of disability.
- g) Ensure that employees with disabilities are given equal consideration for promotion according to their abilities.

Training and Development

Newington undertakes to:

- a) Ensure that people with disabilities have the same opportunity as other staff to develop their full potential within the organisation.
- b) Become involved in work experience, training and education/sector placements
- c) Raise awareness of disability throughout the organisation, particularly through our "Dignity at Work Policy".

Introduction and Integration into the Workforce

Newington will ensure the integration of disabled staff into the workforce by:

- a) On appointment, ensuring the induction of the disabled employee into the organisation and work of the department; and
- b) Providing equipment which is suitable for the needs of the disabled employee.

Staff Becoming Disabled

Employees who are disabled or become disabled in the course of their employment should inform Newington about their disability.

Newington undertakes to consult with employees who are disabled in their present employment. When deciding what reasonable adjustment can be made, consideration will be given to the cost involved and the practicality of making the adjustment.

Some examples which Newington will consider making for employees (or potential employees) include:

- Adjustment to premises
- Flexible working
- Increased Hybrid Working
- Allocating duties to another person
- Altering working hours
- Providing a reader or interpreter
- Providing additional supervision or support
- Retraining
- Physical adjustments

Health Safety and Access to Buildings

Newington will ensure, as far as is practicable, that disabled people have physical access to all its facilities and that employees with disabilities are provided within a safe environment in which to work.

Monitoring

Newington monitors its applicants, workforce and the effectiveness of this Code of Practice regularly. Equality monitoring reports are prepared by the Senior Corporate Services Officer and action points determined by the Board and Executive Team.

Complaints

Newington recognise fully the right of disabled people to complain about discrimination should it occur. Employee complaints should in the first instance be made under the established grievance procedure, to their line manager.

Appendix 1: Action/Outcomes/Annual Progress Report on measures to be taken to implement NHA's Disability Duties

Communication

<i>Actions</i>	<i>Outcomes</i>	<i>Main Lead/ Responsibility</i>	<i>Timetable</i>	<i>Annual update on actions taken</i>
Continue to regularly monitor, review and update our website to ensure navigation is simple and accessible to all (1.1)	To ensure navigation of website is simple and accessible to all.	SMT, SCSO and all relevant staff	Throughout the lifetime of this plan.	<u>Year 1 Progress</u>
Continue to review and update our social media platforms to promote disability awareness, positive attitudes towards people with a disability and encourage the participation of disabled people in public life (1.2)	To promote disability awareness, positive attitudes, and participation by all.	SMT, SCSO and all relevant staff	Throughout the lifetime of this plan.	<u>Year 1 Progress</u>
Use effective signage and positive imagery at events to promote inclusion for all (1.3)	To promote disability awareness, positive attitudes, and participation by all.	All staff		<u>Year 1 Progress</u>
Positively engage with specialist disability organisation's (1.4)	Continue to formalise links with disability groups that offer guidance and advice.	BOM & SMT	Throughout the lifetime of this plan.	<u>Year 1 Progress</u>
Review our Complaints Policy and procedures and other feedback mechanisms to ensure a quality service to tenants and other service users (1.5)	Review feedback/findings and use info. acquired as a tool to improve work practices and service delivery.	BOM & SMT	Due Feb. 2026	<u>Year 2 Action</u>

