

# **Oversight and Performance Delivery Agreement**

**Department of Justice and Equality**

**And**

**The National Disability Authority (NDA)**

**2018**

## **1. NDA Legal Framework**

The National Disability Authority was established as an independent statutory body on 12 June 2000 under the National Disability Authority Act 1999. In accordance with Section 8 of the Act, its principal function is to provide information and evidence informed advice to the Minister for Justice and Equality on matters relevant to the lives of the persons with disabilities and their participation in economic, social and cultural life. Under further functions established in the Disability Act 2005, the NDA also has responsibility for monitoring employment of persons with disabilities in the public sector and for operating a Centre for Excellence in Universal Design to promote Universal Design. The NDA will have further functions under the Disability (Miscellaneous Provisions) Bill 2016. Detailed functions are appended to this agreement.

The National Disability Authority has its independent Board (the Authority) appointed by the Minister to provide governance oversight and direction, and oversee delivery on the statutory Strategic Plan approved by the Minister. The Integration and Equality Division in the Department of Justice and Equality is responsible for governance oversight on behalf of the Minister, as set out in this Agreement.

## **2. Non- Commercial State Body**

The NDA is a non-commercial State Body with a research and advisory role, in relation to the matters of policy and practice relevant to the lives of persons with disabilities with regard to their participation in economic, social and cultural life. It also has functions to operate a centre for excellence in Universal Design to promote this approach to design in Ireland as defined in the Disability Act 2005.

## **3. Purpose of the NDA**

The National Disability Authority (NDA) was set up to advise the Minister on disability matters and to assist in the co-ordination of disability policy. It was established to provide independent, objective and evidence informed advice, particularly to assist the mainstreaming of disability in public policy and services. This advice is informed by research, information gathered, and its monitoring activities.

## **4. Duration of the Oversight and Performance Delivery Agreement**

This Agreement is valid from 1 January 2018 to 31 December 2018. The Agreement will be reviewed on an annual basis.

At the agreement of both the Department and the NDA, the duration of this Agreement may be extended to enable its successor document to be agreed.

## **5. Amendments to this Agreement**

The Oversight and Performance Delivery Agreement is a dynamic document and will be subject to modification in light of changing circumstances. All amendments to this Agreement are subject to the mutual agreement of the Department and the NDA.

## **6. Responsibilities of the NDA**

The NDA has a number of functions set out in Section 8 of the NDA Act, 1999 and in Parts 5 and 6 in particular of the Disability Act 2005 including:

- To provide independent information and advice to the Minister on matters concerning policy and practice relevant to the lives of persons with disabilities;
- To support the Minister in the co-ordination of disability policy;
- To undertake and commission research and to assist in development of statistics to support disability policy.
- To guide on standards for disability services and programmes;
- To prepare codes of practice;
- To monitor implementation of standards and codes of practice;
- To liaise with those involved in providing services;
- To monitor employment of persons with disabilities in the public sector.
- To establish and operate a centre for excellence in Universal Design. Universal Design is defined to mean the design of built environment, places, products, services and ICT so that they can be easily used and understood by all persons regardless of their age, size, ability or disability.

## **7. Level of Compliance with the Code of Practice for the Governance of State Agencies**

The Governance Statement and Statement of Internal Control signed by the Authority in 2018, will provide assurance on the level of controls in place and compliance with the Code of Practice for the Governance of State Bodies.

This Oversight and Performance Delivery Agreement supports compliance with the Code. The audit programme agreed by the NDA's Audit Committee, including the review of internal controls by the Department's Internal Audit Service all ensures an independent assessment of compliance.

## **8. Purpose of this Agreement**

The Agreement sets out the management and accountability framework between the Department and the National Disability Authority (NDA). It specifies the level of performance and outputs to be delivered during the year between the Department and the NDA.

The Agreement supports specific high level goals and objectives of the Department and the NDA and sets out a number of targets for the NDA in line with the NDA's Strategic Plan 2016 - 2018 and work plan for 2018 (see Appendix A and B). It also defines the outcome indicators on which the

performance of the NDA shall be measured and sets out how the Department will support the NDA in the delivery of outcomes and specifies the means by which the NDA shall provide the necessary resources to the NDA to enable it to achieve its targets.

This Agreement seeks to (a) facilitate the NDA in carrying out its functions as an independent body, (b) progress the ongoing development of output measures for its expenditure, and (c) continuously improve the NDA's effectiveness and efficiency as a public sector body.

## 9. Objectives of the Agreement

The key objectives of this Agreement are:

- to define the NDA's role in relation to Department of Justice & Equality and its agencies as appropriate, as well as its role with regard to other Departments, agencies and relevant stakeholders;
- to define the Department of Justice & Equality's expectations of the NDA;
- to define the inputs, outputs, and expected outcome of the NDA's activities;
- to enable the NDA to carry out its functions as provided for in the National Disability Authority Act 1999 and Disability Act 2005; and
- To measure performance of those functions through monitoring of agreed targets, output and outcome indicators, while acknowledging that outcome indicators will be hard to define for all areas given the nature of work involved and advisory role of the NDA. In particular, while NDA will provide research, advice and guidelines to the Minister, department officials, public sector bodies and Universal Design stakeholders, the implementation of these would be outside of NDA's control.

