



Rehabilitation and
Retraining Trust

The Police Rehabilitation and Retraining Trust

Disability Action Plan

Version 1.1

October 2017

Forward

Welcome to the Police Rehabilitation and Retraining Trust's Disability Action Plan 2017-2023 which sets out how we intend to promote positive attitudes towards disabled people and encourage participation by disabled people in public life.

As the Chair and Chief Executive of the Police Rehabilitation and Retraining Trust, we would like to express our commitment to the objectives set out in the Plan. It is of great importance to us to be conscious of the Disability Discrimination (NI) Order 2006 and supporting legislation while carrying out our functions. Members of the Board of the Police Rehabilitation and Retraining Trust and our staff will work to meet the targets that we have set ourselves and, as Chair and Chief Executive, we will provide the support and leadership required to ensure that the Disability Action Plan is implemented effectively.

Signed

Kenneth Miller
Chair, Police Rehabilitation and Retraining Trust

Eddie Gaw
Chief Executive, Police Rehabilitation and Retraining Trust

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Disability Action Plan

Police Rehabilitation & Retraining Trust (PRRT)

1. Introduction

1.1 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 Police Rehabilitation and Retraining Trust 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 Under Section 49B of the DDA 1995, PRRT 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.

2. Statement of Commitment

2.1 As **Chairman** and **Chief Executive** of PRRT 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.

2.2 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.

2.3 We confirm our commitment to submitting an annual report to the Equality Commission on the implementation of this plan and to carrying out a five year review of this plan, or plans submitted to the

Equality Commission over the five year review period. PRRT is also committed to consulting with disabled people when implementing and reviewing its plan.

2.4 Responsibility for implementing, reviewing and evaluating this disability action plan and the point of contact within the PRRT will be:

Name: Claire Murray
Title: HR Manager

Address: PRRT Maryfield
100 Belfast Road
Holywood
Co. Down
BT18 9QY

Telephone number: 028 9042 7788

Email: equality@prrt.org

Text relay service: 18001 028 9042 7788

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.

2.5 A copy of this plan, our subsequent annual progress reports to the Equality Commission and five year review of this plan will be made available on our website at www.prrt.org. Alternatively, copies may be requested using the contact details in 2.4 above.

3. The Police Rehabilitation and Retraining Trust – Role and Functions

- 3.1 The Police Rehabilitation and Retraining Trust was established in 1999 to enable members and former members of the Police Service to achieve and sustain a successful transition into civilian life. It is an Executive Non Departmental Body of the DoJ. The status and constitution of the Trust is set out in Section 11 of the Financial Provisions Act (Northern Ireland) 2014 and the Police Rehabilitation and Retraining Trust Regulations (Northern Ireland) 2014.
- 3.2 In carrying out its functions, the PRRT assists its clients to recognise their potential, identify opportunities, set and achieve their objectives and enjoy optimum mental and physical wellbeing beyond policing. We do so by providing the following services:
- Personal Development, Coaching and Training service
 - Physiotherapy
 - Psychological Therapies
- 3.3 The Trust also provides services (whether directly or on a sub-contract basis) to non-police bodies within, or funded by, the Department of Justice for Northern Ireland. In addition, our Psychological Therapies department provides a children and young people's service to children of retired police officers. We will also offer support to partners and immediate family members of eligible clients in specific circumstances.
- 3.4 Our services are open on a self-funding basis to the following groups:
- Police staff,
 - Immediate family members of serving or retired police officers,
 - Part Time Reserve Officers
 - Serving or retired officers who do not meet the eligibility criteria.
- 3.5 Our Board is responsible for the control and strategic direction of PRRT. The Chief Executive is accountable to the Board of Directors,

and manages the services with a dedicated Senior Management Team accountable to him.

- 3.6 The senior management team is comprised of the Head of Psychological Therapies, Head of Physiotherapy, Head of Personal Development and Training and Head of Finance and Shared Services.

