



## **DISABILITY IN EMPLOYMENT**

# **NEWRY AND MOURNE DISTRICT COUNCIL'S POLICY AND PROCEDURE FOR PREVENTING DISABILITY DISCRIMINATION IN EMPLOYMENT**

**March 2005**

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## **1. POLICY STATEMENT**

The aim of this policy is to state Newry and Mourne District Council's commitment to develop a working environment and provide conditions of employment which, as far as practicable, will offer people with disabilities the opportunity to seek, obtain and maintain employment with the Council.

## **2. RATIONALE**

**For the purpose of this policy, disability is defined as 'a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities'.**

**Annex 1** provides full descriptions of the terms covered in this definition.

The Disability Discrimination Act 1995 (DDA) makes it unlawful for an employer to discriminate against a disabled job applicants and employees.

**Annex 2** provides a definition of disability discrimination.

## **3. SCOPE**

This policy applies to all employees and job applicants (actual or potential).

## **4. IMPLEMENTATION**

Implementing this policy is a continuing process that needs to be kept under constant review. The process involves developing detailed guidance, establishing standards, identifying positive action measures, and highlighting good practice both within the Council and the wider community.

The Council will seek to ensure that, so far as reasonably practicable, employees and prospective employees are all informed of the Disability in Employment Policy and, as appropriate, any guidance or associated procedures.

The necessary training and support will be provided to Management, who have particular responsibility for implementing the policy.

The Council will ensure that there is consultation with disabled employees and job applicants (actual and potential) to determine their needs and assess the effectiveness of any reasonable adjustment.

The Council will review regularly its progress in implementing this policy.

## **5. ROLES AND RESPONSIBILITIES**

The Clerk & Chief Executive has ultimate responsibility for the development and implementation of equal opportunities policies, including those relating to disability.

All employees and workers are expected to behave in accordance with this Policy.

## **6. TREATMENT OF PROSPECTIVE EMPLOYEES**

The Council is committed to ensuring that prospective employees with disabilities are not discriminated against during the recruitment and selection procedure. This means that careful consideration has to be given to the following areas to ensure that discrimination does not occur:

### **6.1 Interview Guarantee Scheme**

Newry & Mourne District Council will guarantee an interview to all people with disabilities who demonstrate that they meet the essential (i.e. minimum) criteria for a post. Where an assessment for the post is scheduled, applicants will be invited to participate.

### **6.2 Job Descriptions**

The requirements of the job will be carefully examined to ensure that they do not discourage people with a disability from applying for a post.

### **6.3 Employee Specifications**

The employee specification describes the qualifications, knowledge, skills, experience and abilities necessary to carry out a job. It is based on the job description and provides a clear outline of what is required.

The essential criteria for a post will be carefully examined to ensure they are fundamental to the post and are not discriminatory.

*For example, stating that physical fitness is essential could lead to an allegation of discrimination, unless it can be proved that it was essential and the job could not be carried out even with reasonable adjustments made.*

The Council recognise that if a person with a disability is not shortlisted for a job because they do not possess the essential criteria, this may be deemed as discrimination if the essential criteria cannot be justified.

*For example, in rejecting a person with a disability for a job because they lack a specified qualification the Council must be satisfied that the lack of qualification is not as a result of their disability. The Council would also have to justify the rejection if it is connected with their disability. It would be*

*appropriate to consider, as a reasonable adjustment, waiving or adjusting the criteria.*

The employee specification can establish that a selection decision was made on the basis of lawful, fair and job relevant criteria.

*For example, using the criteria 'good communication skills, both orally and in writing' could be seen as discriminatory if it could not be proved to be essential for the job. Something more specific like 'the ability to prepare reports' is less discriminatory as it does not necessarily involve writing or speaking, which may cause problems for people who are sight impaired, who are dyslexic, or who have a serious speech impediment.*

#### **6.4 Job Advertisements**

The Council recognises that it is important that people with disabilities do not feel excluded by the wording of the Council's advertisements and will ensure that any advert is welcoming.

The Council may include a welcoming statement in all advertisements stating that it is committed to a policy of equal opportunities in employment and welcomes applications from people with disabilities.

Internal trawls are notified through Personnel News or other appropriate media. This will ensure that employees with disabilities are notified of vacancies.