## 10. Mutual Commitments

Both the NDA and the Department commit to ensure:

- timely communication, co-operation, and information sharing on our work and outputs as appropriate to this Agreement, keeping each other fully apprised and updated on all key issues
- prompt and timely responses to correspondence, information requests and related matters
- a co-operative and problem-solving approach, with proactive communication to resolve any issues that may arise

The annual budgetary provision for the NDA forms part of the Estimates for the Justice and Equality Vote and the requirements of the NDA will be considered in that context.

**The Department commits to:**

- Liaise with Department of Public Expenditure and Reform to ensure timely sanctions for expenditure and sanctions as appropriate
- Provide updates on expenditure, HR and other relevant procedures and guidelines and provide guidance on such matters.
- Provide Internal Audit Service
- Provide quality shared services where established. In 2018 this includes financial shared services for processing payments (excluding payroll), ICT support service and print

management. The shared payroll service is received from the Payroll Shared Services Centre (PSSC) under the Dept. of Public Expenditure and Reform.

- Liaise with NDA on public service reform initiatives.
- Support NDA in getting access to information from other Departments and their co-operation as appropriate, as well as opportunities to present NDA research and advice to the Senior Officials Group
- Consult with the NDA in relation to the review of its role, and ensure that the review is conducted in an open and collaborative fashion engaging with the Authority and all other relevant stakeholders.
- Provide early alerts on any developments relevant to role and operations of the NDA.

## **11. Corporate Governance**

### **The NDA commits to:**

- Deliver on our statutory functions to produce annual report, to report on compliance by public sector bodies with employment target and submit strategic plans within the statutory timeframes and to produce a Strategic Plan 2019 to 2021 for the Minister by June 2018.
- Good governance and implementing the revised Code of Practice for Governance of State Bodies 2016 and the NDA's governance manual and policies.
- Ensuring effective controls are in place through policies and practice and also through the operation of Finance, Audit and Risk Management Committees

## **12. Inputs**

### **Finances**

The Department is responsible for determining the overall allocation of funding to the NDA i.e. the annual grant, while the NDA is responsible for the allocation of its current expenditure within agreed budgetary parameters.

The Department will provide an annual grant to the NDA, which will be €4.487m in 2018. This includes €2.810m for payroll and for pension payments and includes €1.677m for non-pay expenditure.

The Department recognises that a large portion of the pay budget relates to pension payments for former staff of the NRB and NDA, but that this liability will be transferred to the Paymaster General further to amendments of the National Disability Authority Act 1999.

The non-pay expenditure includes key central services, training, Authority fees, general running costs and a wide range project work (research – commissioned, field work, surveys, focus groups, consultation as well as conferences, round table discussions, workshops, guidelines, codes of practice, assessment, and indicator development) in addition to the Disability Awareness Funding Programme.

The NDA will ensure proper use of this funding in the operation of the NDA and delivery of its work programme and will ensure effective monitoring and reporting on expenditure. Monthly management accounts will be produced and monitored by the Senior Management Group, the NDA Finance Committee, the NDA Audit Committee and the Authority. Copies will also be provided to the Disability Policy Unit in the Department.

Where new project costs exceed €50k, the NDA will adhere to requirements to receive sanctions from the Authority and the Department as appropriate, before issuing contracts. The NDA will transfer income received from the HSE for a temporary officer and from the income received from private tenants for accommodation and service charges as appropriate.

The NDA adheres to the public service policies as directed by the Dept. of Public Expenditure and Reform with regard to salaries for staff.

### **Staff Resources**

The NDA is responsible for recruiting its own staff and operates its own HR unit. The NDA currently has 33.5 WTE posts and continues to fill posts as they become vacant. The NDA will present a business case to the Department seeking sanction to fill any additional new posts as appropriate in order to deliver on the strategic plan. Details of current staff resources are appended.

### **13. Performance Measurement – Agreed Outputs, Targets and Impact indicators**

The following are the main NDA targets specific to the Department of Justice and Equality in 2018, including those specific to the Department's Strategic Goal to promote equality and inclusion in Irish society:

- Statutory Report on Employment of Persons with Disabilities in the Public Sector 2017
- Follow up and advice to Public Bodies who are being examined in relation to possible non-compliance with Part 5 of the Disability Act 2005 to improve compliance and levels of employment for persons with disabilities.
- Advice to support implementation of the National Disability Inclusion Strategy Implementation Plan (NDIS) as appropriate and monitoring progress to achieve enhanced participation for persons with disabilities in economic, social and cultural life and to live lives of their choosing in the mainstream community.
- Planning monitoring role in relation to UNCRPD as provided in the Disability (Miscellaneous) Bill 2015
- Production of draft codes of practice for submission to the Director of the Decision Support Service to support the implementation of the Assisted Decision Making (Capacity) Act.
- Advice on the implementation of the Comprehensive Employment Strategy for Persons with Disabilities and monitoring same. This includes assessment of progress on the first 3 yearly action plan and advice on the next 3 year plan to ensure effective policies and supports to achieve improved employment levels for persons with disabilities.
- Outputs as committed in the Comprehensive Employment Strategy for Persons with Disabilities, including a report on the outcome of the group of officials facilitated to agree a co-ordinated policy approach for supported employment and related implementation plan; research report on good practice in employment in public sector; and guidelines for Line Managers on autism.



- Deliverables as committed in the Autism Action Programme, including publication of the agreed Guidelines on Autism for Housing Officers; for Justice Professionals and revised Code of Practice on accessible public services and information, and guidelines on autism and line management (as referred above). It also includes publication of a briefing paper on practices of supports for adults with autism. The outputs should help achieve greater awareness and understanding of autism in key service areas so that individuals are better supported.
- Provide advice and support to assist implementation of the Make Work Pay report recommendations and enhance employment opportunities through effective assistive technology supports.
- Provide advice and to assist implementation of the Make Work Pay report recommendations and enhance access to employment opportunities by addressing transport barriers.

