

DISABILITY ACTION PLAN

Construction Industry Training Board

1.1	<p>Introduction</p> <p>Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006), the Construction Industry Training Board is required when carrying out its functions to have due regard to the need to:</p> <ul style="list-style-type: none">• promote positive attitudes towards disabled people; and• encourage participation by disabled people in public life ('the disability duties'). <p>Under Section 49B of the DDA 1995, the Construction Industry Training Board is also required to submit to the Equality Commission a disability action plan showing how it proposes to fulfill these duties in relation to its functions.</p>
1.2	<p>As Chief Executive of the Construction Industry Training Board, we are committed to implementing effectively the disability duties and this disability action plan. We will allocate all necessary resources (in terms of people, time and money) in order to implement effectively this plan and where appropriate, build objectives and targets relating to the disability duties into corporate and annual operating plans.</p> <p>We will also put appropriate internal arrangements in place to ensure that the disability duties are complied with and this disability action plan effectively implemented. We will ensure the effective communication of the plan to staff and to providing all necessary training and guidance for staff on the disability duties and the implementation of the plan.</p> <p>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 of this plan.</p> <p>Responsibility for implementing, reviewing and evaluating this disability action plan and the point of contact within the Construction Industry Training Board will be:-</p> <p>Name: Miss Elaine McAvoy Title: Human Resources Manager Address: Nutts Corner Training Centre, 17 Dundrod Road, Crumlin, Co Antrim, BT29 4SR Telephone number: 028 9082 4240 Fax number: 028 9082 5569 Email: elaine.mcavoy@citbni.org.uk</p> <p>If you require this plan in an alternative format (such as in large print, in Braille, on audio cassette, easy read or on computer disc) and/or language, please contact the above person to discuss your requirements.</p>

1.3	<p>We confirm our commitment to submitting an annual progress report on the implementation of this plan to the Equality Commission and carrying out a five year review of this plan, or plans submitted to the Equality Commission over the five year review period.</p> <p>A copy of this plan, our annual progress to the Equality Commission and our five year review of this plan will be made available on our website www.citbni.org.uk</p>
1.4	<p>Functions</p> <p>Outlined below are the range of functions of Construction Industry Training Board.</p> <p>The Construction Industry Training Board was established in 1964 under the Industrial Training Act (Northern Ireland) and later amended by the 1984 Industrial Training Order.</p> <p>Its purpose, as defined in the 1964 Act, was and remains <i>“the encouragement of adequate training of persons employed in or intending to be employed in the construction industry”</i>.</p> <p>The following are to be regarded as CITB’s policies, developed to carry out its functions:</p> <ul style="list-style-type: none"> ➤ To facilitate the industry in identifying its needs for trained people ➤ To enable the industry to meet its needs for people trained to the required standards of competence ➤ To facilitate the development of standards for training and qualifications in the various crafts and skills within the industry ➤ To maintain and monitor standards of training for the industry ➤ To spread the cost and benefits of training across the industry with economy, efficiency and financial accountability
1.5	<p>Public Life Positions</p> <p>Appointments to the Construction Industry Training Board are handled by our Sponsoring Department, the Department for Employment and Learning who adopts the Code of Practice for Ministerial Appointment to Public Bodies.</p> <p>It is from this group appointed by the Minister that CITB will appoint Board members to our Committee structure including our Audit Committee.</p> <p>Therefore CITB not have any direct responsibility for any public life positions.</p>
2.	<p>Previous Measures</p> <p>Outlined below are the key measures that the Construction Industry Training Board has already taken to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life.</p>

Promoting positive attitudes towards disabled people

Training and guidance provided to staff

Equality Training

Date: September/October 2001

Attended by: All staff members at CITB. Those involved in policy making/policy implementation have received in depth training

Harassment Training- Equality Commission

Date: 12th May 2003

Attended by: 18 senior managers / senior administrators / administrators

Disability Awareness Training - Disability Action

Date: 19th August 2003

Attended by: 16 senior managers / instructors / career officers

Training Program content: What is a Disability?, Medical & Social Models of Disability, Prevalence of Disability, Legislation Overview – Provision of Goods, Facilities & Services Part III, Employment Provisions – Implications for Senior Management, Language Issues/Exercises, Barriers Encountered by Disabled People, Etiquette Issues/Guidance.

Disability Discrimination Act 1995

Date: 17th Feb 2004

Attended by: CITB's Equality Coordinator and Acting Facilities Manager

Supporting Employers towards Inclusion – Disability Seminar

Date: 4 October 2005

Attended by: Human Resources Manager

Programme Content: Facilitated by the Employment Services Board, this seminar allowed participants to hear from award winning organisations demonstrating how they have successfully integrated equality issues into their recruitment procedures.

Accessibility Audit

Universal Accessibility Audit carried out by Cooke Q S & Design on behalf of the Construction Industry Training Board at it Nutts Corner Training Centre premises.

As a result of Audit a number of building works was completed during 2004/05 in order to make our premises more accessible to disabled visitors and trainees. Automatic front doors were installed and our reception was refurbished including a low level desk to ensure wheelchair users find our facilities welcoming and convenient.