Job vacancies are circulated to the Department of Employment and Learning's Disablement Advisory Service.

For all advertised posts a 'job application assistance sheet' will be included in the job documentation to assist applicants who may have a disability by highlighting the Council's approach to flexible working, providing alternative formats, making reasonable adjustments

#### **6.5 Application Forms**

The Council will ensure that application forms and all job documentation are available in alternative formats such as on tape, large print, disk or Braille versions, upon request. Completed application forms will also be accepted in alternative formats.

To accommodate a reasonable adjustment applicants with disabilities should not be disadvantaged by the late arrival or completion of application forms and the closing date may need to be extended in some circumstances.

*For example, if an applicant requests an application form in alternative formats it may take a similar number of days to make this available. It would be reasonable to allow the applicant a few days extension, if necessary, to afford them the same opportunity to complete their application.*

Application forms and job documentation will be reviewed to ensure that they do not contain questions that may suggest discrimination.

*For example, questions regarding possession of a driving licence could be discriminatory. If driving is part of the duties of the post the question asked of applicants should be whether they have access to a vehicle and/or transport.*

## **6.6 Equal Opportunities Monitoring Form**

The Council's Monitoring Form monitors gender marital status, family status, disability, religion and racial group. It has been agreed with, and has the support of, the trade unions and the Equality Commission NI.

The information is used to measure the effectiveness of the Council's Equal Opportunities Policy and will assist in the development and review of positive/affirmative action policies.

The monitoring information forms no part of the selection process and is concerned only with statistical analysis and does not identify individuals.

## **6.7 Shortlisting Arrangements**

Disabled applicants will be considered in the same way as other applicants, subject to any reasonable adjustment.

Panel members should be aware of policies that may directly affect the selection process, for example the Interview Guarantee Scheme (see paragraph 6.1).

If an applicant states that they have a disability and are likely to be at a substantial disadvantage because of the Council's arrangements or premises, the panel members should consider whether there is any reasonable adjustment that could be made.

## **6.8 Testing/Assessment Arrangements**

If the selection process includes a test or assessment arrangement the Council will:

- Ensure that the tests/measure the skills required for the job, that they are applied fairly and equally to all applicants, including those with disabilities, taking into account any reasonable adjustments that may be necessary. Disabled applicants will be invited to suggest reasonable adjustments that they may need. Ensure that all candidates are informed, in advance, of the format and reasons for the tests/assessments.
- Ensure that when a candidate notifies the Council of the need for adjustments or special arrangements, alternatives are considered, again including any reasonable adjustments that may be necessary.

*For example, a candidate, on being informed of the testing process, advises that they are dyslexic. A reasonable adjustment may be to allow extra time for tests that involve reading and/or writing. It may be necessary to contact the test provider/administrator for guidance.*

## **6.9 Interview Arrangements**

Invitation to interview letters will ask the candidate to inform the Council if they require any special arrangements.

If any special arrangements are requested, the Council must take all reasonable steps to accommodate them.

*For example, reasonable adjustments may include:*

- *avoiding direct sunlight for a candidate with a visual impairment*
- *reserving parking spaces and someone to accompany the candidate to the interview*
- *providing support and assistance with communication by another person for candidates with learning and hearing disabilities*
- *allowing extra time for candidates for whom communication may be difficult.*

If the candidate does not indicate that they need any special arrangements, but then arrives for interview and is placed at a substantial disadvantage because of the arrangements, the Council will make every effort to make any reasonable adjustment that is possible in the circumstances.

## **6.10 Interview Process**

Wherever possible interviews for candidates with disabilities will be conducted in the same way as those for non-disabled candidates, subject to any reasonable adjustments.

Interviews will be conducted by panel members who are fully informed about, and have received training on, the requirements of the DDA.

Questions will only be asked about a candidate's disability if it is, or may be, relevant to that person's ability to perform the job, if necessary after a reasonable adjustment.

*For example, it would be more positive to ask a candidate "What kind of adjustments could made to the job in order to make it easier for you?" rather than saying "Would your disability make it difficult for you to carry out X, Y and Z duties?"*

The Council will keep records that show the basis on which decisions have been taken at each stage of the process. These records should include (where appropriate) information such as:

- the reasonable adjustments (to premises, equipment or working arrangements, etc) considered by the panel
- the reasons why these adjustments were not offered/provided; or
- the adjustments offered to the candidate and their response to that offer.