And also as specific to the NDA's duties and/or to the role of the Department:

- Draft financial statements for 2017 to Department in February 2018
- Produce and publish NDA Annual Report 2017 before end of June 2018
- Development and administration of the Disability Awareness Funding Programme 2018 to enhance awareness and understanding of disability in the mainstream community.
- Deliver on the annual work plan as agreed by the Authority.
- Complete the development of draft NDA Strategic Plan Report 2019 – 2021, informed by consultation with relevant stakeholders and engagement with the Department.
- Input to the review of the role of the National Disability Authority as appropriate.

The NDA annual work plan 2018 sets out targets and estimated timeframes for deliverables, relevant to the Department of Justice and Equality as well as those specific to other the policy and service remit of other Government Departments and Agencies in 2018. In relation to those departments and agencies it includes for example, the following actions we progress to deliver on statutory functions, (please note that this is not the full list of projects):

- Universal Design deliverables including in particular the partnership project with the Department of Housing, Planning, Community and Local Government on a virtual information hub on Smart Ageing Design; publication to promote the outcomes from the Smart Ageing Design Challenge. The intended impact is to influence building, adaptation and investment programmes as well as to educate those in the design fields to adopt Universal Design.
- Continued delivery of a programme of projects to guide the transformation of disability services under the Transforming Lives policy, which include evaluation of new models of support and cost benefits of same; finalising the development of three inter related frameworks on person centred planning/implementation, quality assurance and

outcomes. This should support consistent practice and enable measurement of outcomes.

- Advice to Minister and Dept. of Health on personalised budgets, including implementation of Taskforce recommendations. This should enable the establishment of policies, procedures and systems for the implementation of a national policy of personalised budgets in future years.
- Research and advice to the Minister for Children and Youth Affairs on pre-school and school start age and question of over age exemptions.
- Research and guidelines for Dept. of Children and Youth Affairs on Universal Design of early year settings. This should enable the promotion of guidelines in over 4,000 service settings nationwide improving the inclusion of all children who wish to use those services including those with disabilities.
- Continued engagement with the further education and 3<sup>rd</sup> level education sectors on adopting Universal Design in course of education. This should ensure understanding and adoption of Universal Design in practice by all those who participate in the education courses;
- International conference on Universal Design and education for professionals;
- Next stage on continued professional development roll-out post research to guide approach and content, being advanced in partnership with the RIAI. This should ensure understanding and adoption of Universal Design in practice by the architects who participate in the continued professional development (CPD) education courses.
- Continued advice to the Department of Health on Advance Care Directives and Deprivation of Liberty considerations.
- Conducting a monitoring exercise on compliance by public transport service providers with accessibility requirements per Code of Practice and Part 3 of the Disability Act. This should enable measurement of accessibility achievement and inform areas for targeted attention, in order to improve access to transport by persons with disabilities.

The NDA engages with Departments and with disability stakeholders through bi-lateral meetings and through its membership of working committees and in some cases project work e.g. workshops, project advisory committee, consultation events. Engagement with the disability sector includes invitations to each of the umbrella disability organisations to meet with the NDA. The NDA also engages with a wider range of stakeholders in relation to its Universal Design role including industry and professional, educational and standards bodies.

The achievement of the targets in the NDA work plan 2018 will be impacted by a range of factors including the extent of engagement by stakeholders where required, quality of contracted works, available resources and in some cases external factors beyond the NDA's control. Where delays arise or new priorities displace projects, the timeframe for delivery may need to be extended including carrying into 2019 where appropriate. The NDA will report on progress on targets at quarterly meetings with the Department and in between where appropriate.



### **Research and Policy Advice**

As referred above the principal function of the NDA is to provide information and evidence informed advice to the Minister. This will be provided through various means including letters, written advice papers and reports and in verbal reports where appropriate.

The NDA also has functions in relation to research and this work will include research undertaken by the NDA, commissioned by the NDA and funded through its Research Promotion Grant Scheme, as well as partnership projects where relevant and appropriate. Commissioned works will include those through open tender competitions.

The NDA's policy advice will be informed by research, by engagement with people with disabilities and disability organisations as appropriate, and by engagement with relevant Departments and agencies.

### **Standards and Monitoring**

The NDA also has functions to assist in the development of standards and to develop codes of practice and to monitor their implementation as appropriate. In 2018 this will include continued work to guide the HSE on quality assurance framework and monitoring the public transport in line with the code of practice. Work actions to support the implementation of the NDIS are also relevant in this regard such as the action to review the accessibility of public buildings in line with the Disability Act.

### **Universal Design**

The NDA operates the statutory Centre for Excellence in Universal Design (CEUD) and will continue to work with the wide range of relevant stakeholders in the public sector, industry, standards bodies (national and international), professional and educational bodies and to promote awareness generally. Key deliverables have been identified in the work plan 2018 and entail partnership projects and joint hosting of a major international conference in Ireland on Universal Design on 31 October.

## **14. Flexibility and Amendment of Targets**

The NDA is committed to deliver on the established work plan for 2018. However, it also recognises the need to allow for flexibility to respond to priority demands which may arise over that year e.g. requests for research from a Minister or officials to guide national priorities. The NDA will review the work plan on an ongoing basis to facilitate flexibility for responding as appropriate. Targets and timelines may be impacted by adjusting priorities but may also be impacted by other factors as referred above.

