

2007 Report on Compliance with Part 5 of the Disability Act 2005 on Employment of People with Disabilities in the Public Service



National Disability Authority
Údarás Náisiúnta Míchumais

The National Disability Authority presents this Report under subsection 15(6) of the National Disability Authority Act 1999, as amended by subsection 50(2) of the Disability Act 2005, to the Minister for Justice, Equality and Law Reform, Mr Dermot Ahern, T.D.

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Introduction

Part 5 of the Disability Act 2005 (the Act) covers the obligations on public service bodies to employ people with disabilities. There are three interlinked requirements. Firstly, public bodies must, insofar as practicable, take all reasonable measures to promote and support the employment of people with disabilities. Secondly, unless there are good reasons to the contrary, at least 3% of their employees must be people with disabilities. Finally, on an annual basis, public bodies must report to the statutory Monitoring Committee, (who in turn submit their report to the Minister of their parent Department and the National Disability Authority), on the number of people with disabilities in their employment and the measures they are taking to support their employment.

This report presents information received by the National Disability Authority (NDA) from Monitoring Committees established under Part 5 of the Act.¹

- Section 1 of this report describes how the information was collated
- Section 2 analyses the measures being taken to promote and support the employment of people with disabilities
- Section 3 gives a detailed analysis of the figures for 2007
- Section 4 discusses the next steps to be taken to achieve compliance

This report lays equal importance on the attainment of the numerical target and the presence of measures to promote and support the employment of people with disabilities.

Part 5 of the Act is a positive action measure in so far as it allows public bodies to put in place measures to support the employment

1. Paragraph 48(5)(d)

of people with disabilities. It must be remembered that people with disabilities who are employed by the public service are people who have been selected as suitable persons for the job.

The headline results for 2007 are that more than half (51.3%) of the organisations reported reaching or exceeding the statutory 3% employment target for 2007 (Table 3.2). In 2006, 36% of bodies reported meeting or exceeding the target. It must be noted however, that due to data collection issues in the first year of statutory monitoring, the 36% referred to was presented in NDA's report on that year as a minimum figure. The data collection difficulties experienced in 2006 have made it impossible to make valid two-year comparisons across individual bodies of the proportion of people with disabilities employed in 2006 and 2007.

The experience of reporting on the 2006 data and consultations with the Monitoring Committees resulted in the revision of the statutory formats for reporting on compliance with Part 5 of the Act. These revised report forms (Appendix C) were recommended by the NDA and agreed by Ministers. These new forms facilitated a more comprehensive analysis of compliance.

The NDA also issued revised guidance on the collection of data. The NDA advised public bodies to conduct a staff census which would act as a baseline for a long-term data collection system. The response rate in 2007, where public bodies undertook the staff census, was considerably higher than the response rate to the "Count Me In" survey used by many public agencies in 2006. This improved response rate is one explanation for the higher compliance rates reported on for 2007. In the case of both the 2006 survey and the 2007 staff census, returns were made on the basis of voluntary disclosure of disability status. Across Government Departments, 3.8% of staff were recorded with a disability compared to 2.4% in 2006. Some of the apparent improvement is due to better data collection in 2007. The

civil service has made a strong and concerted effort to comply with Part 5 of the Act. A revised Code of Practice for the Employment of People with Disabilities in the Irish Civil Service was issued in 2007. In addition, all Government Departments and many other bodies staffed by civil servants have a designated Disability Liaison Officer. These Disability Liaison Officers meet monthly as a formal network to exchange experience and good practice.

Under the terms of the Act, a public body is legally required to report on its compliance with Part 5, whether or not it is staffed by a parent body. In 2006 the returns from a number of public bodies, staffed by civil servants, were amalgamated with those of their parent Department. In 2007 these returns were reported on separately. This meant that 263 sets of data were received in 2007 compared to 217 in 2006. The 2007 returns covered over 370 public sector bodies, with County and City Enterprise Boards reported on collectively as a group. The range of data received for 2007 has facilitated a more substantive and complex analysis of compliance.

Some very positive and interesting results and trends have emerged that should be noted:

- The Government Departments and other public bodies covered in the 2007 data together had a workforce of 238,833 of which 2.5% (5,879) were reported as having a disability as defined in the Act
- Organisations that had carried out an access audit on some or all of their properties (75% of the public bodies) were more likely to have met or exceeded the 3% employment target
- Organisations that had a written policy on employing people with disabilities or that were subject to a code of practice

(84% of public bodies) were more than twice as likely to have reached or exceeded the 3% employment target

- In 2007, 41 public bodies, including all Government Departments and many of the agencies staffed by civil servants, had a Disability Liaison Officer

Spectrum of disability

The statutory returns do not record the nature of disability. The Census of Population conducted in 2006 shows the composition of the main public service workforce with disabilities (those working in public administration and defence) broken down by type of disability. These figures show that chronic illness accounts for the biggest number of people with disabilities, followed by physical disability and hearing or vision impairments. In one respect the pattern is strikingly different from other employments, as a significantly lower proportion of people with learning or intellectual disabilities are employed in public service jobs relative to other jobs. The NDA welcomes positive approaches by public bodies towards employing people with intellectual disabilities in suitable positions. The NDA also welcomes the development of partnerships between public bodies and organisations that provide services for people with intellectual disabilities.

Table 1.1: Distribution of employees with disabilities by type of impairment, 2006

Type of disability	Physical	Vision or hearing	Learning/ intellectual	Psychological / emotional	Other including chronic illness
Type of employment	%	%	%	%	%
Public administration and defence ²	24.1	22.9	6.3	15.2	41.7
All employments	23.4	20.3	14.0	15.2	38.6

Source: Census 2006 vol. 11 table 13. Figures across the table add up to more than 100% as some people have more than one disabling condition

Non-compliance in successive years

Under section 49 of the Act, where a public body has failed to comply with the provisions of Part 5 for two successive years, the NDA may, with the consent of the relevant Minister, make recommendations on actions to be taken by individual bodies. The NDA advises that it is not possible at this point to conduct an assessment of two successive years due to the data collection problems that arose in 2006. Improved data collection systems should facilitate such assessments in the future.

Planning for compliance

While some bodies are giving considerable attention to what they could do to reach the statutory target and to improve their supports to people with disabilities, other bodies would benefit from taking a similarly systematic approach. In line with the

2. The Census data in this table covers some 101,000 people and constitutes a somewhat different group than are covered by Part 5 of the Act. It does not include staff in education or health who may be within the scope of Part 5, and does include non-civilian Defence Force personnel who are outside the scope of Part 5.

statutory function to encourage compliance, Monitoring Committees could play a constructive role in encouraging such bodies to adopt plans of action.

Learning from success

A considerable number of public bodies, in diverse business sectors, have implemented active programmes to support and promote the employment of people with disabilities and have reached or exceeded the 3% target. These organisations have the potential to be role models for sister public bodies with similar functions or mix of staff.