Promotion of positive attitudes towards those with disabilities and promotion of Construction Industry as a career to those with disabilities

A Policy on the Promotion of Equality of Opportunity to People with Disabilities was implemented in 2003. This policy has regard to all employment matters and also access to the Board's services, facilities and information. The Board has also actively promoted the equality of opportunity to people with disabilities within the Construction industry as

	<p>a whole by providing work sampling opportunities and careers advice, for example, in April 2005 CITB funded a 12 week Specialist Carpentry & Joinery Programme at North East Institute's Magherafelt Campus for the Loughview Special Needs Partnership, on 17 May 2005 CITB New Entrant Team provided job sampling for Broadening Horizons Interactive Special Needs Careers Convention organised by Dungannon/Cookstown BEP at the Armagh City Hotel and on the 21 March 2006 job sampling was facilitated at the ME2 Careers Convention in Limavady Leisure Centre for both Mainstream and Special Needs Schools.</p> <p>CITB also included, since 2006, the requirement for CITB accredited training providers to conduct a Disability Audit of their premises as part of their annual re-accreditation process, ensuring that any reasonable adjustments are made to allow access.</p> <p>Encourage the participation of disabled people in public life</p> <p>CITB do not have any direct responsibility for any public life positions.</p>
3	<p>Action Measures</p> <p>Outlined below are the measures which we propose to take over the period 5 years from 1 July 2007 – 30 June 2012 of this disability action plan, together with performance indicators or targets.</p>


Measures to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life

Measures	Timescale	Performance Indicators/target
<p><u>Board members and staff refresher training programme</u></p> <p>Deliver refresher training to Board members, senior managers and staff to include the following:</p> <p>Recruiting Fairly – those involved in recruitment & selection</p> <p>General Equality Awareness - All</p> <p>Harassment & Bullying - All</p> <p>Disability Awareness - All</p>	<p><i>(Insert here the timescale over which the action measures will be taken—see paragraph 4.22 of Guide)</i></p> <p>Completed by September 2007 - 2nd round completed by September 2010</p> <p>Completed by October 2007 - 2nd round completed by October 2010.</p> <p>Completed by October 2007 - 2nd round completed by October 2010</p> <p>Completed by December 2007 - 2nd round completed by December 2010</p>	<p>(Performance indicators or targets must be inserted here see paragraph 4.24 of Guide)</p> <p>Full programme of refresher training implemented to staff by end 2007 and again by end 2010 or sooner in response to new or revised legislation as appropriate.</p>
<p><u>Access to CITB Premises and services</u></p> <p>Take forward the CITB’s plan for a new build office and conference suite ensuring full access requirements are met.</p>	<p>Authorisation to move ahead required from Sponsoring Body, decision due July/August 2007.</p> <p>Planning permission sought and project plan drawn up – approx end 2007.</p> <p>New build ready for occupation by end 2010.</p>	<p>New build complete and occupied by staff.</p>
<p><u>Promoting positive attitudes</u></p> <p>The CITB will use its influence within the Construction Industry to promote positive attitudes towards those with disabilities in the following ways.</p>		

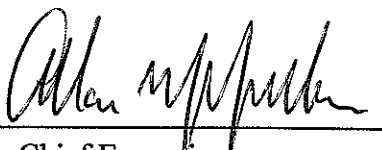
<p>Careers promotion targeted at special and mainstream schools including careers events, job sampling etc</p> <p>Adhoc careers advice provided upon request.</p> <p>Continue to use our influence to require for CITB accredited training providers to conduct a Disability Audit of their premises as part of their annual re-accreditation process, ensuring that any reasonable adjustments are made to allow access.</p>	<p>At least 1 targeted events per academic year</p> <p>Realistic careers advice tailored to individual skills, knowledge and abilities regardless of disability</p> <p>Ongoing</p>	<p>Raise awareness of the Construction Industry as a career choice for those with disabilities.</p> <p>New Entrant team responds to all enquiries regards careers advice</p> <p>Annual accreditation progress completed</p>
<p><u>Monitoring and Review</u></p> <p>Implement revised Recruitment Monitoring Form to improve the collection of qualitative data.</p>	<p>September 2007</p>	<p>Analysis monitoring results to identify trends or areas of concern so that appropriate affirmative action may be taken, particularly in regards to the disability duties.</p>
<p>Conduct Employee Attitude Survey</p>	<p>July 2007</p>	<p>Improve the number of responses from staff from 60% in July 2006 to 65% in July 2007</p> <p>Add new question to survey to test whether staff feel that policies and procedures in place, particularly in relation to equal opportunities for those with disabilities are actually working in practice.</p>
<p>Conduct staff exit interviews</p>	<p>Ongoing</p>	<p>Conduct Staff exit interviews with all leavers to measure positive attitudes towards those with disabilities</p>
<p>Monitor the effectiveness of staff training provided</p>	<p>Ongoing</p>	<p>Monitoring of training effectiveness will be</p>

<p>Monitor complaints of discrimination</p>	<p>Ongoing</p>	<p>achieved on a number of levels, immediately following training, over time via performance reviews, and by reviewing customer complaints.</p> <p><u>Internal</u> In the form of grievances recorded by HR and monitored to give indication of staff attitudes towards disabled people.</p> <p><u>External</u> The CITB designated complaints officer records all customer complaints which will be monitored to give indication of staff attitudes towards disabled people and any barriers to service encountered by those with disabilities.</p>
---	----------------	--

Signed by:



 Chair



 Chief Executive