Ensure that surveys are complete to ensure our service standards are being maintained and are easily accessible to all (1.6)	Monitor, review, collate and action findings from all surveys to identify any barriers to accessing NHA's services.	SMT	Due By end March 2025	<u>Year 1 Action</u>
Improve opportunities for a person with a disability to effectively communicate with us, other statutory agencies, etc (1.7)	Remove any remaining barriers to tenants seeking to engage or communicate with us or others.	SMT/All staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
To ensure that all new staff are competent in using the specialized equipment/disability aids that are incorporated within our main office (1.8)	Provision of training for frontline staff will ensure effective use of new technology and systems, which will improve customer experience and complement and enhance service delivery standards.	SMT/All relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Continue to seek the views of staff on the content and implementation of the Disability Action Plan and disability equality generally (1.9)	Conduct staff consultation events relating to this DAP and implement any conclusions/recommendations because of this.	CEO/SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Provide updates and advice to disabled tenants on changes to welfare reform and other key and relevant legislation (when required) (1.10)	<p>Ensure tenants effected by changes in legislation are fully aware of how any such changes may directly or indirectly affect them.</p> <p>By providing adequate training to staff on changes that effect residents and/or and the wider community, better support mechanisms and appropriate referrals can be made.</p> <p>To ensure disabled tenants have easy access to partner organisations that provide</p>	SMT/All relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>

	advice and support (i.e., Independent Welfare Advisor, Family Support Hubs, North Belfast Advice Partnership and other community and voluntary sector organisations, etc.).			
Continue to promote take up the use of NHA's disabled adaptation service, ensure it is easily accessible to all and monitor take up of the service at least annually (1.11)	<p>Promotion of service via digital platforms and within NHA's publications will ensure tenants are fully aware of the service and that it is fully utilised.</p> <p>All adaptations installed will be carried out in an unintrusive and timely manner (as per policy and DfC guidelines).</p> <p>Continue to complete and review findings of all Post Tenancy Visits to ensure tenant's new accommodation fully meets their needs.</p> <p>NHA will monitor take up and performance delivery relating to the service and compile a report on an annual basis.</p>	SMT/All relevant staff	Throughout the lifetime of this plan	Year 1 Progress
Maintain arrangements to provide documents in alternative formats (1.12)	Ensure all service users are aware of availability of all publications, policies, correspondences, etc. can be made available on request, in alternative formats.	All staff	Throughout the lifetime of this plan	Year 1 Progress

Training

Actions	Outcomes	Main Lead/ Responsibility	Timetable	Annual update on actions taken
Ensure all staff have full access to training and development opportunities (2.1)	<p>To ensure all staff develop their knowledge and themselves personally.</p> <p>To ensure up to date best practice.</p> <p>To enhance NHA's service delivery standards to tenants and the wider community.</p>	CEO/SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Provide Equality & Diversity, Disability Awareness, Dementia friendly and any other identified training to all relevant staff/board members every 2 - 3 years and invite key disability speakers (2.2)	<p>To ensure all board members and staff are up to date with the relevant legislative requirements.</p> <p>To ensure staff are appropriately trained and equipped in identifying people with disabilities and be able to provide the necessary support required.</p>	CEO/SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Ensure all new staff have received information about disability awareness during initial staff inductions (2.3)	<p>SMT will carry out all staff inductions and emphasis the necessity to ensure NHA meet all requirements under Section 75 duties.</p> <p>All new staff will be trained in the use of NHA facilities and internal and external support mechanisms in place.</p>	CEO/SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>

Continue partnership working arrangements with other local RSL's (i.e. NIHE and other Housing Association's), NIFHA and CIH to deliver shared training (2.4)	To ensure service standards are maintained or improved upon. To acquire VFM, best use of shared resources, assist to identify good practice, etc.	SMT/All staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Ensure that all staff are updated on the contents of the DAP (2.5)	Regularly review the Association's DAP and incorporate new actions/outcomes that are identified.	CEO/SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Increased awareness of staff on disability issues relevant to their role (2.6)	Provide adequate information, advice and training when applicable.	CEO/SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Liaise with Employers for Disability Northern Ireland (EFDNI) Re: advice, recruitment, etc. and support their annual disability awareness campaign 'Disability Days'. (2.7)	Utilise FFDNI 'Bulletin Board' to attract applicants with disabilities. Promote EFDNI's disability awareness campaigns – See Appendix 2 (below).	CEO/SMT/ SCSSO	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Complete a review of existing training packages for customer facing staff to reflect current best practice (2.8)	Carry out a review and implement best practice findings.	CEO/SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>