4. Public Life Positions

- 4.1 The Police Rehabilitation and Retraining Trust is a Non-Departmental Public Body. Public life appointments to the Board are the responsibility of the Department of Justice which appoints Board Members in line with the Code of Practice for Ministerial Appointment to Public Bodies.
- 4.2 Within the context of the duty to encourage disabled people to participate in public life, we acknowledge PRRT's role in ensuring that disabled people are aware of opportunities available and of providing access to information.
- 4.3 We acknowledge that the disability duties relate not only to formal public appointments but also to the way in which disabled people contribute to or are involved in decisions relating to the way in which public authorities carry out their functions. We, therefore, will consider ways to encourage disabled people to participate and engage in both the services that PRRT offers and in any consultative groups that may be utilised in the course of our work.

5. Effective Engagement and Consultation

- 5.1 The PRRT is committed to engage effectively with disabled people and related organisations representing disability in the drafting, implementation and review of this Plan and recognises the need for such consultation to be timely, open and inclusive.

- 5.2 The PRRT will consult with the list of consultees identified as relevant to our Disability Action Plan (identified within the PRRT Equality Scheme) and responses will be recorded accordingly.
- 5.3 As part of the consultative process, we will remove barriers by making sure documents are available in alternative formats, including large print, Braille, audio cassette, computer disk, easy read and plain language.
- 5.4 Our draft Disability Action Plan will be placed on our website asking for feedback from individuals and organisations.
- 5.5 The consultation period allows adequate time for groups to consult amongst themselves as part of the process of forming a view. If a consultation exercise is to take place over a period when consultees are less able to respond, for example, over the Christmas break, or if the policy under consideration is particularly complex, we will give consideration to the feasibility of allowing a longer period for the consultation.
- 5.6 In making any decision with respect to a policy adopted or proposed to be adopted, we will take into account any assessment and consultation carried out in relation to the policy.
- 5.7 The list of consultees can be obtained by contacting:

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Title: HR Manager

Address: PRRT Maryfield
100 Belfast Road
Holywood
Co. Down
BT18 9QY

Telephone number: 028 9042 7788

Email: equality@prrt.org

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- 5.8 Our consultation list is not exhaustive and will be monitored and reviewed regularly to ensure it remains relevant to our functions and policies.
- 5.9 In terms of outcomes, it is anticipated that this consultation exercise will assist in:
- Identifying barriers faced by disabled people in public life and specifically any barrier that they have encountered when dealing with PRRT.
 - Identify future opportunities to promote positive attitudes;
 - Set priorities and identify solutions to take remedial action if necessary; and
 - To monitor and review how effective these measures have been.

6. Previous Measures

6.1 Outlined below are the key measures which PRRT has already taken to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life.

6.2 Promoting positive attitudes towards disabled people

- Diversity Now e-learning has been provided for all employees. This training covers equality legislation, the importance of embracing diversity and promotes the importance of ensuring dignity and respect for all in the workplace, thus assisting in promoting positive attitudes towards disabled people.

6.3 Encourage the participation of disabled people in public life

6.3.1 Accessibility

- PRRT provides disabled access to PRRT Maryfield by providing disabled parking spaces, ramps to give access to buildings and touch buttons to assist with door opening. Downstairs consultation rooms are available to all departments for meetings with those who may have difficulty using stairs.
- Clients are asked in advance of their initial appointment if they require any assistance to be able to attend their appointment thus ensuring that necessary arrangements can be put in place. This also ensures that clients are informed of the availability of disabled parking spaces and/or access to the building in advance.
- To inform future planning and service provision, clients are asked, via feedback surveys, of their opinions regarding access to PRRT and to comment on any additional support that was provided to enable them to access the service.
- Induction loops are in operation at reception and in our training suite. A portable induction loop is also available on request.
- For our physiotherapy clients with specific needs or circumstances, an initial assessment can be carried out in their home. In addition, to ensure province-wide accessibility to our physiotherapy clients, fifteen approved physiotherapy practices throughout Northern Ireland are used to provide physiotherapy to our clients.
- Likewise our Psychological Therapies Department offers treatment from outreach clinics in Coleraine and Enniskillen.
- For our Personal Development & Training Department, again home visits can be organised for those who find it difficult to leave their home and regular appointments are held in Enniskillen and Coleraine.

