

Disability Action Plan 2023 - 2027

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Foreword

As Mayor and Interim Chief Executive of Mid and East Antrim Borough Council, we are delighted to bring forward this Disability Action Plan for 2023 -2027.

Of the 138,994 residents registered within Mid and East Antrim Borough Council by the 2021 Census, 25% live with a or disability, however this percentage increases in terms of households, rising to 45%. In other words, nearly half of households within Mid and East Antrim have one or more residents living with a disability. These figures illustrate how vital it is for people living with disabilities to be able to participate in public life and benefit from the right to adequate accessibility to all Council functions.

This Disability Action Plan is a statement of the Council's commitment to the promotion of equality of opportunity for disabled people. It complements the Council's Equality Scheme under Section 75 of the Northern Ireland Act 1998.

The Plan has been designed to ensure that the Council fulfils its statutory obligations in compliance with Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006).

We are committed to proactively implementing measures to ensure that the Council is fulfilling the Disability Duties. We will allocate all necessary resources (in terms of people, time and money) in order to effectively

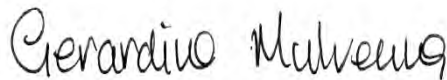
implement this Plan and where appropriate, build objectives and targets relating to the Disability Duties into corporate and annual operating plans.

We will ensure the effective communication of the Plan to the public, the Elected Members and all Council staff and provide all necessary training and guidance on the Disability Duties and the implementation of the Plan.

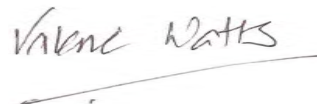
We confirm our commitment to submitting an annual report to the Equality Commission on the implementation of this Plan as well as carrying out a five yearly review.

A copy of this Plan, our annual progress report to the Equality Commission and our five-year review of this Plan will be made available on our website <https://www.midandeantrim.gov.uk>

Signed by:



Mayor
Ald. Geraldine Mulvenna



Interim Chief Executive
Valerie Watts

Date: 13 September 2023

1.0 Introduction

- 1.1 Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995)¹ as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006), Mid and East Antrim Borough Council 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').
- 1.2 Mid and East Antrim Borough Council's previous action measures ran for 3 years, unfortunately the delivery of the plan, particularly the customer facing areas, was drastically hindered by the Coronavirus pandemic. This Plan will be implemented over four years to both align with our Council term and address delays that resulted from the fall out of the pandemic. Over these 4 years Council aims to fully integrate our key strategic plans together with the planning cycles of our service areas.
- 1.3 The Council will commit the necessary resources to deliver the actions within this Disability Action Plan.
- 1.4 As part of its corporate planning process, the Council will build objectives, target setting and monitoring into relevant business plans.

¹ What the Disability Discrimination Act 1995 means by disability "A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities." – Definition of Disability, Equality Commission for Northern Ireland, 2007

1.5 The objectives will be reflected at all levels of strategic planning within the Council including individual staff objectives and annual plans. Employees will be made aware of this Disability Action Plan and how their duties and responsibilities assist the Council to meet its obligations. Progress on meeting the objectives will be monitored and reported to relevant section Managers and the Elected Members on an annual basis. Individual performance on these issues will be monitored and reviewed through internal performance review arrangements.

2.0 Purpose of the Disability Action Plan

2.1 The Disability Action Plan, through a series of actionable measures, outlines the Council's proposals for fulfilling the Duties in compliance with Section 49A of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (Northern Ireland) Order 2006).

2.2 This Plan, in form and content, must conform to the guidelines contained within the Commission's guide for public authorities.

2.3 The Council will commit to the effective communication of the Plan to staff and will undertake a planned programme of training and guidance for all staff and Elected Members as outlined in Section 9.

2.4 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.

3.0 Public Life Positions

3.1 Council has a responsibility over a number of public life positions in which members of the public participate. The Equality Commission's guidance on the definition of public life includes participation in focus groups or working groups, community associations or forums, community police liaison committees, citizens' panels, Local Strategic Partnerships, and user groups for services provided by the Local Authority. The objective of participation in public life is to provide a pathway that facilitates contribution from people living with disabilities to contribute or become involved in public policy decision making or how public authorities deliver services and carry out their functions.