## 15. Arrangements for Oversight, Monitoring and Reporting

The National Disability Authority operates to a Strategic Plan approved by the Minister for Justice and Equality, and has its independent statutory Board. The Disability Policy Unit in the Department of Justice and Equality exercises general oversight on a day to day basis on behalf of the Minister.

The implementation of this Agreement will be monitored through:

- Twice yearly governance meetings with between the NDA and the Assistant Secretary of Equality Division in the Department. There will also be meetings between the Director of the NDA and senior management group with the Disability Policy Unit in the Department at which the NDA will provide an update on developments in relation to the performance targets and other relevant issues and the Department will also share information on developments relevant to the work and role of the NDA.
- NDA undertakes to submit all relevant and appropriately detailed performance information in line with indicators and timeframes agreed with Dept.; to enable monitoring; to advise on where any changes necessary and how propose to address these; to provide relevant performance information for the Revised Estimates process.

## 16. Review Process

This Oversight and Performance Delivery Agreement will be fully reviewed towards the end of 2018. It may then be modified for 2019 or extended by mutual written agreement, to allow for the development of a new Agreement.

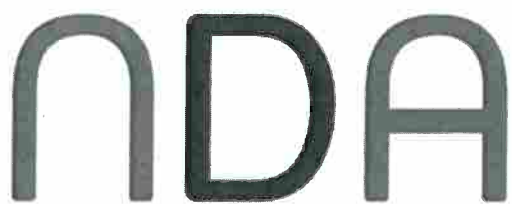
## 12. Agreement Approval

Signed: Siobhan Barron Date: 11/5/18  
Siobhan Barron, Director, NDA

Signed: Carol Baxter Date: 11/5/2018  
Carol Baxter Assistant Secretary General, Dept. of Justice and Equality

# **NATIONAL DISABILITY AUTHORITY**

## **STRATEGIC PLAN 2016 – 2018**



**Údarás Náisiúnta Míchumais**  
**National Disability Authority**

## Legal Mandate

The National Disability Authority's mandate is set out in the National Disability Authority Act 1999, with additional functions assigned under the Disability Act 2005, both of which are detailed in the appendix.

**The overarching mandate of the National Disability Authority is, in summary, to provide advice and information to the Minister for Justice and Equality on matters concerning policy and practice in relation to people with disabilities and to assist the Minister in the co-ordination of disability policy.** In doing so, the National Disability Authority has functions in relation to research; assisting the development of standards; producing codes of practice; monitoring implementation of standards and codes of practice, and recognising the achievement of good standards and quality. The National Disability Authority has responsibility for monitoring the employment of persons with disabilities in the public sector.

The statutory Centre for Excellence in Universal Design is an integral part of the National Disability Authority, with a remit to promote the design of the built environment, products, services and information and communications technology, so that they can be accessed, understood and used independently to the greatest extent possible by all people regardless of their age, size, ability or disability. The main functions of the Centre include contributing to the development and promulgation of standards, promoting education courses and curriculum in relevant professions and occupations, and raising awareness of Universal Design. The Universal Design role, while including disability, also extends beyond disability to consider design issues for all citizens, engaging with standards bodies, industry, professional bodies and educational institutions.

## Foreword

I am delighted on behalf of the National Disability Authority (NDA) to present to the Minister our Strategic Plan for the years 2016 to 2018.

We will continue to ensure that we can bring added value as an independent statutory body in guiding the Minister, Government Departments, public bodies and others to advance the inclusion of people with disabilities in the mainstream of Irish life and to build a society that embraces and accommodates the range of human diversity.

As an independent body it is important that we can gather evidence and information to help inform our advice papers to Ministers and officials as well as the guidelines we develop. Through our statutory function of research we undertake original research, collate national and international research evidence, analyse statistics and document the learning from good practice. It is also important that we can learn from the experience of persons with disabilities, their families and carers and from disability organisations. Through engagement with stakeholders we can hear the broad-ranging views, insights, challenges, ideas and in particular learn from those with the lived experience.

We recognise that the economic challenges Ireland has faced have impacted on all citizens but in particular those with disabilities. While the years ahead will see continuing challenges in ensuring that services and supports are appropriate to a growing and an ageing population, we will actively seize opportunities to ensure that the needs of people with disabilities receive due attention as Ireland emerges into a more hopeful era.

New policies focused on supporting people with disabilities to live ordinary lives in ordinary places will involve a major transformation in disability services and the need to ensure our communities offer a disability-friendly environment. The National Disability Authority, through its policy analysis, its research, its work on standards, and its work on Universal Design, will have a wide ranging work programme to support the achievement of a successful refocusing of disability services.

The programme of transformation underway in disability services is a key element of the overarching national disability plan which continues to drive change across all Government Departments and agencies. Implementation is monitored by a national steering group chaired by the Minister and involving senior officials, local authorities, disability stakeholders and the National Disability Authority. A further 3 year national disability plan, coinciding with the term of this strategic plan, will also guide the focus of our work. We will continue to play our role in ensuring independent monitoring and evaluation of progress and the impact of the plan. We will also continue to provide evidence-informed advice to Departments and advice papers to the steering group.

The NDA has been advising the Minister and Departments on matters relevant to the UN Convention on the Rights of Persons with Disabilities. As the Government ratifies the Convention, Ireland will have a national monitoring and consultation mechanism in place and will make reports to the UN Monitoring Committee. We continue in our commitment to play our role in guiding on the implementation of the Convention including, for example, the roll-out of the new Assisted Decision Making legislation.