Conclusion

This report details the current state of play regarding public bodies' compliance with Part 5 of the Act. The 2007 report is a more comprehensive and detailed document than its predecessor because of an improved data collection process; an increase in responses from the public bodies and more robust data received by the NDA.

1. Obligations on Public Bodies and Data Collection Methods

Responsibilities and roles under Part 5 of the Disability Act 2005

Under the Act, public bodies are required:

- Where practicable, to take all reasonable measures to promote and support the employment of people with disabilities - paragraph 47(1)(a)
- To ensure, unless there is a good reason to the contrary, that at least 3% of staff employed are people with disabilities - subsections 47(2) and 47(4)
- To report on an annual basis to their Monitoring Committee regarding the number of people with disabilities in their employment and the measures they are taking to promote and support the employment of people with disabilities - subsection 48(2)
- To comply with any relevant statutory codes of practice - paragraph 47(1)(b)

Role of Monitoring Committees

Under subsection 48(3) of the Act each Monitoring Committee's role is to monitor and, in consultation with the NDA, encourage compliance by the public bodies that report to it. The Committee must meet at least three times a year and is required to report on an annual basis to the Minister of their parent Department and the NDA on compliance by the public bodies reporting to it.

Role of the NDA

The NDA is obliged to prepare an annual report on compliance by public bodies with their various obligations under Part 5 of the Act. This report details whether public bodies have, or have not, achieved the 3% target for employment of people with disabilities. The NDA can also make recommendations to public bodies on measures to be taken to facilitate or achieve compliance. While the NDA can specify the forms of report, the NDA is not legally empowered to require public bodies to follow any particular data collection method.

Counting the number of staff with disabilities

The Act marked a change in definition from those used prior to its enactment to record numbers of staff with disabilities. The legal definition of disability which applies to the public sector employment target is:

a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State, or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health, or intellectual impairment.

The NDA has recommended that data for the purposes of monitoring the 3% target should be based on the voluntary

disclosure of disability status by staff. In 2006, the NDA suggested public bodies should either conduct a staff survey (“Count Me In” survey) or update existing HR records by referring to the statutory definition of disability. While the civil service and some other bodies used the survey, many other public bodies used other methods such as HR records. The low response rate by bodies that used the survey in 2006, along with other data issues, made it difficult for the NDA to provide meaningful comment on the results from 2006.

The experience of the first year of monitoring and the feedback from public bodies and the Monitoring Committees, resulted in the NDA developing revised forms for statutory reports for 2007 following a comprehensive consultation process (Appendix C). The NDA also revised its guidance on data collection.

For 2007, the NDA recommended that public bodies should undertake a one-off staff census of all employees at the end of December 2007, to establish their disability status. The staff census returns should then be used as the basis for a tracking system where records should be kept of the disability status of people entering or leaving employment, and of those that acquire a disability. This approach would make it easier for public bodies to compute the changing numbers of employees with a disability, without undertaking a full staff census or staff survey every year.

Almost two thirds of public bodies used the staff census exclusively to compile their 2007 figures, and the overall response rate to the staff census was 74%. In 2006, the survey response rate in Government Departments had averaged 45%. So the data in this year’s report has a firmer basis.

The NDA would like to see public bodies aim for a 100% response to the staff census. Once a firm baseline is established, it should be easier to track changes from year to year.

The NDA's report last year drew attention to the difficulties there can be for individuals in disclosing a disability to their employer. This factor can impact on the accuracy of the data reported.

As the research literature shows, it is often difficult for individuals to disclose a disability to their employer, even when this information is treated confidentially and/or for statistical purposes only.³ The international evidence reveals that people fear the perceived negative consequences of disclosure in the workplace. They are concerned that they will be treated differently at work or that their career prospects will be negatively impacted. Studies also show that the decision to disclose a disability is influenced by the culture of the organisation and the quality of the relationship with the employer. Disclosure of mental health difficulties to an employer can be a particularly sensitive area.⁴ So data which is based on voluntary disclosure of disability runs the risk of underestimating the true proportion of staff with disabilities.

In a work environment where people have more confidence that disclosure of a disability will be confidential and will not have any adverse repercussions, they will be more likely to be open about it. Staff may feel more comfortable giving information about their disability status to someone with an employee welfare function such as the Disability Liaison Officer, rather than to the main HR department. For example, An Post found that their decision to process all completed staff census returns via its Occupational Health Department appears to have increased employee confidence, and resulted in significantly higher response rates for their data.

The NDA will undertake research during 2008 to further explore the issue of disclosure, in the context of reporting on compliance with Part 5 of the Act.

3. WRC (2007) Research and Policy Development on Part 5 of Disability Act 2005 – Statutory targets on employment of people with disabilities in the public sector. www.nda.ie.

4. Chapter 3; NESF (2008) Mental Health in the Workplace, pp 33-34.

2. Measures to promote and support the employment of people with disabilities

Introduction

Public bodies are legally obliged to take all reasonable measures to promote and support the employment of people with disabilities - paragraph 47(1)(a). In their reports, public bodies were asked to indicate the measures they were taking under this heading. Monitoring Committees were also asked to assess the measures they considered to be effective. It may be that some public bodies do have policies and strategies in place, to support the employment of people with disabilities, which have not been captured in the reporting process.

Table 2.1 below lists some of the most frequent initiatives listed by public bodies, which went beyond their legal obligations to offer equal opportunities, or to reasonably accommodate staff with disabilities.

Table 2.1: Some key actions by public bodies to support employment of people with disabilities

Key actions	No. of public bodies
Work experience placements	53
Designated officer (e.g. Disability Liaison Officer)	41
Links with disability organisations e.g. to advertise vacancies	25
Written workplace disability policy	23
Workplace disability policy being developed	23
Recruitment panels limited to people with disabilities	21
Code of practice on workplace disability in place	19

Of the 370 public sector bodies, 48 public bodies⁵ did not report any specific measures in place; these represented 0.7% of the public sector workforce. 39 of these bodies had fewer than ten staff. Two of the “no measures” bodies had actually exceeded the 3% target. It is possible that in these and other instances there may have been positive measures in place which were not reported on.

The NDA would like to emphasise that public bodies have a legal duty ‘to promote and support the employment of people with disabilities’ as well as to achieve, where practicable, the 3% target figure. Furthermore, there is a clear, demonstrable link between engaging in positive actions to promote the employment of people with disabilities and achievement of the 3% target. The detailed analysis in section 3 of this report quantifies the links between specific actions and achievement of the 3% employment target. Key findings are:

5. Taking the 35 County and City Enterprise Boards - which were reported on as a unit - as separate bodies.

- Public bodies with a written policy or code of practice were more than twice as likely to reach the 3% target
- Bodies that carried out accessibility audits on their premises were one and a half times more likely to have reached the employment target

Some examples of positive measures

The following represents some of the positive measures being implemented, and some examples of bodies adopting these approaches.