4.0 Annual report

4.1 The Council will prepare an annual report on the implementation of its Plan. This report will be included as part of the annual report to the Equality Commission which details the Council's progress on the implementation of its Equality Scheme.

4.2 A copy of the annual report will be made available on the Council's website.

5.0 Review of the Disability Action Plan

5.1 The Council will carry out a five-year review of its Plan, in consultation with the Equality Commission for Northern Ireland.

6.0 Consultation

- 6.1 The Council is committed to carrying out meaningful and proactive consultation in the development and implementation of its Disability Action Plan. In doing so the Council is keen to bring about change for people with disabilities by taking measures in response to the Disability Duties. The Council would therefore like to ensure the involvement of people who have a range of disabilities and those who care for people with a disability, in the development of this Plan.
- 6.2 Consultation on the Disability Action Plan is ongoing via engagement with key stakeholders and service users.
- 6.3 Comments and suggestions on the Plan are welcomed at any time, with public consultation of this Plan due to be advertised in local and social media, on the Council website and distributed widely to representatives and members of local disability groups.
- 6.4 The Council will seek to ensure the involvement of people with disabilities by consulting with representative groups at both regional and local levels, as well as talking to individuals with a disability.
- 6.5 Consultation with local disability groups is to ensure that people with a disability can assist the Council by:
 - Identifying barriers faced by disabled people in participating in public life and specifically how any barriers they have encountered in relation to their dealings with the Council can be overcome
 - identifying circumstances in the past in which the Council has not promoted positive attitudes towards disabled people and identify opportunities in the future for the Council to promote such attitudes

- assist the Council in identifying key priorities and remedial actions to ensure the application of the disability duties.
- monitoring and making decisions on the revision of the plan as a result of these comments and reviewing the effectiveness of measures taken.

6.6 The Council believes it is important that people with a disability are involved in the implementation, monitoring and review of the Plan. Consultees will be advised of any changes made.

6.7 The Council will arrange for translators and/or signers to be present at appropriate meetings, either where a need has been identified in advance, or where a need is anticipated.

6.8 Loop systems are installed in the Council Chamber and portable loop systems are available for use in some Council facilities.

7.0 Responsibility for the Disability Action Plan

7.1 Responsibility for implementing, reviewing, and evaluating this Disability Action Plan and the point of contact within Mid and East Antrim Borough Council will be:

The Policy Team

The Braid, 1-29 Bridge Street, Ballymena, Co. Antrim, BT43 5EJ

Telephone number: 0300 124 5000

Email: policy@midandeantrim.gov.uk

- 7.2 Following submission to the Equality Commission for Northern Ireland, this Plan will be published on the Council website at: www.midandeantrim.gov.uk
- 7.3 The Council will, through its work with disabled people, ensure appropriate ways of communicating the Plan. It acknowledges that disabled people may experience different barriers according to their type of impairment. The Plan will be produced in clear print and plain language, and it will be made available in accessible formats on request, which may include braille, large print, disc, and easy read.
- 7.4 If you require this Plan in an alternative format (such as in large print, in Braille, audio, easy read or on computer disc) and/or language, please contact the Policy Team as outlined at 7.1 to discuss your requirements.
- 7.5 Hard copies are also available upon request from the Policy Team as detailed above.
- 7.6 Requests to produce the Plan in a minority language will be met where possible.

8.0 Functions

- 8.1 The roles and responsibilities of councils, established in the Local Government Act 2014 and in other legislation, fall into four types:
- Direct - Councils are responsible for the provision and management of services
 - Development - Councils have a role in facilitating economic and community development initiatives
 - Representative - Council nominees sit on statutory bodies

- Consultative - Councils reflect community views and concerns, and provide a challenge function, in a range of issues including education, health and housing.

8.2 Mid and East Antrim Borough Council's responsibilities from April 2015 are outlined at Appendix A.

8.3 To support and implement the above statutory functions and provision of services, the Council has adopted, and will continually develop, a number of policies.

9.0 Internal arrangements

9.1 The Council consists of 40 elected representatives, each elected for a four-year period.

9.2 The Interim Chief Executive oversees the work of the departments through the Senior Management Team which, together with the Elected Members, create the corporate body of the Council.

9.3 The Chief Executive is the principal advisor to the Council and responsible for the strategic management of the organisation, for the day-to-day management of services and the longer term planning and allocation of resources.

