

Implementation Plan for Employing People with a Disability

Objective	Key Activities	Milestone	Responsibility	Output	Impact
What Council is currently doing	<ul style="list-style-type: none"> ➤ Carry out an audit of work to date 	31 st January 2019	HR Officer/Policy Officer (Equality)	Audit completed	Enable Council to identify opportunities to encourage People with a Disability into the workplace
Best Practice Meetings	<ul style="list-style-type: none"> ➤ Meet with Equality Commission and Northern Ireland Union of Supported Employment ➤ Meet with public authorities who have successfully put similar initiatives in place ➤ Engage with Workable to identify/develop/pilot employment opportunities for people with learning disabilities 	March/April 2019	HR Officer/Policy Officer (Equality)	Visit with staff from Belfast Health and Social Care Trust and Belfast City Council. Arrange meeting with Workable officer.	Establish best practice for Council initiative
Elected Member/ Senior Officer Awareness and Approval	<ul style="list-style-type: none"> ➤ Prepare Positive Action Statement, Guidelines for Managers and Action Plan to be brought to Governance and Strategic Planning Committee in March 	March 2019	HR Officer/Policy Officer (Equality)	Documents prepared for submission to Committee in March 2019	Obtain buy-in from Elected members and SLT
Training	<ul style="list-style-type: none"> ➤ Roll out programme of awareness training to all line managers and staff 	March 2020	HR Officer/Policy Officer (Equality)	Programme of training in place for all staff	All relevant staff fully trained and be able to provide a better support to and working environment for their colleagues with a disability

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Scoping	<ul style="list-style-type: none"> ➤ Identify all potential upcoming vacancies which would be suitable for inclusion in this initiative 	Ongoing from April 2019	HR Team/Directors/ Heads of Service/Lead Officers	Vacancies Identified	3 Council posts will be targeted initially
Documentation	<ul style="list-style-type: none"> ➤ Review pro-forma for vacant posts to include consideration of viability for a person with a disability ➤ Preparation of Job Descriptions and Personal Specifications ensuring that there are all criteria and essential and fundamental to the position – these should be prepared in Plain English and Easy Read Versions ➤ Accessible Application Packs prepared 	Ongoing from April 2019	HR Team with support of Equality Commission and NIUSE	Job Descriptions, Personal Specifications and Application Packs prepared	Encourage applications from people with a disability
Pre-Employment Training	<ul style="list-style-type: none"> ➤ Prepare a programme training relevant to the post (e.g. on-the –job work trials or classroom based training) to evaluate whether the interested individuals match employment criteria. ➤ Determine what if any reasonable adjustments could be made to increase likelihood of job matching. 	Ongoing from April 2019			Encourage applications from people with a disability

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Recruitment Process	<ul style="list-style-type: none"> ➤ Accessible Job Adverts prepared and circulated in relevant media and to NIUSE and EFDNI Job noticeboards ➤ Establish appropriate nature of interview (e.g. work trial) ➤ Guaranteed Interview ➤ Identify any reasonable adjustments required for potential candidate to attend interview (E.g. Communication Support, Support Worker) 	Ongoing from April 2019	HR Team/Service area management with support of Equality Commission and NIUSE	Accessible selection process in place	Process will encourage applications from people with a disability
Risk Management	<ul style="list-style-type: none"> ➤ All risk assessments should be reviewed to ensure that they cover risks that may be present for new employee 	Ongoing from April 2019	Corporate H&S Manager and Service Line Manager		Creation of safe environment for all staff
Promotion of initiative	<ul style="list-style-type: none"> - Do launch of initiative with relevant groups - Work with Marketing Section to get promotion to all media outlets 	May/June 2019	HR Officer and Marketing Manager		Awareness raising of initiative to widest audience