Formal policies on supporting staff with disabilities

The civil service has a Code of Practice for the Employment of People with Disabilities in the Irish Civil Service. This is a well thought out and practical document that can serve as a template for other areas of the public sector to follow.

The Health Service Executive (HSE) and Teagasc have recently developed comprehensive, formal disability employment policies.

In some cases, a disability policy is part of a wider equal opportunities policy or programme. For example, the Dublin Dental Hospital's actions to support staff with disabilities are located in a wider equal opportunities policy. The Public Appointments Service has an Equality Monitoring Committee that addresses positive action on disability.

Some public bodies integrate their plans to assist both customers with disabilities and staff with disabilities. The Central Statistics Office's Disability Committee deals with issues both for staff and customers with disabilities. The current review of accessibility being undertaken by the Broadcasting Commission of Ireland also focuses on issues for both staff and customers.

Disability Liaison Officer/Equality Officer

Government Departments and many of the public bodies staffed by civil servants have designated Disability Liaison Officers (DLOs) who work with staff with disabilities. In local authorities, and some other bodies, staff with the same duties as the DLOs are known as Equality Officers. They also meet regularly in the respective DLO and Equality Officer networks to share experiences and good practice.

Employee handbooks given to all staff, and those that are available via the intranet, include the contact details of the DLO and the services available. Staff members are encouraged to inform the DLO if they have a disability so assistive supports can be considered and any health and safety issues addressed. All discussions with the DLO are dealt with in a confidential manner.

The functions of the DLO include:

- Discussing reasonable accommodations and supports with staff with disabilities and with each new employee
- Advising line managers of staff with disabilities on issues such as: supports and accommodations; performance management; and staff development and training

The DLO network covers dozens of Government Departments and public bodies, meets regularly throughout the year and publishes an annual report.

Disability Champion

In 2007 InterTrade Ireland produced a disability action plan which included two strands: to promote positive attitudes towards people with disabilities; and to encourage participation by people with disabilities in public life. A senior manager was nominated to act as the 'Disability Champion' for the organisation and he is responsible for driving forward the measures detailed within the action plan.

Disability or Equality Committees

A number of public bodies have established Disability or Equality Committees. For example the Central Statistics Office has a Disability Committee, while the Public Appointments Service has an Equality Monitoring Committee. Such committees provide a particular impetus to develop and oversee the implementation of actions to support staff with disabilities.

Links with disability organisations

A number of public bodies circulate vacancies to specific disability organisations such as AHEAD (graduates with disabilities) or to disability umbrella bodies. A number of public bodies have forged links with local disability groups or supported employment consortia and have arranged for job placements.

Work experience/work placements offered to people with disabilities

A number of public bodies offer work experience placements to people with disabilities, including some of the smaller bodies that are less likely to have regular staff vacancies to fill.

Reasonable accommodations

Under the Employment Equality Acts 1998 and 2004, all employers are required to reasonably accommodate people with disabilities in the recruitment process, in employment and in training. Some public bodies use their own occupational health service or their DLO to help identify suitable accommodations for staff with disabilities. Public bodies also consult with the employees themselves, and some use external occupational health specialists and disability organisations to guide them. Reasonable accommodations offered include flexible working hours, adjustments to workstations and the provision of assistive technology.

In one body, the Personal Development Planning process has been streamlined for a staff member with an intellectual disability. The training needs of the staff member have been identified and the individual will be attending literacy classes and computer skills courses.

Acquired disability

An Post has both rehabilitation and redeployment programmes available to any employee who develops a disability whilst in their employment. RTÉ has recently introduced new procedures in its sick leave policy aimed at retaining and supporting staff who have acquired a disability. This is achieved with the assistance of its occupational medical advisor.

Disability training for staff

51 organisations reported that they had, or were implementing, disability training for staff. Among the examples reported is the Public Appointments Service which offers employees a range of training including three modules of disability equality training under the auspices of the DORAS Programme (Disability Orientated Recruitment Assessment Service). Module one of the training is

compulsory for all employees whereas modules two and three are offered to specific roles.

For staff with diabetes, one body has assigned trained buddies to support the staff in question.

Intranet sites with pages related to disability issues

The Public Appointments Service and the Property Registration Authority are two of the bodies that have developed intranet sites with disability related material, such as a disability awareness guide, details of the organisation's disability supports and other resources.

Health well-being promotion programme for all employees

A number of bodies reported that they had an Employee Assistance Programme in place. Some bodies reported the provision of health awareness or employee well-being promotions. The Forfás Health Awareness Seminars have included sessions on stress awareness, osteoporosis and diabetes. The Marine Institute runs an annual week-long Employee Well-being Promotion which includes workshops on stress management, a series of walks and runs, healthy food options in the canteen and presentations on cancer awareness.

What actions were useful

Monitoring Committees were asked to assess which of the measures being taken by public bodies were particularly successful or useful. In most cases, the Monitoring Committees relied on the assessment of the public bodies themselves as to what they had found to be useful strategies to support the employment of people with disabilities.

In most cases, public bodies reported that all the measures they were taking were useful.

Formal policy on disability

Some of the largest public sector employers have undertaken, or are currently engaged in, the systematic development of a disability policy for their employees. The HSE reports that its disability strategy and action plan is proving successful. An Post are engaged in a joint review with the unions of their disability code. Teagasc recently adopted a detailed written disability policy. RTÉ are currently engaged in drafting such a policy. Inter Trade Ireland is currently undertaking an audit of its policies and procedures. In preparation for the NDA's Excellence through Accessibility award, Waterford City Council found their renewed focus on disability invaluable in terms of increasing disability awareness amongst its staff and providing more accessible services for customers with disabilities.

Support and retention

Many people will acquire a disability during the course of their working life. Some public bodies drew attention to the value of

programmes to support those who had acquired a disability, to enable them remain at work, through measures such as: accommodating changed circumstances; flexible working hours; options to work from home; employee assistance programmes; occupational health programmes; and other supports. Leitrim Co. Council stressed the value of consultation with staff.

An Post reported on the success of its rehabilitation programme for workers who acquired a disability, with a phased return to work. Other bodies reported the value of supporting staff who acquired disabilities as their personal circumstances changed. Forfás emphasised the value of employee assistance programmes. Longford Co. Council found tailored training programmes for staff with disabilities to be very helpful.

Recruitment

In a number of instances, bodies reported that they did not have people with disabilities applying for jobs, although they had advertised themselves as equal opportunities employers. Some bodies found the use of competitions confined to people with disabilities to be useful in increasing their share of employees with a disability. A number of organisations found that structured links with local disability organisations, including supported employment consortia, were useful. There are links between Kildare Co. Council and the intellectual disability service KARE. Enterprise Ireland engages people from neighbouring St. Michael's House to work on recycling. The National Stud has recruited gardening staff from a local service for people with intellectual disabilities. North Tipperary Co. Council reported that taking people with disabilities on as trainees or on work placements subsequently led to these people gaining regular employment. A number of smaller agencies, with few vacancies, have opted to take people with disabilities on in the form of work placements. Waterford Co. Council emphasised the importance of integrating new recruits with disabilities into the workforce.