- It is PRRT policy to provide employment equality to all existing and potential employees, irrespective of disability. All employees and applicants for employment are treated fairly and selection for employment and promotion is on the basis of aptitude and ability. PRRT is fully committed to the duty to make reasonable adjustments during selection processes and for those in employment at the Trust.

6.3.2 Recruitment and Retention

- PRRT's commitment to equal opportunities is stated in all recruitment advertising.
- As previously stated, PRRT is committed to making reasonable adjustments during the recruitment process.
- Exit interviews are conducted for all staff leaving PRRT to determine the factors which influenced their decision to leave and to establish any ways in which PRRT could improve its working environment and the services that it provides.

6.3.3 Training and awareness raising

- Staff members involved in recruitment and selection panels are trained in equal opportunities and fair employment practices.
- Diversity Now training (see 6.2 above) is undertaken by all staff.
- All new starts receive mandatory equality training as part of their induction to PRRT.
- All managers have received training in how to deal with bullying and harassment in the workplace.

6.3.4 Engaging with disabled People

- PRRT is committed to engaging with our key stakeholders to ensure the sharing of information regarding the services that PRRT provides

and to obtain feedback from clients regarding their views of our services, both to inform future planning of services and decision making.

- PRRT does this, for example, through the Police Family Care Forum, the purpose of which is to provide "the opportunity for regular liaison between the service providers, the Police Service of Northern Ireland and representative support associations¹, to develop and enhance the support currently available to existing and former police officers of the Royal Ulster Constabulary (RUC) and Police Service of Northern Ireland (PSNI) and their families, and to identify any new and developing support mechanisms that may be required in the future"².
- In addition focus groups have recently taken place with our physiotherapy clients, including a group of significantly disabled clients. The purpose of these focus groups was to engage with former service users to inform the planning, development and delivery of future services.

¹ Including, for example, the Disabled Police Officers Association and PSNI Occupational Health & Welfare

² 2010, Police Family Forum Terms of Reference

7. Action Measures

7.1 Outlined below are the measures which we propose to take over the five year period, from October 2017 to December 2022, of this disability action plan, together with performance indicators or targets.

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

Theme

1. Leadership and Corporate Measures

| Measures | Indicators/target | Responsibility | Timescale |
|--|--|----------------|----------------------------|
| Publish and promote the Disability Action Plan | Increased awareness of disability issues and our duties in relation to these | HR Manager | October 2018 (and ongoing) |
| Review and report on progress made on the Plan on an annual basis and submit an annual performance report to the Equality Commission | Improved awareness of disability activity progress within the PRRT | HR Manager | August 2018 |
| Integration of disability equality objectives into PRRT's corporate plans | Set organisational objectives relating to disability action plan | CEO | March 2018 |

2. Recruitment

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|---|---|------------|-------------------|
| All members of staff involved in recruitment and selection to receive training in equal opportunities and fair employment practices | All staff new to the recruitment process to receive appropriate training. | HR Manager | Ongoing |
| | Refresher training for those already trained to take place every three years. | HR Manager | Every three years |
| Recruitment & Selection | Consider all reasonable adjustments within the recruitment and selection process as appropriate | HR Manager | Ongoing |

3. Training and Awareness Raising

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|---|---|------------|------------|
| Provide training as necessary to PRRT staff on disability duties, reasonable adjustments, health and wellbeing and stress management. Review existing training and organise updated training as required. | Increased awareness of disability issues, legislative requirements and our duties in relation to these. Promotion of positive attitudes towards disabled people. Increased awareness of mental health issues. | HR Manager | March 2018 |
| Continue to provide training for employees on PRRT | Promotion and provision of a safe, supportive and harmonious | HR Manager | Ongoing |

