



**DISABILITY DISCRIMINATION  
ORDER (NORTHERN IRELAND)  
2006**

**DISABILITY ACTION PLAN  
FOR  
TRINITY HOUSING**

**JUNE 2007  
(Revised April 2009)**

## **Alternative Formats**

This Disability Action Plan can be obtained from Trinity Housing in alternative formats, for example, Large Print, Braille, Audio Cassette and Computer disc.

This version of our plan is printed in Arial Font Size 14.

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

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## FORWARD

This Disability Action Plan is an important document. It is a statement of Trinity Housing's commitment to and proposals for fulfilling the 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).

This Act places particular duties on relevant authorities when carrying out their functions to have regard to the need:

- to promote positive attitudes towards disabled people; and
- to encourage participation by disabled people in public life

This plan is also important as it sets out how disability issues can be more effectively mainstreamed by the Association ensuring that they become and remain central to the complete range of policies and decision making processes.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Chief Executive

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<p><b>1.</b></p> <p>1.1</p>	<p><b>Introduction</b></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), Trinity Housing is required when carrying out its functions to have due regard to the to need to:</p> <ul style="list-style-type: none"> <li>• promote positive attitudes towards disabled people; and</li> <li>• encourage participation by disabled people in public life</li> </ul> <p>Under Section 49B of the DDA 1995, Trinity Housing is also required to submit to the Equality Commission a disability action plan showing how it proposes to fulfil the disability duties in relation to its functions.</p>
<p><b>2.</b></p> <p>2.1</p> <p><b>3.</b></p> <p>3.1</p> <p>3.2</p>	<p><b>Purpose of the Disability Action Plan</b></p> <p>This plan sets out how the Association proposes to fulfil the Disability duties in relation to its functions. No action plan can remain static and therefore this plan has been revised and updated to reflect this.</p> <p><b>Commitment to the Effective Implementation of the Disability Action Plan</b></p> <p>The Association is committed to the effective implementation of all aspects of the Plan throughout the organisation. Overall responsibility for determining policy on how this will be achieved lies with the Board of Management.</p> <p>The Chief Executive will be accountable to the Association’s Board for the implementation of administrative arrangements to ensure that the disability duties are complied with by the Association in carrying out its functions.</p> <p>The Association will allocate all necessary resources in order to effectively implement this plan.</p> <p>As part of its corporate planning process, the Association will also build objectives and targets relating to the disability duties into corporate and business plans. These will be reflected at all levels of strategic planning within the Association, including individual staff objectives and annual plans.</p> <p>Progress on meeting objectives, including those relating to the disability duties will be monitored and reported upon at senior level within the organisation on a 6 monthly basis.</p> <p>The Association will ensure the effective communication of the plan to staff and provide all necessary training and guidance for</p>

3.3	<p>staff on the disability duties and the implementation of the plan.</p> <p>Responsibility for implementing, reviewing and evaluating this disability action plan and the point of contact within Trinity Housing will be:  Mr Arthur Canning  Chief Executive  <b>Trinity Housing Ltd</b>  Maple House, Beechill Business Park, 96 Beechill Road  Belfast, BT8 7QN  Phone: 028 9069 0250  Fax: 028 9069 0251  Text phone:028 9069 0265  Email: info@trinityha.org  Website: <a href="http://www.trinityha.org">www.trinityha.org</a></p>
4.	<p><b>Annual Report and Five Year Review</b></p> <p>4.1 A formal report of progress on meeting the objectives relating to the disability duties will be included in the Association’s annual progress report to the Equality Commission and the Association will carry out a five year review of this plan.</p> <p>4.2 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 <a href="http://www.trinityha.org">www.trinityha.org</a></p>
5.	<p><b>Functions of Trinity Housing – Duties and Responsibilities</b></p> <p>5.1</p> <ul style="list-style-type: none"> <li>• Trinity Housing was established in 1977 as a charitable housing association and is registered with the Industrial and Provident Society and Department for Social Development.</li> <li>• Trinity Housing’s aim is to provide and maintain high quality homes at affordable rents for people in need of housing and to deliver a caring and professional service.</li> <li>• We have approximately 870 units across Northern Ireland comprising sheltered accommodation, general needs family housing and supported housing schemes developed for people with special housing needs.</li> <li>• The Association also provides a development and maintenance service.</li> <li>• The Association is governed by a voluntary Board of Management who is responsible for the strategic management of Trinity Housing. Day to day management of the Association is delegated to the Chief Executive and Senior Management Team.</li> </ul>