Some public bodies found the services provided by the Association for Higher Education Access and Disability (AHEAD) and the Willing Able and Mentoring (WAM) scheme invaluable in assisting them to recruit graduates with disabilities.

Access audits

In line with the statistical findings, public bodies reported that access audits were a very useful exercise.

Conclusion

Public bodies have reported a range of different actions being undertaken to support and promote the employment of people with disabilities, and have commented on what actions they find effective. Since the target for employing people with disabilities was first introduced on a non-statutory basis in 1977, a great deal of experience has been built up and there are opportunities for public bodies to learn from successful strategies being adopted by sister organisations. There is a clear statistical link between undertaking specific measures to promote and support the employment of people with disabilities and the successful achievement of the 3% employment target.

Some public bodies commented that the exercise of undertaking a staff census brought a renewed focus and attention to disability issues at work and that it had been a catalyst to further action in this area.

3. Data on 2007 3% employment target

Introduction

263⁶ sets of 3% target data for 2007, covering Government Departments and agencies, were received by the NDA, representing over 370 organisations.⁷ This is an increase of over 20% on the number of datasets reported on for 2006 (217 datasets). The increase may be accounted for primarily by the receipt of datasets for some public bodies which in the 2006 data received by NDA had been aggregated with their parent Department's figures. Along with an increase in the number of datasets received, the quality of the data had, in general, improved on the previous year.

The organisations represented in the 2007 data together had a workforce of 238,833 of which 2.5% (5,879) were reported as having a disability as defined in the Act.

For the 2007 data collection exercise the NDA's recommended method of data collection was a staff census of employees. Almost two thirds (65.1%) of the organisations which provided information on their method of collection used the staff census only (Table 3.1). The average census participation rate across these organisations was 73.9%. The remaining organisations used a staff census supplemented by another method(s) (18.0%), or another method(s) only (16.9%). Other methods included HR records, medical records, special competition recruitment records, 2006 survey data and reasonable accommodations records.

6. A further 25 sets of data on the target were also received by the NDA. These relate to bodies under the aegis of the Department of Education and Science who provided the data even though they are not deemed by their Department to be obliged to report under the Act. Data for these bodies is not included in the analysis above but is presented in tabular form in Appendix B.
7. The majority of datasets represent only one organisation. However some datasets represent more than one organisation - most notably 35 County and City Enterprise Boards with a combined total of 150 staff were submitted together in one dataset and Town Councils and other sub-county local authorities were included in the returns of their respective parent authorities.

Table 3.1: Method of data collection

Bodies	No.	%
Staff census only	170	65.1
Staff census and other method(s)	47	18.0
Other method(s) only	44	16.9
Total	261	100.0

The remainder of section 3 presents generalised tables and commentary in respect of the data received. Tabular data on an organisation by organisation basis is presented in Appendix A.

Achieving the 3% employment target

Overall

More than half (51.3%) of the organisations reported reaching or exceeding the 3% employment target for 2007 (Table 3.2). This is a considerable increase on the data for 2006 when 36% of bodies reported meeting or exceeding the target. It must be noted however that 36% was presented as a minimum figure in 2006 due to data collection issues in the first year.

Slightly over a quarter (25.9%) of organisations indicated that they had no staff with disabilities on their workforce, reduced from 31% in 2006.

Table 3.2: Achievement of the 3% employment target

Proportion of staff with disabilities	No.	%
Nil	68	25.9
0.1% < 1%	7	2.7
1% < 2%	24	9.1
2% < 3%	29	11.0
3% +	135	51.3
Total	263	100.0

Size of organisation

Organisation size varied greatly. Over 1 in 8 bodies had 10 or fewer staff (Table 3.3). Just over a fifth (21.3%) had a total workforce of between 11 and 50 employees and a similar proportion (22.8%) had between 51 and 200 employees. Larger organisations of over 1,000 staff accounted for only 14.4% of organisations which made returns. These larger organisations, however, while accounting for only one seventh of the number which reported, together accounted for over 80% of the total workforce across all bodies which reported.

Table 3.3: Size of organisation

Number of employees	No.	%	% of total workforce
10 or less	34	12.9	0.1
11 - 50	56	21.3	0.7
51 - 200	60	22.8	2.7
201 - 500	39	14.8	5.5
501 – 1,000	36	13.7	10.7
1,001 – 5,000	33	12.5	31.4
5,001 – 85,000	5	1.9	49.0
Total	263	100.0	100.0

The size of an organisation appears to have a considerable influence on the achievement of the 3% target. The proportion of organisations meeting or exceeding the target increases from less than one tenth (8.8%) of bodies where the workforce consists of 10 or less people to almost three quarters (73.3%) of bodies where the workforce size is between 201 and 1,000 employees (Table 3.4). The proportion meeting the target does however fall to 55.3% for the group of largest organisations (1,001 to 85,000 employees). A similar relationship to size of organisation was reported for the 2006 data.

As a result, smaller organisations are more likely to report having no staff with disabilities on their workforce. Over 9 in 10 (91.2%) of the bodies with a workforce of 10 or less staff reported employing no employees with disabilities. Only one organisation with a workforce size of 201-1,000 employees and no organisation with 1,001+ employees reported likewise.

Table 3.4: Proportion of staff with disabilities by size of organisation

Proportion of staff with disabilities	Number of employees									
	10 or less		11- 50		51- 200		201-1,000		1,001-85,000	
	No.	%	No.	%	No.	%	No.	%	No.	%
Nil	31	91.2	28	50.0	8	13.3	1	1.3	0	Nil
0.1% < 1%	0	Nil	0	Nil	0	Nil	2	2.7	5	13.2
1% < 2%	0	Nil	0	Nil	12	20.0	8	10.7	4	10.5
2% < 3%	0	Nil	8	14.3	4	6.7	9	12.0	8	21.1
3% +	3	8.8	20	35.7	36	60.0	55	73.3	21	55.3
Total	34	100.0	56	100.0	60	100.0	75	100.0	38	100.0

Type of organisation

In terms of the type of organisations who made returns, just over half (51.1%) of the organisations were classified as non-commercial public bodies (Table 3.5).

Table 3.5: Type of organisation

Type of Organisation	No.	%	% of workforce
Government Department ⁸	16	6.1	8.4
Public body staffed by civil servants	54	20.7	7.4
Local government	39	14.9	16.0
Commercial	22	8.4	16.8
Non-commercial	128	49.0	51.1
Non-departmental	2	0.8	0.2
Total	261	100.0	100.0

8. While there are 15 Government Departments, the Department of Defence submitted 2 separate datasets, giving rise to 16 datasets in this category. One of the Department of Defence's sets relates to the civil service staff employed in the Department. The second set relates to civilian employees who are employed by the Department of Defence on behalf of the Defence Forces. These are not members of the Defence Forces, in respect of whom Part 5 of the Act does not apply.