9.4 The organisational structure of Mid and East Antrim Borough Council is available as part of the Council's constitution and is available at https://www.midandeantrim.gov.uk/downloads/A_Mid_and_East_Antrim_Borough_Council_Constitution.pdf

9.5 The Disability Duties are the responsibility of every employee of the Council, Councillor and any member of a Council Body or Panel.

10.0 Actions and Measures

10.1 This section details the actions which we propose to take and how we will measure our performance during the Disability Action Plan (2023-2027).

1.0 Promote Accessibility						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
1.1	1.1.1	Ensure sufficient notice of a change in the bin collection schedule.	2023-2027	Publication of bin collection changes twice on social media before the change takes place.	Appropriate information provision will reduce disruption to Council Services experienced by people living with disabilities.	Neighbourhood Services
	1.1.2	Promote availability of information leaflets at Waste facilities detailing amenities on offer such as assistance services and braille bin collection calendars.	2023-2027 Biannually	Provision of a new leaflet Provision of braille version of bin collection calendar upon request	Ensures Council waste services are inclusive and accessible to all.	Neighbourhood Services
	1.1.3	Commit to standardising policy around extra capacity waste and assistant lifts.	2024-2025	Year 2 Revised Policy	A standardized additional residual waste capacity service across the Borough, supported by assisted waste collections.	Neighbourhood Services
1.2	1.2.1	Promote Council's reporting and noise apps that facilitate remote contact with Council.	2023-2027 Quarterly	Include in the Community Health & Wellbeing Ezine.	Increased awareness of alternative ways to communicate with Council.	Environmental Health Manager
	1.2.2	Provide 'How To' sessions on operating both apps.	2023-2024	Year 1 At least two sessions	Improved communications with people living with disabilities	Environmental Health Manager

1.0 Promote Accessibility						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
1.3	1.3.1	Council will provide town centre businesses with details about how to report dog fouling and request a clean-up.	2023-2024	Year 1 Awareness campaign developed and rolled out with all town centre businesses	Increased reporting of dog fouling will improve navigation of town centre streets for people living with disabilities.	Town Centre Development Team
	1.3.2	Facilitate information gathering sessions between town centre businesses and with various charities.	2023-2027 Biannually	Number of information sessions.	Increased shared knowledge of best practice and enhancement of education around the needs of varying disabilities.	Town Centre Development Team
	1.3.3	Council will commit to consider access assistance applications during town centre development disruption.	2023-2027	Number of applications received and approved.	Access assistance provision will minimize disruption to town centre employees living with a disability during the disruption period.	Town Centre Development Team
	1.3.4	Council to hold town centre events that are inclusive and accessible for all.	2023-2027 Ongoing	Number of inclusive and accessible town centre events.	Increased participation in town centre events which are designed for all.	Town Centre Development Team
1.4	1.4.1	Expand MEAqua Little Stars Pan Disability swim lessons (5-9 years) to all 3 leisure centres within the Borough and increase the number of classes.	2023-2024	Year 1 Implementation at Larne and Seven Towers leisure centres. Year 3: 2 x classes in each pool Year 4 4 x classes in each pool	Increased participation and sense of independence of disabled people in physical activity.	Aquatic Lead
			2025-2026 2026-2027			
	1.4.2	Develop MEAqua Little Stars Pan Disability swim lessons to include a second class for an older age group (10-13 years).	2025-2027	Year 3: 2 x classes in each pool Year 4 4 x classes in each pool	More children living with a disability learning to swim within the Borough.	Aquatic Lead