The implementation of the national comprehensive employment strategy published by the Government in 2015, with its 3 year action programme, is a significant development. We hope that the growth in the economy, along with the implementation of this strategy, will ensure that people with disabilities can get their fair share of employment opportunities. The NDA has committed to delivering on specific actions within that strategy including, for example, to guide on an effective national vocational rehabilitation system. We also have a role in guiding implementation of actions by the relevant Departments and agencies and will monitor the implementation of the overall action programme as well as the outcomes achieved.

Our role in Universal Design is relevant not only to people with disabilities but also to the wider community, including older people, the very young, and people across the full range of human diversity. Our statutory Centre of Excellence in Universal Design works with many professionals in the design sector; industry, professional bodies, educational bodies and national and international standards bodies, to ensure Universal Design is incorporated into how they work, learn and operate.

Our society has a commitment to supporting people to live in their own homes and communities. A key factor is to design homes and communities that can adapt to people's changing needs over their life course. Our Centre for Excellence has produced Universal Design guidelines to deliver sustainable design solutions both for new buildings and in retrofitting existing homes and streetscapes. Good design delivers long-term economic benefits, especially where individuals can remain in their own homes longer or convert them at low cost as needed.

We launched housing research and guidelines in 2015 and will continue to work to support their adoption in practice. We continue to work on guidance on wider aspects of the built environment. We have also undertaken much work to guide the training and education curriculum for the relevant professionals and will continue to engage with stakeholders to support implementation and roll out. We will also work to promote adoption of Universal Design in a wider range of services and everyday products which benefit everyone regardless of their age, size, ability or disability.

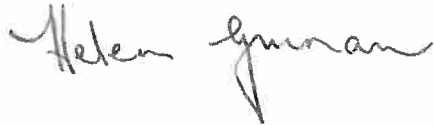
The NDA recognises its responsibility to bring useful and relevant evidence, information and advice to the table. We facilitate a space for learning and active engagement, towards the common goal of shaping effective policy to achieve a more inclusive society for persons with disabilities. We continue to promote Universal Design in practice. We look forward to continued engagement and co-operation with the Minister and with officials in the Departments and public bodies, as well as other stakeholders on disability matters. We will work to build on our network of Universal Design champions and look forward to working with the wide range of stakeholders in industry, academia, standards and professional bodies as well as other relevant bodies to progress the Universal Design agenda.

Within the framework of this strategic plan, we will develop annual work programmes towards delivery of the strategic priorities set out. Specific projects will be informed by national developments and areas where we can strategically add value, but there will also be a number of forward-looking projects whose impact may be realised in the medium term. We acknowledge that specific developments or unforeseen issues may determine priorities



at a particular time over the period of the strategy, and that work programmes will need to be flexible and regularly reviewed.

We welcome the expertise and professionalism of our staff who are committed to implementing this strategic plan to high quality standards. We also recognise that we have limited resources but will continue to support staff to deliver to the best of their ability and potential while meeting strategic objectives.

A handwritten signature in black ink, reading 'Helen Guinan'. The signature is written in a cursive style with a large 'H' and a long, sweeping 'G'.

Helen Guinan

Chairperson

## **Mission – why we are here**

The National Disability Authority is the independent statutory body that advises and informs the Government and public sector on disability matters; assists in the co-ordination of disability policy and promotes excellence in Universal Design to benefit the wider population.

## **Vision - what we wish for**

An Irish society in which people with disabilities have equal rights and opportunities to participate in economic, social and cultural life; have choice and control over how they live their lives; and are enabled to reach their full individual potential in a society that embraces and accommodates the range of human diversity.

## **Values – the principles that guide us**

The following values inform the work of the National Disability Authority:

- A focus on areas of work with the potential to make a real difference to people's lives
- A commitment to add value through independent, quality, evidence-based and objective research, advice and guidance on national policy and practice
- A commitment as the independent advisory body to work collaboratively and to engage actively with all relevant stakeholders
- A shared commitment to excellence and to public service, demonstrating integrity, flexibility, efficiency and value for money in delivering on our mandate
- An ethos of teamwork, integrity, continuous improvement, openness, transparency and innovation to drive achievement
- Always professional, respectful and ethical in our relationships and communications with internal and external stakeholders.

## **What we do**

The National Disability Authority

- Undertakes research and policy analysis
- Provides policy advice
- Monitors implementation and impact of national strategies

- Develops technical and practical guidance, toolkits and educational materials, available on-line and free of charge
- Participates in working groups on policy, implementation, standards and good practice
- Assists in standards development
- Develops codes of Practice
- Hosts Seminars, conferences, roundtables, consultation exercises and events and design workshops
- Supports award schemes, to promote excellence in disability research and Universal Design.

We engage in strategic collaborations to support the delivery of our statutory remit and to enable the most effective deployment of resources.

The National Disability Authority is independent in the exercise of its functions. Our policy analysis, advice, standards and guidelines are grounded in the evidence base we have brought together, by

- Undertaking original research
- Consulting and engaging on the lived experience of people with disabilities
- Collating the national and international research evidence
- Analysis of the statistical data
- Documenting national and international good practice.