Government Departments (87.5%) and local government organisations (76.9%) were the most likely bodies to have reached or exceeded the 3% employment target (Table 3.6). A full breakdown of Government Department data is available in Appendix A where it can be noted that of the 2 Government Departments in Table 3.6 below which did not meet the 3% employment target, the Department of Agriculture, Fisheries and Food achieved a 2.6% employment rate of people with disabilities (based on a 64.4% response to the staff census). The other Department not meeting the target was the Department of Foreign Affairs which achieved a 2.1% employment rate of people with disabilities. This Department's return, however, was based on a staff census participation rate of only 31.3%.

Table 3.6: Proportion of staff with disabilities by type of organisation

Proportion of staff with disabilities	Type of organisation											
	G		PBCS		LG		C		NC		NDPB	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Nil	0	Nil	20	37.0	4	10.3	2	9.1	41	32.0	0	0.0
0.1 < 3%	2	12.5	8	14.8	5	12.8	11	50.0	33	25.8	1	50.0
3% +	14	87.5	26	48.1	30	76.9	9	40.9	54	42.2	1	50.0
Total	16	1000	54	1000	39	1000	22	1000	128	1000	2	1000

G – Government Department

PBCS – Public body staffed by civil servants

LG – Local government

C – Commercial

NC – Non-commercial

NDPB – Non-departmental public body

Access audits

Almost half (48.5%) of the organisations indicated that they had an access audit conducted of their premises and/or sites (Table 3.7). A further 26.5% indicated that they had had an access audit carried out on some but not all of their premises/sites.

Table 3.7: Access audit of premises and/or sites

Access audit of premises and/or sites	No.	%
Yes	126	48.5
Some only	69	26.5
No	65	25.0
Total	260	100.0

Organisations which had carried out an access audit of some or all of their premises and/or sites were more likely (56.4%) to have met or exceeded the 3% employment target than were those bodies that had carried out no access audit (35.4%) (Table 3.8). Bodies which had not carried out an access audit were more than twice as likely (43.1%) to have no staff with disabilities on their workforce than were bodies which had carried out a full or partial access audit (20.5%).

Table 3.8: Proportion of staff with disabilities by carrying out of access audit

Proportion of staff with disabilities	All or some premises access audited		No access audit	
	No.	%	No.	%
Nil	40	20.5	28	43.1
0.1% < 3%	45	23.1	14	21.5
3% +	110	56.4	23	35.4
Total	195	100.0	65	100.0

Written policy/code of practice

The vast majority (84.4%) of organisations indicated that they had either a written action plan or policy on the employment of people with disabilities and/or were subject to a code of practice on the employment of people with disabilities (Table 3.9). However, the quality of the data received in this particular area was lacking on occasions and the 84.4% figure is possibly an over-reporting.

Table 3.9: Written policy/code of practice on employment of people with disabilities

Written policy/code of practice	No.	%
Yes	217	84.4
No	40	15.6
Total	257	100.0

Organisations which reported that they had a written action plan or policy on the employment of people with disabilities or were subject to a code of practice in that regard were more than twice as likely (55.8%) to have reached or exceeded the 3% employment target than were bodies which had neither a written policy nor were subject to a code of practice (25.0%) (Table 3.10).

Table 3.10: Proportion of staff with disabilities by presence of written policy/code of practice on employment of people with disabilities

Proportion of staff with disabilities	Written policy/code of practice		No written policy/code of practice	
	No.	%	No.	%
Nil	51	23.5	17	42.5
0.1% < 3%	45	20.7	13	32.5
3% +	121	55.8	10	25.0
Total	217	100.0	40	100.0

Work experience

Almost 8 in 10 (79.8%) of the organisations indicated that they had no person with a disability on work experience in their organisation (Table 3.11). One eighth (12.5%) of the organisations had one person with a disability on work experience and the remaining bodies (7.8%) had between 2 and 16 people with disabilities on work experience. Some Government Departments and public bodies have taken on graduates under the WAM programme run by AHEAD. Not all of these placements will have been reflected in the statutory reports as some would have been completed prior to the reference date of end 2007.

Table 3.11: People with disabilities on work experience

Number of people with disabilities on work experience	No.	%
None	205	79.8
1 person	32	12.5
2-16 persons	20	7.8
Total	257	100.0

Organisations which had one or more people with a disability on work experience were more likely (65.4%) to have achieved or exceeded the 3% employment target than organisations which had no people at all with a disability on work experience (47.3%) (Table 3.12).

Table 3.12: Proportion of staff with disabilities by presence of people with disabilities on work experience

Proportion of staff with disabilities	Number of people with disabilities on work experience			
	None		1 or more persons	
	No.	%	No.	%
Nil	65	31.7	3	5.8
0.1% < 3%	43	21.0	15	28.8
3% +	97	47.3	34	65.4
Total	205	100.0	52	100.0

Staff recruitment and turnover

One quarter (24.9%) of organisations indicated that they did not recruit their own staff (Table 3.13).

Table 3.13: Staff recruitment⁹

Recruit all or most of own staff	No.	%
Yes	196	75.1
No	65	24.9
Total	261	100.0

189 of the organisations who indicated recruiting all or most of their own staff provided information on the numbers recruited in 2007. Only 1 in 10 (10.1%) had no recruitment during the year (Table 3.14). The remaining organisations between them recruited over 31,000 employees during 2007. This reported level of recruitment represents 15.9% of the total workforce of these 189 organisations. For 2006 it was reported from the returns received that just over 10,000 employees were recruited that year.¹⁰

9. Recruitment may comprise staff newly-recruited into the public service, and staff transferring from one public body to another (including significant inter-departmental staff transfers related to decentralisation).

10. In the 2006 returns the HSE did not provide data on recruitment. For 2007, the HSE has indicated recruiting almost 19,000 staff.

Table 3.14: Staff turnover

Number of employees recruited in 2007	Employees	Bodies	%
No recruitment		19	10.1
Recruited 1 or more		170	89.9
Total		189	100.0
Total employees recruited	31,490		

186 of the organisations responsible for recruiting all or most of their staff indicated the number of vacancies they had at the end of 2007. Approximately one third (31.7%) indicated that they had no vacancies (Table 3.15). The remaining bodies had over 2,700 vacancies. In the 2006 data the number of vacancies reported was 2,267.

Table 3.15: Staff vacancies

Number of vacancies at end of 2007	Employees	Bodies	%
No vacancies		59	31.7
1 or more vacancies		127	68.3
Total		186	100.0
Total vacancies	2,714		

4. Steps towards reaching the target

Reasons for failure to reach the 3% target

Under Part 5 of the Act, public bodies have a legal duty: “unless there is good reason to the contrary for not doing so”, to reach the 3% employment target.