1.0 Promote Accessibility						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
	1.4.3	Expand MEAqua swimming lessons for special needs schools and MEActive quiet sessions to within all 3 boroughs.	2023-2024	Year 1: Implement classes in the Amphitheatre Leisure Centre.	More children living with a disability learning to swim within the Borough	Aquatic Lead
	1.4.4	Continue to develop integrated swimming for special educational needs (SEN).	2025-2027	Year 3 2 x classes in each pool Year 4 4 x classes in each pool.	Increased integrated swimming classes will increase participation numbers and provide a greater sense of independence to people living with a disability.	Aquatic Lead
1.5	1.5.1	Develop and deliver a range of inclusive sport and physical activity programmes and events, to increase the skills, knowledge, and confidence of people with a disability.	2023-2027 MEActive 2023-2027 Move More 2024-2026 Love to Move	Year 1-4 450 per year Year 1-4 90 per year Year 2 4 groups Year 3 6 groups	More people living with a disability and/or with a cancer diagnosis taking part in sport and/or physical activity both independently and with assistance where needed.	Sports Development Unit
	1.5.2	Establish and integrate Get Out Get Active (GOGA) initiatives into existing MEActive structure	2023-2027	Year 1-3 2- 4 GOGA initiatives	More people living with a disability taking part in sport and/or physical activity both independently and with assistance where needed.	Sports Development Unit
	1.5.3	Continue to develop and deliver PAN Disability Junior and Adult clubs in all 3 leisure centres within the Borough.	2023-2027	Year 1-4 30 per year	More children and young adults living with a disability getting regular opportunities to participate in sport and physical activity on a weekly basis.	Sports Development Unit

1.0 Promote Accessibility						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
	1.5.4	Promote and re-establish Inclusive Bike Hire sessions in Carrick and Larne.	2023-2025	Year 1-2 Carrick - 4 Larne - 4 (subject to funding)	Improved access to inclusive bikes to enable people living with disabilities to participate with their families.	Sports Development Unit
1.6	1.6.1	Continue rollout of the autism friendly workshop programme and the social media campaign highlighting autism friendly activities/facilities in Mid and East Antrim.	2023-2027 Ongoing	Year 1-4 4 additional 'Autism Friendly' virtual or in person public sessions for businesses, Council staff or local community Year 1-4 =>90% of attendees reporting that their knowledge of autism increased as a result of training.	Improve the awareness of autism within the Borough and reduce health inequalities.	Community Planning & Development
	1.6.2	The continued rollout of 'Just A Minute' (JAM) Awareness Training to Council staff	2023-2027	Year 1-4 100 additional Council staff attending training.	Additional Council staff trained on 'Just a Minute' (JAM).	Community Planning & Development
	1.6.3	Council will initiate a communications program around the benefits of JAM cards.	2023-2027 Ongoing	Year 1-4 Number of communication programs	Increased awareness that could benefit many people living with disabilities within the Borough	Community Planning & Development
	1.6.4	In partnership with external organisations, maintain the social media promotion of training opportunities and events to support	2023-2027	Year 1-4 Number of social media promotions.	To raise awareness of the needs of those with Autism and ensure appropriate steps are taken.	Community Planning & Development

1.0 Promote Accessibility						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
		autistic families in the Borough				
1.7	1.7.1	Council will consider accessibility in parks and open spaces and improve access to facilities.	2023-2024	Year 1 Metres of path improvements.	Will increase park access to people living with disabilities in the Borough.	Parks and Open Spaces Development Manager (East Antrim)
	1.7.2	Investment in play parks to include accessible, inclusive and sensory equipment.	2023/2024	Year 1 Number of parks fitted with accessible, inclusive, and sensory equipment.	Will increase the number of parks accessible to people living with disabilities.	Parks and Open Spaces Development Manager (East Antrim)
	1.7.3	Deliver a programme of accessible/inclusive activities during Council's Love Parks Week.	2023-2027 Annually	Year 1-4 Number of activities delivered at Love Parks Week	Enhance inclusivity to people living with disabilities in Council events.	Parks and Open Spaces Development Manager (East Antrim)
	1.7.4	Raise awareness of the 'Quiet Hour' available at People's Park and launch 2 sensory experiences in People's Park and Carnfunnock Country Park.	2023/2024	Year 1-4 Number of sensory experiences. Increased promotion using Council's S75 mailing list and social media.	Parks become more inclusive to ensure opportunities for children regardless of their needs and abilities.	Parks and Open Spaces Development Manager (East Antrim)
1.8	1.8.1	Manage and monitor development of an accessible corporate Council website and ensure compliance with Public Sector Bodies (Websites and Mobile Applications (No. 2)	2023-2027 Ongoing	Year 1-4 All websites offered by Council to comply with the regulations.	Equality of opportunity to Council services and facilities for those with a disability through enhanced accessibility and encouraged participation	All relevant departments