## Background and context

Among the issues that will form the context for this Strategic Plan are

- Ratification and implementation of the United Nations Convention on the Rights of Persons with Disabilities
- European Union policies and directives including the EU Disability Strategy 2010-2020
- Relevant International, European and national standards
- Continued implementation of the National Disability Strategy and structured cross-departmental co-operation and co-ordination of policy and delivery
- Roll out of assisted decision-making legislation
- The major change programme underway in disability services, supporting people with disabilities to live ordinary lives in ordinary places with greater choice and control (implementing Value for Money and Policy Review of Disability Services)
- The low employment rate of people with disabilities
- Community attitudes towards people with disabilities
- Continuing and future demographic pressures on supports and services
- Public service reform and new ways of delivering public services
- Constraints on staffing and financial resources.

## Strategic Priorities Overview

### Strategic Priority 1

**Co-ordinated cross-government action on disability and advanced implementation of the United Nations Convention on the Rights of Persons with Disabilities towards achieving an equal and inclusive society.**

**Objective:** To support and monitor the effective development and delivery of co-ordinated cross-government action on disability and the implementation of the United Nations Convention on the Rights of Persons with Disabilities. The NDA will conduct research, advise and assist government departments and public bodies on policy and practice that ensures people with disabilities, across the lifecycle, can participate as valued citizens in the mainstream of Irish society and can live the lives they want to lead.

### Strategic Priority 2

**Excellence in Universal Design**

**Objective:** To promote excellence in Universal Design through standards, practice, education and awareness, in order to facilitate participation in Irish society by people regardless of age, size, ability or disability.

### Strategic Priority 3

**An effective and efficient organisation**

**Objective 1:** To lead, and promote an effective and efficient organisation to enable the National Disability Authority to deliver on its strategic objectives.

**Objective 2:** To effectively lead and foster a culture of flexibility, responsibility, innovation and a high performing organisation in the achievement of its objectives.

## Strategic Priorities – our key areas of focus

**SPI – Co-ordinated cross-government action on disability and United Nations Convention on the Rights of Persons with Disabilities towards achieving an equal and inclusive society.**

**Objective:** To support and monitor the effective development and delivery of co-ordinated cross-government action on disability and the implementation of the United Nations Convention on the Rights of Persons with Disabilities. The NDA will conduct research, advise and assist government departments and public bodies on policy and practice that ensures people with disabilities, across the lifecycle, can participate as valued citizens in the mainstream of Irish society and can live the lives they want to lead.

### Actions

- Advise Ministers, Government departments and public bodies on disability policy and practice to support inclusion of people with disabilities in mainstream society, in mainstream services and to have a valued role in the community
- Advise on the implementation of the agreed programme of change in disability services to give individuals more choice and control in their daily lives
- Assist the Minister for Justice and Equality in co-ordination of policies and services for people with disabilities
- Advise on innovation and technology
- Provide advice to guide the implementation of the United Nations Convention on the Rights of Persons with Disabilities
- Promote positive public attitudes to people with disabilities
- Promote employment of people with disabilities, and monitor employment of people with disabilities in the public service
- Monitor outcomes for people with disabilities
- Advise on effective systems and safeguards against abuse and neglect
- Advise on standards and services for people with disabilities
- Support the building of an inclusive community through promoting Universal Design of places and of public services.

### Key Performance Indicators

- Research and policy analysis undertaken and guidance developed
- Effective engagement carried out with Government Departments and public bodies around policies and services to people with disabilities, and implementation of the United Nations Convention on the Rights of Persons with Disabilities
- Advice provided to guide a co-ordinated 'whole-of-Government' approach to disability



- Research, policy analysis and guidance provided on relevant issues and in response to specific requests for research and policy advice from Government, Ministers, or Departments
- Research carried out on good practice to inform advice and implementation
- Dissemination of NDA guidance
- Report on Statutory monitoring of Part 5 Disability Act delivered to Minister and follow on action pursued with public sector bodies as appropriate.
- Monitoring impact of national policies and programmes on lives of people with disabilities
- Universal Design demonstrated as an integral aspect of guidance on an inclusive society.

## SP2 – Excellence in Universal Design

**Objective:** To promote excellence in Universal Design through standards, practice, education and awareness, in order to facilitate participation in Irish society by people regardless of age, size, ability or disability.

### **Actions**

- Work with national and international bodies to promote Universal Design in standards and guidelines
- Promote the development of courses and take-up of curriculum incorporating Universal Design in relevant initial professional training, education and in continuing professional development (CPD)
- Engage and partner with stakeholders; including people and organisations representing the diversity of age, size, ability and disability, education and training bodies, professional organisations, and industry and services;
- Further develop the network of champions and extend the knowledge base of good practice in Universal Design
- Promote awareness and understanding of Universal Design in the built environment, products, services, and information and communication technologies.

### **Key performance indicators:**

- Universal Design standards, guidelines and toolkits developed and disseminated
- Universal Design adopted by the relevant bodies across the relevant curricula, including continuous professional development of design professionals
- Increased awareness of Universal Design across built environment, products, services and ICT achieved.

## **SP3 – An effective and efficient organisation**

**Objective 1:** To lead, and promote an effective and efficient organisation to enable the National Disability Authority to deliver on its strategic objectives.

**Objective 2:** To effectively lead and foster a culture of flexibility, responsibility, innovation and a high performing organisation in the achievement of its objectives.

### **Actions**

- Support a high-performing organisation, through effective leadership, motivating staff, developing staff potential, and managing performance
- Maintain and develop effective knowledge resources and infrastructure to support the work
- To plan, manage and deploy staff resources to effectively deliver on strategic priorities and annual work programmes
- Effectively manage budgets, payments and accounts
- Submit Annual Report to the Minister in line with legislative timeframe
- Plan for and manage risks, and arrange for internal and external audit
- Adhere to high standards of financial procedures and governance, and meet all compliance requirements and in particular Health and Safety requirements.