The panel will discuss and agree the feedback to be given to applicants who are unsuccessful at the shortlisting stage and to all candidates at the interview stage. Care will be taken when providing feedback to people with a disability to ensure any necessary adjustment is made.

### **6.11 The Offer of Employment**

If the successful candidate has a disability, the offer of employment will be made in the usual way, subject to any reasonable adjustments.

It is the Council's policy to submit all successful candidates for a pre-employment medical check when making a conditional offer of employment in order to establish the candidate's fitness for the job. This practice should also be followed for a disabled candidate to assess what adjustments may be needed to the workplace or the work environment.

Advice on making reasonable adjustments can be sought from the Personnel Department.

The Department of Employment and Learning Disablement Advisory Service can provide advice on, and in some cases funding for, a range of reasonable adjustments.

### **6.12 Induction**

A structured Induction Programme will be followed for all new employees. If necessary it will be tailored to the individual needs of the disabled employee.

In order to be properly integrated into the workforce, employees with a disability must be accepted by their colleagues. Individuals should be asked whether they wish their colleagues to be informed of their disability and management should follow their wishes in this respect as far as possible.

A disabled employee will be supported in their working environment to ensure that any reasonable adjustments, which have been made, are working effectively and that the employee is not at a substantial disadvantage.

### **6.13 Evidence of a disability**

If a candidate states that a reasonable adjustment is required because of an impairment whose effects are not obvious, the Council may ask for evidence that the impairment is one that gives rise to a disability as defined in the DDA.

## **7. TREATMENT OF EXISTING EMPLOYEES**

### **7.1 Terms and Conditions of Employment**

Wherever possible, adjustment will be made to terms and conditions of employment in order to accommodate the needs of a disabled employee.

Council organisational development or change processes that are undertaken will be systematically planned, consulted upon, approved and implemented. If changes are proposed to the terms and conditions of the workforce, consideration will be given to the possible effect of those changes on disabled employees.

### **7.2 Health and Safety**

The Council accepts its obligations under health and safety legislation to make every effort, insofar as is reasonably practicable, to provide a safe and healthy working environment for its entire staff. Where employees are disabled through reduced mobility, hearing or sight, it is important that they are able to make a rapid and safe exit in case of fire or other emergency.

Special arrangements may be necessary to ensure that an employee's disability does not create a hazard either for the person concerned or for others.

### **7.3 Retention of Disabled Employees**

It is the policy of the Council not to discriminate against employees who become disabled, who have a disability that worsens during their career or who has had a disability in the past. The issue of retention can also arise when an employee has a stable and long standing impairment but the nature of their employment changes.

There are a number of ways in which the Council may establish that an employee has become disabled, or has a disability that has worsened.

*For example:*

- *as a result of the Management of Attendance Policy, either via 'Return to Work' interviews, after a referral to the Council's Occupational Health Advisor or by the issue of medical certificates by a GP or consultant.*

- *the Council's disability audit which asks employees if they consider themselves to be disabled, and to explain the nature of their disability. A referral will be made to Occupational Health to obtain further detail and advise in relation to any reasonable adjustments that are required.*
- *an individual may inform their manager if their disability is beginning to affect their work. A referral will be made to Occupational Health to obtain further detail and advise in relation to any reasonable adjustments that are required.*

The priority of the Council must be to keep a disabled employee in their existing job. If, as a result of their disability, the Council's arrangements or a physical feature of the Council's premises places the employee at a substantial disadvantage in carrying out their job, reasonable adjustments that would resolve the difficulty must be considered.

An existing employee, newly disabled or facing disability, may have no idea what their future needs will be with regard to possible adjustments to premises, equipment or working arrangements etc. The employee and (if requested) their nominated representative should be involved (including if they are on sick leave) in any decisions that directly affect their working life. The employee's line manager should ensure that they:

- keep in regular touch with the employee
- provide reassurance to the employee that they can expect the necessary support on their return to work
- monitor progress and at the appropriate time begin discussions on specific needs
- with the employee's permission, keep colleagues and their trade union representative informed of progress and build support for the individual.