Participation & Engagement

Actions	Outcomes	Main Lead/ Responsibility	Timetable	Annual update on actions taken
Carry out exercises to encourage staff to declare disabilities/long term health conditions and ensure consideration is given to implementation of all identified reasonable adjustments; (3.1)	<p>To ensure staff receive the appropriate advice and support.</p> <p>To assist staff to avail of additional resources to allow them to undertake their general duties safely and unhindered.</p>	SMT/All staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Provide support to those within the community and voluntary sector who promote initiatives for disabled people, etc.; (3.2)	Provision of direct support from NHA staff or via our Community Investment Fund (i.e., financial support) to deliver local events or initiatives for people with disabilities.	SMT/All staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
<p>When hosting internal or external events ensure that (3.3):</p> <ul style="list-style-type: none"> ❖ Presentation and promotion materials are easily readable ❖ Signage is clear ❖ Handouts are in accessible formats ❖ Venues are easy to reach, fully accessible and are chosen to ensure that they are welcoming environments ❖ Delegates are made aware of fire evacuation policies and location of toilets, etc. 	<p>To ensure all literature is offered in different formats.</p> <p>When hosting events, ensure that facilities meet the needs of all attendees.</p> <p>Encourage tenants with disabilities, who wish to attend events, to inform the Association of their specific needs and requirements, to promote positive engagement.</p>	SMT/All relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
When seeking volunteers for Committee's we will clearly encourage other agencies to forward these individuals to promote the participation of disabled people in public life (3.4)	To ensure all appointments to the Board are reviewed and monitored to identify gaps from under-represented groups and persons with disabilities.	BOM & CEO	Throughout the lifetime of this plan	<u>Year 1 Progress</u>

Continue to encourage all tenants and staff to submit articles for Tenant Newsletters and other relevant publications (3.5)	To encourage all tenants and staff member to be actively involved in external publications. To promote inclusion and active participation by all interested parties.	SMT/All staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Promote participation from people with a disability on our Tenant Forum, focus group sessions, local residents' committees, etc (3.6)	To ensure participation is open and accessible to all.	SMT/All relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Offer various ways to engage with us such as online participation for tenants who have a disability (3.7)	To ensure tenants have access to our engagement opportunities.	SMT/All relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Influence third parties and support initiatives identified during participation in the various multi-agency partnership working groups we attend (3.8)	Deliver initiatives/projects/event that are inclusive to all.	SMT/All relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Work with our Disability Champion and others to incorporate any identified measures (3.9)	NHA will actively seek to appoint a Disability Champion from our existing tenant or employee base.	CEO/SMT	By end March 2025	<u>Year 1 Action</u>

Recruitment & Retention

<i>Actions</i>	<i>Outcomes</i>	<i>Main Lead/ Responsibility</i>	<i>Timetable</i>	<i>Annual update on actions taken</i>
Provide information and support staff on specific disabilities/long term health conditions; (4.1)	Ensure NHA staff have access to advice, support and the relevant equipment to fulfil their day-to-day duties. This will be completed during individual annual staff appraisals.	CEO & SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Ensure best practice in the recruitment and employment of disabled people (4.2)	Ensure the use disability networks to circulate adverts for employment vacancies, to ensure recruitment advertising reaches a wide audience.	BOM, CEO & SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Support employees to manage their physical, mental and financial wellbeing (i.e. effectively manage stress, etc.) (4.3)	Provide regular training and adhere too/ensure implementation of all relevant policies within the Association's current Employee Handbook. To ensure access to external support mechanisms, if required.	CEO, SMT & All relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Where possible, provide work placements, shadowing and mentor programmes and encourage applications and take up to these from people with a disability (4.4)	Develop and mentoring programme and work in partnership with disability groups/organisations to attract those with a disability.	CEO & SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Continually audit gathered data information including staff disability ratios and disability related complaints (4.5)	Continued collection and collation of existing data and the commissioning of new data as necessary to ensure no adverse impact.	SMT/SCSO	Throughout the lifetime of this plan	<u>Year 1 Progress</u>