1.0 Promote Accessibility						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
		Accessibility Regulations 2018.				
1.9	1.9.1	Design, implement and promote the #MEAccessible campaign.	2023-2024	Year 1 Include in Council communications, social media, and promotion on waste trucks.	Promotion of Council's new policy	Policy Team Facilities Management & Waste
1.10	1.10.1	Ensure all major events organized are accessible and promptly communicate a change in availability of Mobiloos/changing places.	2023-2027 Ongoing	Year 1-4 The booking of Mobiloos/changing places facilities at Council events.	Increased access to Council events to people living with disabilities.	Communications
	1.10.2	Council will commit to advertising the location of all changing facilities for all corporate events	2023-2027 Ongoing	Year 1-4 Advertising takes place alongside all corporate events.	Increased confidence in attending Council events.	Communications
	1.10.3	Council will work with alternative methods of communication such as the Talking Newsletter where appropriate.	2023-2027 Ongoing	Year 1-4 Inclusion of the Talking Newsletter in Council mailing lists.	Will increase awareness of Council events and initiatives among citizens who are unable to take advantage of the usual methods of communication.	Communications
1.11	1.11.1	Publication of a schedule of accessible friendly events held by all relevant departments.	2023-2027 Quarterly	Year 1-4 4 x accessibility schedules published per year.	Increased governance in organising future attendance at Council events.	Communications Town Centre Development Parks Development Policy Team
1.12	1.12.1	Deliver three accessible theatre performances.	2023-2027 Ongoing	Year 1-4 Annually	Increased access to people living with disabilities to Council events.	Arts & Culture Manager

1.0 Promote Accessibility						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
	1.12.2	Roll out of Tourism Access for All booking scheme onto MEA Website.	2023-2024	Year 1 Booking scheme available on MEA Website.	Increased access to people living with disabilities to Council events.	Arts & Culture Manager
	1.12.3	Develop Tourism Access for All scheme to have 150 members	2024-2025	Year 2 150 members	Increased access to people living with disabilities to Council events.	Arts & Culture Manager
1.13	1.13.1	Facilitate a skills development program for tourism businesses, including one business which facilitates tours for disabled people	2023-2024	Year 1 Biannual review	Offer tailored equality and diversity awareness information to key delivery partners, contractors and interested groups within the Borough.	Tourism Development Team
1.14	1.14.1	Recognise Dementia Action Week and publicise each year to raise awareness of dementia and local support services.	2023-2027 Ongoing	Year 1-4 Council's participation in Dementia Action Week	Improved awareness of Dementia achieved within the Borough.	PPHWB
	1.14.2	Council will commit to ongoing meetings of the Dementia Steering Group which will ensure the Borough remains dementia friendly.	2023-2027 Ongoing	Year 1-4 4 meetings of the Dementia Steering Group each year. Impact through relevant projects will be maintained and monitored through varied representation on the dementia steering group.	Will maintain and develop Council as a Dementia Friendly Borough.	PPHWB

1.0 Promote Accessibility						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
	1.14.3	The Dementia Steering Group to ensure training targets are delivered.	2023-2027 Ongoing	'Dementia Friendly Communities' training sessions delivered per year in the Borough. Evaluation forms used at training sessions will monitor impact regarding whether knowledge of dementia has improved as a result of attending training.	Members of the Borough will become more dementia aware which will benefit those with dementia and their families	PPHWB

2.0 Encourage Participation in Public, Political and Civic Life						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
2.1	2.1.1	Raise awareness to employers and people living with disabilities of initiatives, projects and training offered by Council, in partnership with others.	2023-2027 Ongoing	Year 1-4 Awareness and engagement activities held with employers and support organisations.	Increased awareness by both people living with disabilities and employers to the support available to employ those with disabilities	Skills & Entrepreneurship Manager
	2.1.2	Continue to work with a range of organisations as the Procuring Authority to improve access to employability.	2023-2027 Ongoing	Year 1-4 Actively engaging with disability support organisations via the Labour Market Partnership.	Development of interventions to support those with disabilities.	Skills & Entrepreneurship Manager
	2.1.3	Review the Labour Market Partnership (LMP) Action Plan to consider	2023-2024	Year 1	Provide support for people living with disabilities to gain work experience and	Skills & Entrepreneurship Manager