*For example, it may be possible to modify a job to accommodate an employee's changed needs. This might be rearranging working methods, giving another employee certain minor tasks that the disabled employee can no longer do, or providing practical aids or adaptations to premises or equipment. It could also include allowing the disabled person to work at different times or places from those with equivalent jobs.*

Any newly disabled employee is likely to need time to re-adjust. The Council may consider the following:

- a trial period to assess whether the employee is able to cope with their present job
- a phased return to work, if they have been absent from work as a result of their disability, starting with part time hours and building up to full time hours (in consultation with the Personnel Department)
- offering leave, on a discretionary basis, during which time expert help will be sought on equipment, adaptations and/or training
- additional training or coaching appropriate for the employee

- requests from newly disabled employees for reduced or part-time hours / duties, whether on a temporary or permanent basis. The Council will also consider the superannuation implications of moving to part-time working in conjunction with the employee.

In some cases it may not be possible for the disabled employee to continue in their existing job. It may be necessary to consider a number of possible options, in consultation with the employee and their representative:

- redeployment to another post or service
- premature retirement on grounds of incapacity
- termination of employment.

The Council will continuously monitor a disabled employee's situation, for example, if the disability is one of a progressive condition, further reasonable adjustments may need to be considered.

#### **7.4 Redeployment**

The need for redeployment for a disabled employee may be identified in a number of ways.

*For example;*

- *consideration under the Management of Attendance procedure identifies the need for redeployment*
- *a disabled employee requests redeployment as a reasonable adjustment*
- *an employee's impairment becomes more severe and their performance steadily worsens as a result*
- *an employee becomes disabled as a result of accident or illness.*

If, even with adjustment and/or restructuring, retention in the same job is not practicable, redeployment to suitable alternative employment may be appropriate. The Personnel Department will need to be made aware that the employee has been identified as awaiting redeployment.

Redeployment to suitable alternative employment which will be at the rate appropriate to the post requires:

- defining the ability range of the employee
- identifying any training or adjustments that could expand that range
- looking for transferable skills
- considering all suitable options for redeployment.

*For example this may include:*

- *holding suitable vacancies and offering preferential consideration (ie assessment against the essential criteria for a vacancy without competition, except from other redeployment candidates)*
- *ensuring every effort to make reasonable adjustments, in consultation with the employee, to ensure the employee is redeployed successfully*
- *allowing the employee to have a trial period in the new job. The length of the trial period must be mutually agreed in advance and be in writing.*
- *making a requirement for written reasons to be provided if reasonable adjustments cannot be made*

## **7.5 Internal Appointments and Transfers**

The Council will not discriminate in assessing a disabled person's suitability for internal appointments and transfers. As in the recruitment process, it is important to ensure that the criteria required do not exclude disabled people who may be unable to meet the criteria because of their disability, but would be capable of performing well in the job. The Council may have to make reasonable adjustments to assist in this process.

## **7.6 Premature Retirement on Grounds of Incapacity**

A disabled employee may be considered for premature retirement on grounds of incapacity where, in consultation with the Personnel Department, it has been decided that reasonable adjustments cannot be made and that redeployment is not possible.

## **7.7 Termination of Employment**

If, having considered all alternative options (outlined in 7.4 and 7.6) it is apparent that the employee cannot realistically continue in employment, a decision to dismiss may be taken by the Council only after consultation with the employee and their nominated representative.

## **7.8 Provision of Training**

The Council will not discriminate on the grounds of disability when providing opportunities for training, and will make any reasonable adjustments necessary to facilitate the training of disabled employees.

It is important that disabled employees are given equal access to training opportunities as allegations of discrimination can be made when these opportunities are restricted by the accessibility of the venue chosen or the format, presentation or delivery methods of the training itself.

The Personnel Department will ensure that the needs of disabled employees are considered when organising training events and will endeavour to make

sure that courses provided are accessible to both disabled and non-disabled employees. Line managers must ensure that employees who are nominated for training events are selected on a basis that does not discriminate against disabled people.

## **8. HARASSMENT**

Harassing a person with a disability on account of that disability is unacceptable behaviour.