Other Legal, Statutory & Best Practice Measures

Actions	Outcomes	Main Lead/ Responsibility	Timetable	Annual update on actions taken
Deliver requirements of UN Convention on the rights of persons with disabilities (5.1)	To ensure all legislative requirements and legal obligations are met by NHA.	BOM/CEO/SMT	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Review policies to identify and assess any significant issues relating to the two disability duties (5.2)	SMT to incorporate all Section 75 requirements when reviewing all policies.	BOM/CEO/SMT & all relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Engage with organisations and disabled people to promote positive attitudes towards disabled people and encourage participation by disabled people in public life (5.3)	To strengthen current partnership working. To establish new links and partnerships to build positive relationships and networks.	BOM/CEO/SMT & all relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Ensure representation at joint consultation events hosted by the Equality Commission, NIHE and other statutory agencies, other Northern Ireland Housing Association's, etc. (5.4)	To participate proactively at partnerships working events. To identify best practice and assist in any implementation within the organisation. To stay up to date with current policy, legislation, etc and to ensure all relevant measures are in place with the Association.	BOM/CEO/SMT & all relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Collaborate on outreach activities with disability groups to raise awareness of public appointments (5.5)	Form partnership and strengthen links with local groups.	CEO/SMT/All relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>
Ensure the delivery of our new build developments are designed and	Continue to complete and review all findings from surveys	BOM/CEO/SMT & all relevant staff	Throughout the lifetime of this plan	<u>Year 1 Progress</u>

<p>constructed to meet current and future long-term needs of disabled people (5.6)</p>	<p>carried out on new build schemes to ensure standard are met and that the homes we provide meet all requirements of new tenants to live comfortably and unrestricted within their new homes.</p> <p>Complete Post Tenancy checks to ensure all existing facilities meet the new tenants' requirements and to identify suitable adaptations to assist with the sustainment of the tenancy.</p>			
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Appendix 2: Employers for Disability Northern Ireland (EFDNI) ‘Disability Days 2024’

Disability Days 2024

January
4: [World Braille Day](#)
15: Blue Monday

February
1: [Dignity Action Day](#)
1: [Time to Talk Day](#)
4: [World Cancer Day](#)
5-11: [Tinnitus Awareness Week](#)
12: [International Epilepsy Day](#)
29: [Rare Disease Day](#)

March
[Brain Tumour Awareness Month](#)
3: [World Hearing Day](#)
18-24: [Neurodiversity Celebration Week](#)
21: [World Down's Syndrome Day](#)
28: [Wear A Hat Day \(Brain Tumour Research's annual event\)](#)
30: [World Bipolar Day](#)

April
[Stress Awareness Month](#)
2: [World Autism Awareness Day](#)
11: [World Parkinson's Day](#)
22-28: [MS Awareness Week](#)

May
10: [World Lupus Day](#)
13-19: [Mental Health Awareness week](#)
16: [Global Accessibility Awareness Day \(GAAD\)](#)

June
17-23: [Learning Disability Week](#)

July
24: [Talk to Us \(Samaritans' awareness campaign\)](#)
25: [National Schizophrenia Awareness Day](#)

September
[Childhood Cancer Awareness Month](#)
[Blood Cancer Awareness Month](#)
8-14: [Know Your Numbers \(blood pressure\) Awareness Week](#)
21: [World Alzheimer's Day](#)
23: [International Day of Sign Languages](#)
23-29: [National Inclusion Week](#)

October
[ADHD Awareness Month](#)
10: [World Mental Health Day](#)
10: [World Sight Day](#)
7-13: [Dyslexia Awareness Week](#)
7-11: [National Work Life Week](#)
18: [World Menopause Day](#)

November
12: [Purple Tuesday](#)
16 November: 16 December: [UK Disability History Month](#)

December
3: [International Day of Persons with Disabilities](#)