5.2	<p><b>Trinity Housing’s Internal Structure</b></p> <p>The Association has five departments, each of which is headed by a Manager:</p> <p><b>Housing Management</b></p> <ul style="list-style-type: none"> <li>• Responsible for the wide range of services and support which relates to the management of the Association’s properties and tenancies.</li> </ul> <p><b>Development</b></p> <ul style="list-style-type: none"> <li>• Responsible for the locating of sites, preparation of plans, obtaining relevant statutory approval and the development of housing schemes/projects in areas of housing need.</li> </ul> <p><b>Maintenance and Property Asset Management</b></p> <ul style="list-style-type: none"> <li>• Responsible for the provision of maintenance and property support services to the Association’s properties including adaptations to enable people with disabilities to remain living in their own accommodation.</li> </ul> <p><b>Finance &amp; Administration</b></p> <ul style="list-style-type: none"> <li>• Responsible for the wide range of administration and financial support and enabling services which allows the Association to carry out and deliver its service.</li> </ul> <p><b>Corporate Services</b></p> <ul style="list-style-type: none"> <li>• The Chief Executive oversees the work of the departments through the Senior Management team and is responsible for the strategic direction and advice given to the Board and the long term planning and allocation of resources.</li> </ul> <p><b>Appendix 1</b>      Organisational Chart of Trinity Housing</p>
6.	<p><b>Public Life Positions</b></p>
6.1	<p>The range of public life positions over which Trinity Housing has responsibility and promotes positive attitudes to disabled people are as follows:</p> <ul style="list-style-type: none"> <li>• Board and Committee Members</li> <li>• Tenants Forum</li> </ul>
7.	<p><b>Effective Engagement</b></p>
7.1	<p>The Association engaged effectively with people with disabilities in the drafting, implementation, monitoring and review of this Plan.</p>

<p><b>8.</b></p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b>Consultation</b></p> <p>The Northern Ireland Federation of Housing Associations (NIFHA) is the umbrella body for the 36 registered and 7 non-registered housing associations in Northern Ireland. All designated housing Associations participated in a joint approach to the development of the Disability Action Plan process co-ordinated by NIFHA. The Federation assisted members in this process. The Association also carried out consultation in the development of its plan to fulfil the disability duties.</p> <p>The Association recognises that no action plan can remain static and that through ongoing consultation and training, action may be required at a future date to address any issues requiring positive action on the Association's part.</p> <p>Results from the consultation can be obtained using the contact details on page 2.</p>
<p><b>9.</b></p> <p>9.1</p>	<p><b>Previous Action Measures</b></p> <p>The Association has already undertaken a number of measures to promote positive attitudes towards disabled people and to encourage the participation of disabled people in public life:</p> <ul style="list-style-type: none"> <li>• Provision of housing and services for people with disabilities.</li> <li>• Adaptations are carried out to homes to facilitate tenants with a disability.</li> <li>• Disability awareness training has been given to staff and Board Members.</li> <li>• Key staff have attended specific training under DDA and General Equality Awareness as relevant to their post as well as more specialised training e.g. dementia.</li> <li>• The Association carries out Policy Screening.</li> <li>• Trinity Housing works in partnership with both statutory and other charitable and voluntary agencies for the provision of care and support in its supported housing schemes.</li> <li>• Regular contact with care partners and Scheme Coordinators to ensure due regard for disability awareness.</li> <li>• Ensuring all our housing programmes are delivered in a fair and equitable manner in line with the Common Selection Scheme.</li> <li>• Creation of an Internal Disability Discrimination Act (DDA) Forum.</li> <li>• DDA Audits of our existing schemes have been carried out.</li> </ul>