This section of the report addresses the situation of public bodies that did not reach the target, the reasons they gave for not doing so and their future plans. The NDA has developed suggestions at the end of this section that should assist these public bodies to achieve compliance with the target.

In total 128 public bodies did not reach the 3% employment target.

Public bodies gave diverse reasons for not reaching the target. Many organisations gave more than one reason that prevented them from employing people with disabilities or achieving the target.

Data issues

In some cases, public bodies cited problems in accurately recording how many staff they had with disabilities. As a result the percentage of staff with disabilities they reported on was below the target. The HSE figures were based on a 37% response rate to their staff census on disability. The NDA recognises that gathering such data was a particularly challenging exercise in an organisation of the HSE’s size and complexity.

Difficulties with getting a full response to the staff census were also cited by the Garda civilian unit, the Courts Service and Coillte. 4 of the 5 local authorities which were below the target said they had incomplete data, or staff were reluctant to formally disclose a disability. Some bodies made the point that they knew of staff with disabilities that were being assisted or accommodated, but the numbers officially recorded did not fully reflect this due to the voluntary nature of the staff census.

The NDA accepts that in the case of bodies which had an incomplete count of staff with a disability that the underlying proportion of staff with a disability may be higher than that cited in the tables.

Size of organisation

The most common reason given for not meeting the 3% target was that organisations were small and had a low turnover of staff. The NDA acknowledges that the size of organisations is a real factor. Typically very small organisations had no staff with disabilities employed. Only 3 of the 34 bodies with fewer than 10 staff had any staff with a disability. 43 of the organisations which were below 3% had fewer than 30 staff.

The NDA also notes that 18 of the bodies which were below the target, including some of the smaller bodies, had taken the positive step of providing work experience or trainee placements to people with disabilities.

Experience with bodies whose staff numbers are approaching 50 shows that once this scale is reached, the 3% target is an achievable one. It is interesting that over one third of the bodies in the size range 11-50 staff (Table 3.4) had achieved the 3% target – these tended to be bodies towards the higher end of the size range. This demonstrates that the target can be achieved for this size of body where there are supportive conditions and policies.

The NDA is disappointed that 8 bodies in the 51-200 staff size category and one body in the 200 plus size category recorded that they had no staff with disabilities employed. The size of organisation should not in itself be a valid reason why these bodies would not have any staff members with disabilities. In organisations of this size there should be sufficient diversity of functions to provide suitable work opportunities for people with disabilities. Organisations of this scale could also be expected to have the HR capacity to develop and operate a formal policy to promote and support the employment of people with disabilities.

Nature of work

The next most frequent reason given by some public bodies was that the work undertaken by the organisation was manual in nature and/or required employees to have high levels of fitness and mobility. These positions were not considered by these bodies to be suitable for people with disabilities. Some bodies said their posts required specialised skill sets and knowledge, or were safety-critical. The Department of Transport Monitoring Committee emphasised the safety-critical nature of many of the jobs in its agencies.

The NDA acknowledges the importance of matching people, their skills and abilities to the job requirements and that not every job is suitable for everyone. The fact that some work is physical in character may make it unsuitable for persons with specific types of impairment, but the work could be very suitable to people with other forms of disability. Reports to the NDA included examples where public bodies had teamed up with intellectual disability organisations to supply staff for gardening and recycling work. One public body said that while the majority of their work was physical in nature, people with disabilities could fill administrative positions.

Local authorities, which carry out a mix of administrative, technical and operational tasks, have been among the most successful public

bodies in reaching the employment target. 13 local authorities had over 4% of staff with disabilities and 2 councils had achieved over 6%. While the commercial state bodies as a group performed less well, ESB and An Post are two major commercial state companies that have exceeded the target.

3 of the 16 third-level institutes of technology have achieved the target, and the Department of Education and Science's Monitoring Committee has suggested that the other institutes could learn from the successful examples.

The above-mentioned public bodies are representative of organisations with different ranges of tasks and in different operating environments that have demonstrated how the target can be met. The NDA would encourage public bodies to develop mentoring partnerships with each other. This will allow them to learn from each others' experiences and best practices. Mentoring partnerships could be in the same sector (e.g. among local authorities, institutes of technology) or between bodies operating in the same city or county.

FÁS can advise on the broad range of jobs people with disabilities can do. There is also expert advice available from specialist disability organisations and from supported employment consortia, on the range of jobs which can and are being undertaken by people with different kinds of disabilities – people with physical impairments; impaired mobility, vision, hearing or speech; intellectual disability or mental health difficulties. These organisations also provide information and advice about the accommodations and assistive technologies that can help people reach their full potential. A useful resource in this respect is the website www.workway.ie developed by a partnership between disability organisations, IBEC and ICTU, and maintained by FÁS. The experience of employers and people with disabilities internationally is that the cost of accommodations for staff with disabilities is generally very modest.

Safety is clearly an important concern in any employment, but there are many positions where employing someone with a disability is compatible with best health and safety practice. The Health and Safety Authority, in conjunction with the NDA, is developing specific guidance on the safe employment of staff with disabilities.

Recruitment issues

Some public bodies mentioned that recruitment issues beyond their control were factors in their failure to comply with the 3% employment target. A number of public bodies are staffed by their parent Department or organisation and have no independent control over the assignment of staff. Some other public bodies have little or no staff turnover, so it was not possible for them to recruit new staff with or without disabilities. Other bodies reported that they have been rationalising and reducing staff.

8 public bodies said a reason they did not reach the target was because candidates with a disability were not presenting themselves as job applicants. One body had sought to recruit graduates with disabilities through the relevant voluntary body, without success.

Aggregate recruitment by public bodies in 2007 was over 31,000 (although some may be attributed to staff transfers related to decentralisation). The scale of this turnover in staff suggests that there will continue to be scope to take on new staff with disabilities, despite the new recruitment restrictions. These recruitment restrictions are being implemented to tackle difficulties in the public finances.

Another important way for public bodies to achieve their target is a policy to retain staff who acquire a disability. The most frequent causes of acquired disability are physical disabilities such as lower

back pain and mental health difficulties such as stress or depression. With appropriate accommodation and supports, and in some cases reassignment of work duties, staff who have developed these impairments can continue to work successfully. In particular, a positive working environment is vital to support workers with mental health difficulties. The NDA is currently preparing guidance on the retention of staff with disabilities.

Addressing the difficulties

Where public bodies attributed failure to reach the target due to data problems, they have proposed improved efforts to collect the data, as well as encouraging staff to disclose a disability.