### **Key performance indicators:**

- Staff development supported and staff performance managed
- Effective well-being and staff morale initiatives delivered
- Staff resources planned and managed through effective workforce planning to deliver on strategic priorities and work programmes
- Operate effectively within allocated budget
- Risk effectively managed
- High standards of governance
- Compliance with all legal and regulatory requirements.

## Measuring Impact

The NDA through its evidence-based information, research, advice and guidance to the Government aims to achieve tangible improvements in the lives of persons with disabilities. Through the role of our Centre for Excellence in Universal Design to promote Universal Design of the environment, we aim to achieve the adoption of guidance and standards, embedding of UD in the relevant curricula and an enhanced awareness and understanding of Universal Design.

We will monitor the success of this strategic plan in a number of ways:

- regularly review the achievement of key performance indicators outlined under each strategic priority
- respond to key opportunities to influence national policy which may arise over the course of the plan
- regularly review the outputs and impact from actions in the annual work plans produced under the strategy
- report on progress at quarterly meetings between the Executive and the Disability Policy Department at the Department of Justice and Equality and in accordance with the agreed Performance Framework Agreement
- regularly engage with stakeholders including people with disabilities and representative groups
- regularly engage with Universal Design stakeholders.

## Appendix

### **Functions of the National Disability Authority under section 8 of the National Disability Authority Act 1999**

The principal function of the National Disability Authority is to advise the Minister for Justice and Equality regarding issues of policy and practice relating to disability and to act as a central, national body which will assist the Minister in the coordination and development of policy in relation to persons with disabilities.

Additional functions:

- To undertake, commission or collaborate in research projects and activities on issues relating to disability and to assist in the development of statistical information appropriate for the planning, delivery and monitoring of programmes and services for persons with disabilities
- To advise the Minister on appropriate standards for programmes and services provided, or to be provided, to persons with disabilities and to act as an advisory body with regard to the development of general and specific standards in relation to such programmes and services
- To monitor the implementation of standards and Code(s) of Practice in programmes and services provided to persons with disabilities and to report to the Minister thereon
- To liaise with other bodies, both corporate and unincorporated, involved in the provision of services to persons with disabilities and to facilitate and support the development and implementation of appropriate standards for programmes and services for persons with disabilities
- To prepare Codes of Practice for the purpose of achieving the aim of good standards and quality in the provision of programmes and services provided or to be provided to persons with disabilities
- To recognise the achievement of good standards and quality in the provision of programmes and services to persons with disabilities including through the provision of a disability equality awards system
- To prepare strategic plans

### **Additional Functions of the Authority under the Disability Act 2005 include**

- To prepare Code(s) of Practice relating to the accessibility of public buildings, services, information and heritage sites (section 30)
- To monitor compliance with statutory targets for recruitment and employment of people with disabilities in the public sector, recommend actions to be taken where these targets are not being met, and prepare Codes of Practice where requested (Part 5 of the Disability Act 2005)
- To establish a Centre for Excellence in Universal Design in the built environment and information technology which will promote the principles of Universal Design that may be accessed, understood and used to the greatest practicable extent by people regardless of age, size, ability or disability in the most independent and natural manner;

in the widest possible range of situations; without the need for adaptation, modification, assistive devices or specialised solution (Part 6 of the Disability Act 2005)

### **Statutory Powers**

In order to fulfil its statutory functions the National Disability Authority has certain statutory powers.

The National Disability Authority has right of access to information (including data) of relevance to its functions which is held by public bodies (section 13, National Disability Authority Act 1999) and may seek information on any matter which concerns the provision of programmes or services for persons with disabilities that is provided by statutory duty and that is publicly funded in whole or in part (section 14, National Disability Authority Act 1999).

The National Disability Authority can make recommendations for the review, reduction or withdrawal of moneys provided by the Oireachtas for any programme or service where it feels it is being provided in an inadequate or unsatisfactory manner or is not being provided to people with disabilities (section 15(4), National Disability Authority Act 1999).

The National Disability Authority can make annual reports and other reports to the Minister with respect to its functions (section 15, National Disability Authority Act 1999).



## Appendix B

### National Disability Authority Work Plan 2018

The NDA has identified the following projects for delivery and where possible completion in 2018, noting that the plan is a living document and may be adjusted in light of new priorities, the opportunities to advance additional projects.

### NDA Work Plan 2018

Project Title	Completion Date
<b>Strategic Priority: Co-ordinated cross-government action on disability and advanced implementation of the United Nations Convention on the Rights of Persons with Disabilities towards achieving an equal and inclusive society</b>	
Annual Report on compliance with Part 5 Disability Act by public bodies	Report to Minister by Nov 2018
Follow-up with bodies potentially in breach of their obligations under Part 5 Disability Act for 2016 and 2017	Q1 2019
NDA Annual Conference	Q4 2018
General guidance to Government Departments on disability matters	Ongoing
Disability Stakeholders Group Secretariat	
Reports under Research Promotion Scheme 2017 x 4 projects on Community Inclusion, Telecare and Universal Design	Q2 2018
Review of Employer Disability Information project	Q2 2018
Disability Awareness Funding Programme initiatives	Q4 2018
Advice and Guidance on implementation of National Disability Inclusion Strategy and assessment of progress	Q4 2018
Identification of indicators to measure progress and impact of National Disability Strategy	Q3 2018
Review implementation of section 25 of the Disability Act on accessible public buildings and advise the Minister on same	Q1 2019
Plan for and Monitor code of practice on accessible heritage sites	Q2 2019
Provide advice to Support implementation of Comprehensive Employment strategy	Throughout