2.0 Encourage Participation in Public, Political and Civic Life						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
		future Council work experience placements for people living with disabilities.		Completion of a review of the Labour Market Partnership Action Plan.	valuable skills within Council.	
	2.1.4	Continue to engage with special needs schools and employers to promote career opportunities, skills and activities associated with the Science Summer School.	2023-2027 Ongoing	Year 1-4 Continued engagement Attendance at the Science Summer School NI.	Link employees with special needs schools in the Borough to encourage engagement and provide students the experience of the Science Summer School.	Skills and Entrepreneurship manager
2.2	2.2.1	Create and maintain a database of images to increase visibility of people with disabilities in all Council material.	2023-2027 Ongoing	Year 1-4 Biannual review	Promotes positive attitudes towards disabled people.	Communications
	2.2.2	Council will strive to provide subtitles for online videos across social medial platforms and facilitate remote access to Council meetings.	2023-2027 Ongoing	Year 1-4 Biannual review	Increased participation of people living with disabilities in public life.	Digital Innovation & Procurement Communications
2.3	2.3.1	Strive to provide additional survey formats such as online, hard copy and easy read options and introduce household visits for those living with disabilities.	2023-2027 Ongoing	Year 1-4 Biannual review of the number of surveys that required assistance.	Additional survey formats will widen participation with Council resulting in a broader viewpoint from the Borough demographic.	Town Centre Development team Facilities Management & Waste Policy Team

2.0 Encourage Participation in Public, Political and Civic Life						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
2.4	2.4.1	Council will maintain and publish text only versions of all communications to enable the use of easy readers.	2023-2027 Ongoing	Year 1-4 Annual review	Will ensure those with vision impairment/learning difficulties have equal access to all communications from Council.	All Departments
	2.4.2	Council will publish case studies to promote service area roles and work completed by each department.	2023-2027 Ongoing	Year 1-4 Number of staff profiles / case studies provided	A better understanding of the internal workings of Council to promote confidence in Council participation.	All Departments
	2.4.3	Continued implementation of screening requirements in relation to new and amended policies.	2023-2027 Ongoing	Year 1-4 Completed screening forms for 100% of policies screened.	All new or amended policies will incorporate the disability duties where appropriate.	All Departments
2.5	2.5.1	Conduct induction training for all new employees:	2023-2027 Ongoing	Year 1-4 All new starts will receive training.	Increased awareness of disability legislation and understanding of issues relating to service users	Learning and Development Manager
	2.5.2	Provide equality and disability training for elected members and all Council staff.	2023-2027 Ongoing	Year 1-4 Number of elected members and employees trained	Increased awareness of disability legislation and understanding of issues relating service users.	Learning Development Manager
	2.5.3	Council will continue to deliver the commitments of the Equality Commission for Northern Ireland Mental Health Charter.	2023-2024	Year 1-4 Implementation of the Charter	By delivering the Equality Commission for Northern Ireland's Charter, Council is committed to employee mental health and wellbeing.	Learning and Development Manager

2.0 Encourage Participation in Public, Political and Civic Life						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
2.6	2.6.1	Establish an Internal Officers Network.	2023-2024	Year 1 Develop Terms of Reference and hold the first meeting.	Will improve internal communications to share good practice and coordinate Council projects within all departments.	Policy Team All Departments
	2.6.2	Hold Internal Officers Network meetings.	2023-2027 Ongoing	Year 1-4 12 meetings per year	Ensures a collective approach and best practice to services provided to people living with disabilities.	Policy Team
	2.6.3	Work with the Local Government Equality and Diversity Group to establish a baseline on Equality, Diversity, and Inclusion in Northern Ireland local government.	2023-2027 Ongoing	Year 1-4 Fulfil the Equality, Inclusion and Diversity Baseline and Impact Study Action Plans.	Participation by Council will help prioritise and influence equality, good relations, and diversity initiatives across local government in Northern Ireland.	Policy Team
	2.6.4	Council to notify Section 75 consultee mailing list of any Council led consultations.	2023-2027 Ongoing	Year 1-4 Number of emails to the S75 mailing list.	This will increase participation and contribution to civic life.	Policy Team
2.7	2.7.1	Council will send internal job vacancy advertisements out to the Section 75 mailing list.	2023-2027 Ongoing	Year 1-4 Number of emails to S75 will equal the number of internal job vacancies per year	This will increase the potential for members of the S75 groups to participate in Council life.	Human Resources and Policy Team