The Council's Policy Dignity at Work and Harassment Complaints Procedures deals with harassment on the grounds of disability as well as gender, marital status, family status, religious beliefs, political opinion, race, age, sexual orientation, trade union membership/non membership and criminal record.

The policy makes it clear that harassment is unacceptable behaviour for all employees. Breached of this policy will result in disciplinary action which may, where appropriate, warrant dismissal.

## **9. DISCIPLINE**

The Council's Disciplinary Policy and Procedure will be applied to disabled employees in the same way that it is to other employees.

When proposing the use of the Disciplinary Policy and Procedure in relation to a disabled employee, managers must first consider the following points:

- is the reason for misconduct related to the person's disability?
- could the misconduct be due to harassment/provocation/victimisation connected with their disability?
- were the disciplinary rules communicated to the employee in a format that they understand?
- any interviews/hearings that are conducted should be carried out in a way that does not disadvantage the employee in terms of access to the venue, submission of statements, questioning or representation.
- in such cases, advice and guidance may be sought from the Personnel Department.

## **10. COMPLAINTS**

Employees who believe that they have not been treated equitably in accordance with the Council's Policy and Procedures for preventing disability

discrimination in employment are encouraged to take appropriate remedial action. Action may wholly informal or by pursuing a formal complaint in accordance with the Council's Grievance Procedure/or Harassment Complaints Procedure.

If a prospective employee wishes to complain about a disability issue in relation to the Council's recruitment and selection procedures in general, or their application for a specific post, they should write to the Assistant Director of Administration (Personnel).

Any action taken under the Council's complaints procedure(s) is without prejudice to any statutory right to make a complaint to an Industrial Tribunal.

So far as reasonable practicable, the Council will protect from victimisation employees or prospective employees who make a complaint under these procedures

## **11. MONITORING AND REVIEW**

This procedure will be reviewed by the Council to assess its effectiveness. The outcomes will be monitored through Employee Surveys, which will ascertain employees' views on the Council's provision of equality of opportunity in employment for people with disabilities.

Positive action measures will be considered to remedy the under representation of people with disabilities in the Council's employment. Such action will include:

- Positively encouraging people with a disability to apply for jobs
- Offering work experience placements to people with disabilities

## **12. FURTHER HELP AND ADVICE**

Information concerning help or practical guidance available to the Council for individual members of staff may be obtained, in the first instance, from the Personnel Department.

Advice may also be sought from the organisations listed at **Annex 3**.

## DEFINITION OF DISABILITY

### 1. What the Disability Discrimination Act 1995 Means by Disability

This Annex outlines what Part One of the Disability Discrimination Act (DDA) and related regulations mean by the term disability. The DDA covers disabled people and people who have had a disability in the past.

Disability is defined as:

A **physical or mental impairment** which has a **substantial** and **long-term adverse effect** on a person's ability to carry out **normal day-to-day activities**.

#### 1.1 Explanation of Impairment

The definition covers physical and mental impairments. These include:

- Physical impairments affecting the senses such as sight and hearing, heart disease, diabetes, epilepsy
- Mental impairments including learning disabilities and mental ill health (if it is recognised by a respected body of medical opinion)

#### 1.2 Explanation of Substantial

For an effect to be substantial, it must be more than minor. The following are examples that are likely to be considered substantial:

- Inability to see moving traffic clearly enough to cross a road safely
- Inability to turn taps or knobs
- Inability to remember and relay a simple message correctly.

#### 1.3 Explanation of Long-term

These are effects that:

- Have lasted at least 12 months; or
- Are likely to last at least 12 months; or
- Are likely to last for the rest of the life of the person affected.

Long-term effects include those, which are likely to recur. For example, an effect will be considered to be long-term if it is likely both to recur, and to do so at least once beyond the 12-month period following the first occurrence.