Apart from the very small bodies, and those staffed by a parent body, most public bodies which were below the target had identified some concrete measures they could take to achieve the target. These measures included:

- Developing a formal policy on disability and employment
- Advertising more actively for job candidates with disabilities, and emphasising equal opportunities to such candidates
- Being proactive at recruitment/induction to identify individual requirements regarding reasonable accommodations
- Appointing a Disability Liaison Officer/Equality Officer
- Establishing and consolidating links with organisations that provide services for people with disabilities
- Development of disability awareness policies and disability awareness training
- Recruitment competitions confined to people with disabilities

- Conducting access audits and undertaking accessibility works
- Providing work placements to people with disabilities

Monitoring Committees have also proposed some constructive suggestions. The Monitoring Committee of the Department of Arts, Sport and Tourism proposes to meet with those public bodies below the target, to work together on suggestions for improvement. The Monitoring Committee of the Department of Finance advised that bodies staffed by civil servants should seek to recruit staff from the recent Executive Officer competition confined to people with disabilities. In the case of specialist financial sector recruitment, this Committee suggested that contact be made with relevant third level institutions. They have also suggested graduate work placements through the WAM scheme for graduates.

Conclusion

The successful practices put in place by bodies that have reached or exceeded the 3% target offer learning models for those bodies currently below the target. It is encouraging that many public bodies are identifying for themselves some concrete steps towards reaching the target, and that some Monitoring Committees are taking a proactive role in advising the agencies reporting to them on measures they could take.

The public service is a very significant employer. If the 3% target were achieved in full among the bodies who reported in 2007, there would have been over 7,000 staff with disabilities employed, as against the 6,000 or so staff recorded in this report. While it is recognised that the figures returned to the NDA may not fully record how many staff with disabilities are employed in the public service, there remains real scope to increase the number of people with disabilities the public service can employ.

The NDA looks forward to seeing tangible progress in coming years in the rate of compliance with Part 5 of the Act, as lessons from successful bodies are built on and applied.

Appendix A

Government Departments' data on 3% employment target

Government Departments reported employing just over 20,000 (20,156) employees in 2007 of which 762 employees (3.8%) had a disability as defined in the Act (Table A1). This represents an increase from the 2.4% figure which was reported in 2006 as a minimum figure given data collection issues.

All but 2 of the Departments met or exceeded the target, with the Department of Foreign Affairs reporting a 2.1% employment rate of people with disabilities and the Department of Agriculture, Fisheries and Food reporting a 2.6% employment rate of people with disabilities (based on a 64.4% return to the staff census). It must be noted however that the Department of Foreign Affairs' data was based exclusively on a staff census in which only 31.3% of staff chose to take part. This was the lowest staff census participation rate among those Government Departments that used the staff census exclusively as their method of data collection. The Government Departments reporting the highest employment rates of people with disabilities were the Departments of Communication, Energy and Natural Resources (6.0%), Defence (civilian employees) (6.0%), An Taoiseach (5.1%), Social and Family Affairs (4.8%), Enterprise, Trade and Employment (4.7%) and Health and Children (4.6%).

Table A1: Government Departments

Government Departments	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy ¹¹ (Yes/No)	Access audit done
Agriculture, Fisheries and Food	4595	119	2.6%	N ¹²	64.4%	Y	Some only
Arts, Sport and Tourism	187	8	4.3%	Y	68.4%	Y	Some only
Communications, Energy and Natural Resources	335	20	6.0%	Y	77.3%	Y	Some only
Community, Rural and Gaeltacht Affairs	268	8	3.0%	Y	54.5%	Y	Y
Defence (civil servants)	437	13	3.0%	Y	47.4%	Y	N
Defence (civilian employees) ¹³	843	51	6.0%	Y	64.3%	Y	N
Education and Science	1326	44	3.3%	N	NA	Y	Some only
Enterprise, Trade and Employment	1098	52	4.7%	Y	77.4%	Y	Y
Environment, Heritage and Local Government	1480	57	3.9%	Y	63.0%	Y	Some only
Finance	691	30	4.3%	N ¹⁴	60.2%	Y	Some only
Foreign Affairs	1844	38	2.1%	Y	31.3%	Y	N
Health and Children	652	30	4.6%	N	NA	Y	Some only

11. 'Written policy' relates to having a written action plan or policy for the employment of people with disabilities and/or being subject to a code of practice on the employment of people with disabilities.

12. and 14. Agriculture and Finance supplemented information from their staff census with additional information on a small number of staff who were unavailable to take part in the census.

13. Refers to civilian employees who are employed by the Department of Defence on behalf of the Defence Forces. These are not members of the Defence Forces, in respect of whom Part 5 of the Act does not apply.

Table A1: Government Departments (continued)

Government Departments	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Justice, Equality and Law Reform ¹⁵	750	29	3.9%	Y	see footnote 15	Y	Some only
Social and Family Affairs	4934	235	4.8%	N	NA	Y	Some only
Taoiseach	236	12	5.1%	Y	78.8%	Y	Y
Transport	480	16	3.3%	Y	64.8%	Y	Y
Total	20156	762	3.8%				

15. The entire staff of the Department of Justice, Equality and Law Reform and the offices and agencies that operate under the Department's remit were forwarded the census form, however; it has not been possible to collate the percentage response broken down by Department/office/agency. The overall response rate to the census was 21.4%.

Table A2: Other public bodies' data on 3% employment target¹⁶

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy ¹⁷ (Yes/No)	Access audit done
Agriculture, Fisheries and Food							
Bord Bia	99	1	1.0%	Y	83.8%	Y	Y
Bord lascaigh Mhara	172	7	4.1%	N	NA	Y	Y
Coillte	766	13	1.7%	Y	32.4%	Y	Y
Irish National Stud	81	1	1.2%	Y	17.3%	Y	N
Marine Institute	223	8	3.6%	N	NA	Y	Some only
National Milk Agency	6	0	Nil	Y	100.0%	Y	N
Sea Fisheries Protection Authority	107	5	4.7%	N	NA	Y	Some only
Teagasc	1512	60	4.0%	Y	55.3%	Y	Y
Veterinary Council	3	0	Nil	Y	100.0%	Y	N

16. Public bodies staffed by civil servants who reported in via the Monitoring Committee of the Department of Finance are presented under their parent Department.

17. 'Written policy' relates to having a written action plan or policy for the employment of people with disabilities and/or being subject to a code of practice on the employment of people with disabilities.