	<ul style="list-style-type: none"> <li>• Creation of a DDA Action Plan - this has evolved into a tick list for short, medium and long term occupation and use of our premises and accessibility issues addressed.</li> <li>• Form set up to record accessibility issues.</li> <li>• Purchase of text phone.</li> <li>• Accessible office premises.</li> <li>• Facilities in place to provide information in alternative formats upon request as well as language line.</li> <li>• Neutral working environment and Equal Opportunity and Harassment Policies in place.</li> <li>• Flexible Working for staff.</li> <li>• The Association monitors complaints.</li> <li>• Staff provided with Equality and Diversity Awareness training.</li> <li>• Homes built to Lifetime Homes Standard which ensures accessibility for current and possible future accessibility issues.</li> <li>• Provision for disabled parking at Office and Schemes.</li> </ul>
<p><b>10.</b></p> <p>10.1</p>	<p><b>Action Measures</b></p> <p>Outlined below are the measures which we propose to take over the period of this disability action plan, together with timescales, responsibilities and outcomes – refer to page 10.</p>

**Disability Duties: Measures to promote positive attitudes towards disabled people and encourage participation by disabled people in public life**

	<b>Action Measure</b>	<b>Timescale/ Progress</b>	<b>Responsibility</b>	<b>Outcome/Impact</b>
<b>Mainstreaming</b>	Include Disability on S75 screening form.	Year 1: July 2007- June 2008	Chief Executive	Better promotion of Equality for disabled people.
	Conduct review of new and existing policies, practices and procedures and ensure screening of new and revised policies.	Ongoing	Chief Executive	
	Complete NICORE information on annual basis for all new tenants.	Ongoing	Housing Manager	
<b>Training and Guidance/</b>	Provide briefings on the disability duties to staff, Board members and tenants.	Year 1: July 2007- June 2008	Chief Executive	Increased awareness of disability duties.
	Provide an update of progress on disability duties to staff, Board members and tenants.	Year 2: July 2008 – June 2009/ Ongoing	Corporate Services Officer	
	Incorporate Disability Awareness in staff inductions with formal training carried out within one year.	Year 1: July 2007- June 2008 / Ongoing	PA to CEO	
	Provide specialist training for senior managers, recruitment and selection	Ongoing		

	panels, HR officers and front line staff.			
<b>Internal Awareness</b>	<p>Set up a DDA forum and appoint an officer to progress disability duties.</p> <p>During monthly/quarterly scheme visits, Housing Officers will identify any access issues. Incorporate any access issues in scheme visit reports.</p>	<p>Year 1: July 2007- June 2008</p> <p>Year 2: July 2008 – June 2009</p>	<p>Chief Executive</p> <p>Housing Officers</p>	<p>Increased awareness of disability duties. Encourage participation in public life.</p>
<b>Communication</b>	Set up communications policies, practices and procedures.	Year 3: July 2009- June 2010	Chief Executive	Better promotion of Equality.
<b>Promoting positive attitudes</b>	<p>Work with other organisations who seek to promote positive attitudes towards disabled people.</p> <p>Positive images of disabled people used in the Association's Corporate documents e.g. annual report, Newsletter.</p>	<p>Year 2: July 2008 – June 2009</p> <p>Year 1: July 2007- June 2008 / Ongoing</p>	Chief Executive	Increase awareness to promote positive attitudes.
<b>Encouraging participation in public life</b>	<p>Carry out adaptation requests as requested by Occupational Therapists.</p> <p>Complete and action DDA requirements for sheltered and supported schemes and implement short, medium and long</p>	<p>Year 1: July 2007 – June 2008 / Ongoing</p> <p>Year 1: July 2007 – June 2008 / Ongoing</p>	<p>Chief Executive</p> <p>Chief Executive</p>	Remove barriers to encourage participation.

	<p>term objectives as required.</p> <p>Build on partnerships already established with voluntary and statutory organisations and provide schemes for people with complex needs.</p> <p>Ensure our website meets the required accessibility standards.</p>	<p>Ongoing</p> <p>Year 3: July 2009 – June 2010</p>	<p>Chief Executive</p> <p>Finance Manager</p>	
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# TRINITY HOUSING – STAFF ORGANISATIONAL CHART