## 1.4 Explanation of Day-to-day Activities

Day-to-day activities are normal activities carried out by most people on a regular basis, and must involve one of the following broad categories:

- Mobility                                    moving from place to place
- Manual dexterity                        eg, use of hands, wrists or fingers
- Physical co-ordination
- Contenance
- The ability to lift, carry or move ordinary objects
- Speech, hearing or eyesight
- Memory, or ability to concentrate, learn or understand
- Being able to recognise physical danger

## DEFINITION OF DISABILITY DISCRIMINATION

Under the Disability Discrimination Act 1995 (as amended) ('DDA') discrimination can occur in one of the following four ways-

### 1. Direct disability discrimination

An employer's treatment of a disabled person amounts to direct discrimination and is unlawful if-

- it is done on the ground of the disabled person's disability, and
- the treatment is less favourable than the way in which a person not having that particular disability is (or would be) treated, and
- the relevant circumstances, including the abilities, of the person with whom the comparison is made are the same as, or not materially different from, those of the disabled person.

### 2. Disability-related discrimination

An employer's treatment of a disabled person amounts to disability-related discrimination and is unlawful if-

- it is done for a reason related to the disabled person's disability, and
- the treatment is less favourable than the way in which the employer treats (or would treat) others to whom that reason does not (or would not) apply, and
- the employer cannot show that his treatment is justified.

### 3. Failure to comply with a duty to make reasonable adjustments

Failing to comply with the duty is in itself an act of discrimination and is unlawful. Furthermore, the duty must be taken into account when considering whether an act of disability-related less favourable treatment is justifiable (see section 2 above).

The duty to make reasonable adjustments arises where-

- a provision, criterion or practice applied by, or on behalf, of the employer, or
- any physical feature of premises occupied by the employer,

- places a disabled person at a substantial disadvantage compared with people who are not disabled.

Where the duty arises, the employer must take such steps as it is reasonable for him to take in all the circumstances to prevent that disadvantage. The only consideration is whether it is reasonable to make the adjustment. Where it is reasonable to do so, the employer must do it and cannot justify failing to do it.

#### **4. Victimization**

An employer's treatment of a person ('the victim') (who need not be disabled) is discrimination and is unlawful if;

- the victim is treated less favourably than the way in which other persons (whose circumstances are the same as the victim's) are (or would be treated); and
- the treatment is for one of the following reasons;
  - (a) the victim has brought, or given evidence or information in connection with proceedings under the DDA; or
  - (b) done anything else under or by reference to the DDA; or
  - (c) alleged that someone has contravened the DDA;
  - (d) or because the employer believes or suspects that the victim has done or intends to do any of the things listed in (a), (b) or (c).

**NORTHERN IRELAND BASED DISABILITY AND  
ADVISORY ORGANISATIONS**

<p>Action MS Knockbracken Healthcare Park Saintfield Road Belfast BT8 8BH Tel: 028 9079 0707 Fax: 028 9040 2010 Email: <a href="mailto:info@actionms.co.uk">info@actionms.co.uk</a></p>	<p>Carers Northern Ireland 58 Howard Street Belfast BT1 6PJ Tel: 028 9043 9843 Fax: 028 9032 9299 Email: <a href="mailto:helen@carersni.demon.co.uk">helen@carersni.demon.co.uk</a></p>
<p>British Deaf Association (NI) 3<sup>rd</sup> Floor, Wilton House 5-6 College Square North Belfast BT1 6AR Tel: 028 9038 7700 Fax: 028 9038 7707 Textphone: 028 9038 7706 Email: <a href="mailto:nireland@bda.org.uk">nireland@bda.org.uk</a></p>	<p>Disability Action Portside Business Park 189 Airport Road West Belfast BT3 9ED Tel: 028 9029 7880 Fax: 028 9029 7881 Textphone: 028 9029 7882 Email: <a href="mailto:hq@disabilityaction.org">hq@disabilityaction.org</a> Website: <a href="http://www.disabilityaction.org">www.disabilityaction.org</a></p>
<p>Arthritis Care Northern Ireland 115 Enkalon Business Park 25 Randalstown Road Antrim BT41 4LT Tel: 028 9448 1380 Fax: 028 9446 9761 Email: <a href="mailto:nirelandoffice@arthritiscare.org.uk">nirelandoffice@arthritiscare.org.uk</a></p>	<p>Dyslexia Assessment &amp; Advice Centre 59 Drum Road Cookstown BT80 8QS Tel: 028 8676 6996</p>
<p>British Epilepsy Association Knockbracken Healthcare Park Saintfield Road Belfast BT8 8BH Tel: 028 9063 4942 Fax: 028 9031 5914 Email: <a href="mailto:mclarke@elipepsy.org.uk">mclarke@elipepsy.org.uk</a></p>	<p>MENCAP Northern Ireland Segal House 4 Annadale Avenue Belfast BT7 3JH Tel: 028 9069 1351 Fax: 028 9064 0121 Email: <a href="mailto:mencap-ni@dnet.co.uk">mencap-ni@dnet.co.uk</a></p>
<p>Parents and Professionals and Autism Knockbracken Healthcare Park Saintfield Road Belfast BT8 8BH Tel: 028 9040 1729 Fax: 028 9040 3467 Email: <a href="mailto:infor@autismni.org">infor@autismni.org</a></p>	<p>Northern Ireland Association for Mental Health 60 University Street Belfast BT9 6AF Tel: 028 9032 8474 Fax: 028 9023 4940 Email: <a href="mailto:a.ferguson@niamh.co.uk">a.ferguson@niamh.co.uk</a></p>
<p>Royal National Institute for the Blind (NI) 40 Linenhall Street Belfast BT2 8BA Tel: 028 9032 9373 Fax: 028 9027 8119 Email: <a href="mailto:smalcolm@rnib.org.uk">smalcolm@rnib.org.uk</a></p>	<p>Disablement Advisory Service (DAS) Department for Employment and Learning 5<sup>th</sup> Floor Gloucester House 57-63 Chichester Street Belfast BT1 4RA Tel: 028 9025 2206 Textphone: 080 9025 2363</p>