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|--|--|--|------------|
| equal opportunities and dignity at work policies | working environment for all, free from discrimination and harassment | | |
| Review of induction process to promote positive attitudes toward disabled employees and clients | All employees completing mandatory training on induction Decrease in the attitudinal barriers faced by disabled employees and clients | HR Manager | March 2018 |
| Joining instructions for all courses provided by PRRT, both for employees and clients, to ask for any adjustments to be identified to enable attendees to be able to participate fully in the course | Any reasonable adjustments are implemented | Training Officer responsible for delivery of training course | Ongoing |

4. Involving Disabled People

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|---|--|--|--|
| <p>To improve accessibility to information regarding the services that PRRT provides and access to key Corporate documents for example PRRT's Equality Scheme and Disability Action Plan via PRRT's website</p> | <p>Improved information dissemination for all</p> | <p>Head of Finance & Shared Services</p> | <p>PRRT's website went live September 2016</p> |
| <p>To review accessibility and usability of the PRRT website (when live) for disabled people, particularly those with sensory impairments. N.b. As part of the initial website design, Browse aloud software is being incorporated, which enables improved accessibility to the website for people with dyslexia, learning difficulties and mild visual impairments</p> | <p>Improved accessibility for all</p> | <p>Head of Finance & Shared Services</p> | <p>Annually from September 2016</p> |
| <p>Review disability access to PRRT offices</p> | <p>PRRT services and offices are accessible to all including buildings, parking and toilet</p> | <p>HR Manager / Corporate Services</p> | <p>Ongoing</p> |

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|--|--|---------------------|-----------------------|
| | facilities | Manager | |
| To review all departmental feedback questionnaires to ensure that feedback regarding accessibility to PRRT is obtained from all PRRT clients. All subsequent feedback to be monitored for any improvements that can be made. | Client feedback used to inform decision making regarding improved accessibility for disabled people at PRRT. | Heads of Department | March 2018 |
| Provide advice to employees about any reasonable adjustments which may be required | Any employee who requires additional assistance to carry out their duties will be provided with adequate support | HR Manager | Ongoing |
| To seek the views of all PRRT staff on the implementation of the Disability Action Plan and disability equality generally | Views and experiences to influence decisions and priorities | HR Manager | Ongoing |
| Ensure all external training venues for PRRT training events are accessible | External training events are inclusive and accessible for disabled clients and employees | All trainers | Ongoing |
| Review monitoring procedures to ensure that information about disabled people is captured accurately and in sufficient | Improved understanding of the differing needs of our staff and clients which can in turn be used to influence future decisions and priorities in relation to the | HR Manager | Review by August 2018 |

| | | | |
|--|--|---------------------|---------|
| detail. | <p>promotion of positive attitudes towards disabled people and in ensuring the</p> <p>Encouragement of participation by disabled people in public life</p> | | |
| Review internal and external communications, for example leaflets, guidance and promotional materials to ensure that disabled people are portrayed in a positive role. | Promotion of positive attitude towards disabled people | Heads of Department | Ongoing |

8. How the Disability Action Plan will be Published

- 8.1 Following submission to the Equality Commission for Northern Ireland and subsequent approval, this Plan will be available by contacting:

Name: Claire Murray
Title: HR Manager

Address: PRRT Maryfield
100 Belfast Road
Holywood
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BT18 9QY

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Email: equality@prrt.org

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- 8.2 The availability of the Disability Action Plan will be advertised throughout PRRT's buildings and will be published on PRRT's website at www.prrt.org.
- 8.3 The PRRT will, through our ongoing work with people with disabilities find appropriate ways of communicating the Plan. The Plan will be produced in clear print and plain language, and will be available in alternative formats on request, including large print, computer disk and easy read format.

Version Control

February 2018: Action plan timescales updated