3.0 Development: Facilitating Economic and Community Development Initiatives

		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
3.1	3.1.1	Scope out merits of purchasing a website content management system to support Council to meet the Accessibility Regulations 2018 for Public Sector Bodies.	2023-2024	Year 1 Completion of the report.	To monitor and report on progress	Communications
3.2	3.2.1	Scope out benefits of purchasing a Mobiloo/similar (and/or mobile changing facility) for use at Council events to reduce cancellations.	2023-2024	Year 1 Completion of the report.	To monitor and report on progress	Communications
3.3	3.3.1	Commit to pursue relevant external funding to address the issue of disability access and facilities in older buildings from the Access & Inclusion Fund.	2024-2025	Year 2 Completion of report.	To monitor and report on progress.	Leisure Services Manager
	3.3.2	Endeavour to secure funding for the Disability Cycling program in order to continue the service in Larne and expand into other areas of the Borough.	2023-2024	Year 1 Completion of report.	To monitor and report on progress.	Leisure Services Manager

3.0 Development: Facilitating Economic and Community Development Initiatives						
		Action Measure	Timeframe	Performance Indicator	Expected Outcome	Responsibility
	3.3.3	Prepare and submit a paper demonstrating the requirement for Accessibility Audit Training for leisure staff.	2023-2024	Year 1 Completion of report.	To monitor and report on progress.	Leisure Services in conjunction with the Policy team.
3.4	3.4.1	Use stakeholder engagement to evidence a report around increasing accessibility in parks and open spaces.	2023-2024	Year 1 Completion of report.	To monitor and report on progress.	Parks and Open Spaces Operations Manager (East Antrim)
	3.4.2	Prepare and submit a paper to review the recruitment and selection policy to become more inclusive	2023-2024	Year 1 Completion of report	To monitor and report on progress.	Human Resources
3.5	3.5.1	Discuss the possibility of disability focused training for members of key staff within public buildings with their contact details published within each public building.	2023-2024 Ongoing	Year 1-4 Item included as a standing agenda item for the Internal Officers Network	To monitor and report on progress.	Internal Officers Network
	3.5.2	In the event of a change in front facing personnel, Council will endeavour to ensure disability and equality issues are picked up by their replacement.	2023-2024	Year 1-4 Item included as a standing agenda item for the Internal Officers Network	To monitor and report on progress.	Internal Officers Network

APPENDIX A

Mid and East Antrim Borough Council's responsibilities are as follows:

- Access to information
- Arts and Entertainment
- Biodiversity
- Building maintenance and contract management
- Building regulation
- Civic functions
- Community Development
- Community Safety
- Consumer Safety
- Control of communicable diseases and food poisoning
- Corporate Health and Safety
- Corporate Planning
- Corporate projects
- Dangerous buildings
- Dog and Pest Control
- Economic Development including local economic development, Start a Business Programme and Enterprise Shows, Youth Entrepreneurship
- Emergency Planning liaison
- Energy performance of buildings
- Environment and Countryside
- Environmental protection
- Equality legislation
- Estate management
- EU Rural Development Programme

- Financial Services
- Food control
- Good Relations
- Grounds maintenance - including horticulture, cemeteries, parks and play areas
- Health and Safety
- Home Safety
- Housing
- Registration of houses in multiple occupation, housing unfitness responsibilities including repair and demolition notices
- Information systems and technology
- Internal Audit
- Leisure Facilities
- Licensing
- Local Tourism including small scale tourism accommodation development; providing business support including business start up advice along with training and delivery of customer care schemes, and providing advice to developers on tourism policies and related issues
- Member services
- Museum Service
- Neighbourhood renewal - enterprise initiatives
- Off street carparking
- Parks and Open spaces
- PCSP - Policing and Community Safety Partnership
- Personnel, training and development
- Planning- to include: local development plan functions, development control and enforcement, postal naming and numbering;
- Property certificates
- Public Health
- Policy development

- Purchasing and Tendering
- Registration of Births, Deaths and Marriages
- Sports Development
- Street cleansing - including public conveniences
- Sustainable Development
- Tourism and visitor attractions
- Town Hall facilities
- Urban regeneration and community development including functions associated with physical development
- Vehicle and plant maintenance
- Waste Management -including Recycling & Disposal