	Website: <a href="http://www.delni.gov.uk/das">www.delni.gov.uk/das</a>
<p>Sense Northern Ireland The Manor House 51 Mallusk House Newtownabbey BT36 4RU Tel: 028 9083 3430 Fax: 028 9084 4232 Email: <a href="mailto:senseni@senswest.org.uk">senseni@senswest.org.uk</a></p>	<p>Down's Syndrome Association Graham House Knockbracken Healthcare Park Saintfield Road Belfast BT8 8BH Tel: 028 9070 4606 Fax: 028 9070 4075 Email: <a href="mailto:downs.synndrome@cinni.org">downs.synndrome@cinni.org</a></p>
<p>The Guide Dogs for the Blind Association Lanesborough House 15 Sandown Park South – Knock Belfast BT6 6HE Tel: 028 9047 1453 Fax: 028 9065 5097 Email: <a href="mailto:belfast@gdba.org.uk">belfast@gdba.org.uk</a></p>	<p>Employers' Forum on Disability Northern Ireland Banbridge Enterprise Centre Scarva Road Industrial Estate Banbridge BT32 3QD Tel: 028 40 624526 Fax: 028 40 669665 Textphone: 028 40 624526 Email: <a href="mailto:info@efdni.org.uk">info@efdni.org.uk</a></p>
<p>PHAB Northern Ireland Mourne Villa Knockbracken Healthcare Park Saintfield Road Belfast BT8 8BH Tel: 028 9050 4800 Fax: 028 9073 4321 Email: <a href="mailto:info@phabni.org">info@phabni.org</a></p>	<p>Muscular Dystrophy Campaign Forster Green Hospital 110 Saintfield Road Belfast BT8 6AA Tel: 028 9079 0708 Fax: 028 9079 0708 Email: <a href="mailto:oonaghm@muscular-dystrophy.org">oonaghm@muscular-dystrophy.org</a></p>
<p>Royal National Institute for Deaf People Wilton House 5 College Square North Belfast BT1 6AR Tel: 028 9023 9619 (Voice/Test) Video Phone: 028 9043 8354 Fax: 028 9031 2032 Email: <a href="mailto:helpline@rmid.org.uk">helpline@rmid.org.uk</a></p>	<p>North West Forum of People with Disabilities 58 Strand Road Derry BT48 7AL Tel: 028 7130 9191 Fax: 028 7130 9191 Email: <a href="mailto:northwestforum@utvinternet.com">northwestforum@utvinternet.com</a></p>
<p>The Cedar Foundation Malcolm Sinclair House 31 Ulsterville Avenue Belfast BT9 7AS Tel: 028 9066 6188 Fax: 028 9068 2400 Email: <a href="mailto:info@cedar-foundation.org">info@cedar-foundation.org</a></p>	