Support and review Employer Helpline Project incorporating peer network C	Q4 2018
Policy advice on effective model of Vocations Rehabilitation for Ireland C	Q4 2018
Advise on implementation of policy approach on supported employment	Throughout 2018 and continuing in 2019
Research and Advice to working group on transport and employment chaired by the Department	Q2 2019
Research and Advice to working group on Aids & Appliances and employment chaired by the Department	Q2 2019
Advise Dept of Health and HSE in relation to Transforming Lives and related strategies.	Throughout
Research and advice for development of a national framework for person-centred planning in disability services, in collaboration with New Directions	Q2 2018
Evaluation of implementation congregated settings	Q2 2019
Research and advice on Staff configuration under new models of service	Q2 2019
Advice on Development and implementation of quality framework for disability services	Q2 2018
Publication of revised 'Code of Practice on Accessibility of Public Services and Information Provided by Public Bodies'	Q3 2018
Advice to National Implementation Group for New Directions C	ongoing
Research on Respite including innovative models of respite to guide good practice)	Q2 2019
Research paper on Telehealth/Telecare	Q4 2018
Advice to Dept of DCYA on AIM for children with disabilities	Q2 2018
Research and advice to Dept of CYA on Over-age exemption review	Q3 2018
Advice on Personalised Budgets including as member of Task Force	Q3 2018
Local Area Coordination and Community Supports – advice	Q4 2018
Examine effectiveness of existing services for adults with ASD	Q4 2018

Development of non-healthcare Codes of Practice under Assisted Decision-making legislation	Q4 2018
Input to the drafting of the Code of Practice on Advance Health Care Directive by a HSE working Group C	Q2 2018
UNCRPD data development	Q2 2019
Report on Monitoring Code of Practice for Public Service - Transport Phase 1	Q2 2018
Monitoring Code of Practice for Public Service - Transport Phase 2	Q3 2019
<b>Strategic Priority: Excellence in Universal Design</b>	
<b>Work with national and international bodies to promote Universal Design in standards and guidelines</b>	
Research and guidelines for EARLY Years settings from a Universal Design approach	October 2018
Research and guidance for Natural Landscapes and Parks design	2019
Support the implementation of the EU Web Accessibility Directive 2018	Q4 2018 onwards
Develop Guidelines on size data and re European guide 6 for standard developers and educators in design fields	Oct-18
Supporting standards developments for Universal Design including continue Chair of EU Mandate 473	Jul-18
Advice to support preparation of an accreditation system for revised standard for Energy Suppliers	Dec-18
Revision of <i>SWiFT 9:2012 UD for Energy Suppliers</i> into an Irish Standard	Jun-19
To develop in partnership with RIAI CPD for Architects following the completion of phase 1 research	Q4 2018
Develop a UD Primer (fundamentals) module in Education for 3rd level	Sep-18
Develop CPD Capacity Building in Collaboration with Irish Computer Society	Jun-18
Support the RIAI Universal Design Award 2018	Jul-18
Report on Universal Design Curriculum for Students in 2nd Level Phase 1	Q2 2018

Project to deliver UD module for incorporation in 2nd level curricula	Q4 2018
Homes for Smart Ageing U.D Challenge (HSAUDC) Legacy Book	Q2 2018
Advice for all stakeholders to achieve UD solutions for new housing	Q2 2018
Formalise Network of Universal Design Champions	ongoing
Continue to develop and run the Universal Design Grand Challenge 2018	May-18
Support and advise on the UD e-Government Awards 2018	Jun-18
Support and advice on the UD Irish Internet Association (IIA) Netvisionary Awards 2018	Jun-18
Deliver and promote the international UD Conference 2018	Nov-18
Support and advice on the UD Irish Design Institute Awards 2018 C	Q3 2018
Demonstration model of a National Repository focused on home modifications based on Govt Smart Ageing Action Plan	Q4 2018
<b>Continued/Cyclical Work</b>	
Develop the Library	Dec 2018
Annual Report 2017	June 2018
Strategic Plan 2019-21	June 2018

## **Appendix C**

### **NDA Staff Resources 2018**

#### **32.5 WTEs**

**1 x PO (I)     Director**

**1 x HEO        Personal Assistant to Director and Corporate Governance Projects**

**1 x PO Head of Policy, Research and Public Affairs**

**4 x APs        Senior Policy Advisors**

**2 APs         Senior Research Officer**

**1 x AP         Temporary Senior Research Officer**

**0.5             Research Officer (HEO)**

**2 x HEOs      Policy Advisors**

**2 x AOs        Temporary Code of Practice Project Officers upto May 18**

**3 x Grade IV Administration Officers\* (one temporary post expires April 2018)**

**1 x PO Chief Officer CEUD + Head of Standards & Monitoring**

**3 x APs        Senior Advisors -Built Environment, Products/Services + ICT**

**2 x APs        Senior Standards Officers**

**1 x HEO        Standards Officer**

**2 x Grade IV Administration Officers**

**1 x GrIII       Administration Assistant**

**1 x AP (I)     Corporate Services Manager-new appointment due by April**

**1 x Gr VI      Finance Officer (absent on long-term sick leave)**

**3 x Gr IV      Administration Officers**

**1 x GrIII      Receptionist**