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Arts, Sport and Tourism							
Arts Council	69	1	1.4%	Y	78.3%	N	Y
Bord na gCon	620	7	1.1%	N	NA	N	N
Chester Beatty Library	38	2	5.3%	Y	86.8%	Y	Y
Crawford Art Gallery	20	4	20.0%	N	NA	Y	Y
Fáilte Ireland	389	5	1.3%	N	NA	Y	Y
Horse Racing Ireland	176	5	2.8%	N	NA	Y	Some only
Irish Film Board	15	1	6.7%	Y	100.0%	Y	N
Irish Museum of Modern Art	84	0	Nil	Y	77.4%	N	Y
Irish Sports Council	31	0	Nil	N	NA	N	Y
National Concert Hall	85	3	3.5%	N	NA	N	N
National Gallery of Ireland	123	3	2.4%	N	NA	Y	Y
National Library of Ireland	122	12	9.8%	Y	75.4%	N	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
National Museum of Ireland	203	12	5.9%	Y	60.6%	Y	Y
National Sports Campus Development Authority	4	0	Nil	Y	50.0%	N	N
Tourism Ireland Ltd	42	4	9.5%	N	NA	N	Y
Communications, Energy and Natural Resources							
An Post	9600	372	3.9%	Y	70.9%	Y	Some only
Bord Gáis Éireann	811	27	3.3%	N	NA	Y	Some only
Bord na Móna plc	1427	29	2.0%	N	NA	Y	Y
Broadcasting Commission of Ireland	43	3	7.0%	Y	67.4%	Y	Y
Central Fisheries Board	76	3	3.9%	Y	39.5%	N	Y
Commission for Communications Regulation	120	4	3.3%	Y	92.5%	Y	Y
Commission for Energy Regulation	54	3	5.6%	Y	100.0%	N	N

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Digital Hub Development Agency	15	0	Nil	Y	100.0%	Y	N
Eastern Regional Fisheries Board	53	1	1.9%	Y	45.3%	N	Some only
Eirgrid plc	226	19	8.4%	N	NA	Y	Y
Electricity Supply Board	8239	449	5.4%	N	NA	Y	N
North Western Regional Fisheries Board	51	4	7.8%	Y	74.5%	Y	Y
Northern Regional Fisheries Board	61	3	4.9%	Y	96.7%	N	Y
RTÉ	2307	84	3.6%	N	NA	Y	Y
Shannon Regional Fisheries Board	55	2	3.6%	Y	50.9%	N	Y
South Western Regional Fisheries Board	38	1	2.6%	Y	68.4%	Y	Some only
Southern Regional Fisheries Board	38	4	10.5%	Y	89.5%	N	Some only

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Sustainable Energy Authority of Ireland	51	0	Nil	Y	90.2%	Y	Y
TG4	80	0	Nil	N	NA	Y	Y
Western Regional Fisheries Board	56	0	Nil	Y	73.2%	Y	Some only
Community, Rural and Gaeltacht Affairs							
Coimisinéir Teanga	8	0	Nil	Y	50.0%	Y	Y
Commissioners of Charitable Donations and Bequests	8	0	Nil	Y	75.0%	Y	N
Foras na Gaeilge	39	1	2.6%	Y	53.8%	Y	Y
Pobal	264	8	3.0%	Y	65.5%	Y	Some only
Údarás na Gaeltachta	113	4	3.5%	N	NA	Y	Y
Ulster Scots Agency	2	0	Nil	Y	100.0%	Y	Some only
Waterways Ireland	269	6	2.2%	Y	59.1%	Y	Some only
Western Development Commission	19	0	Nil	Y	73.7%	N	N

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Defence							
Army Pensions Board	2	0	Nil	Y	100.0%	Y	N
Civil Defence Board	26	4	15.4%	Y	100.0%	Y	N
Coiste an Asgard	8	0	Nil	Y	100.0%	N	N
Defence Forces Canteen Board	19	2	10.5%	Y	100.0%	N	N
Office of the Ombudsman for the Defence Forces	4	0	Nil	Y	100.0%	Y	N
Education and Science							
Comhairle um Oideachas Gaeltachta agus Gaelscolaíochta	4	0	Nil	Y	100.0%	N	Y
Further Education and Training Awards Council	44	0	Nil	Y	77.3%	Y	Y
Higher Education and Training Awards Council	34	3	8.8%	Y	88.2%	Y	N
Institute of Art, Design and Technology Dún Laoghaire	568	2	0.4%	Y	Unavailable	Y	Some only

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Institute of Technology Athlone	764	2	0.3%	Y	2.5%	N	Y
Institute of Technology Blanchardstown	240	8	3.3%	Y	66.7%	Y	Y
Institute of Technology Carlow	537	8	1.5%	Y	21.2%	Y	N
Institute of Technology Cork	1641	15	0.9%	Y	Unavailable	N	Some only
Institute of Technology Dublin	3132	12	0.4%	Y	Unavailable	N	Some only
Institute of Technology Dundalk	584	22	3.8%	Y	41.6%	Y	Y
Institute of Technology Galway Mayo	1046	4	0.4%	Y	Unavailable	Y	N
Institute of Technology Letterkenny	350	9	2.6%	Y	Unavailable	Y	Y
Institute of Technology Limerick	484	16	3.3%	Y	17.8%	Y	Y
Institute of Technology Sligo	480	11	2.3%	Y	Unavailable	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Institute of Technology Tallaght	421	8	1.9%	Y	Unavailable	Y	Y
Institute of Technology Tralee	377	0	Nil	Y	6.6%	Y	N
Institute of Technology Waterford	1264	14	1.1%	Y	Unavailable	Y	Y
Léargas	50	1	2.0%	Y	92.0%	Y	Y
National College of Art and Design	148	2	1.4%	Y	Unavailable	N	N
National Council for Curriculum and Assessment	67	2	3.0%	Y	77.6%	Y	N
National Council for Special Education	97	4	4.1%	N	NA	Y	Some only
National Education Welfare Board	100	3	3.0%	Y	56.0%	N	Y
National Qualification Authority of Ireland	17	1	5.9%	N	NA	Y	Y
State Examinations Commission	185	6	3.2%	Y	69.2%	Y	N

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Teaching Council	36.5	1	2.7%	Y	95.9%	N	N
Tipperary Institute	160	0	Nil	Y	Unavailable	Y	Y
Enterprise, Trade and Employment							
Competition Authority	49	1	2.0%	Y	100.0%	N	N
County and City Enterprise Boards ¹⁸	150	0	Nil	Y	92.7%	N	N
Enterprise Ireland	762	34	4.5%	N	NA	Y	Y
FÁS	2276	84	3.7%	Y	65.4%	Y	Some only
Forfás	132	4	3.0%	N	NA	Y	Y
Health and Safety Authority	186	6	3.2%	Y	90.9%	N	Y
IDA Ireland	275	11	4.0%	N	NA	Y	Some only
InterTrade Ireland	47	2	4.3%	Y	100.0%	Y	Y

18. This represents an amalgamation of all 35 County and City Enterprise Boards.

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Irish Auditing and Accounting Supervisory Authority	9	0	Nil	Y	88.9%	N	N
Labour Relations Commission	68	1	1.5%	Y	47.1%	Y	Y
National Consumer Agency	59	3	5.1%	Y	76.3%	Y	Y
National Standards Authority of Ireland	158	9	5.7%	Y	84.2%	Y	N
Personal Injuries Assessment Board	72	1	1.4%	Y	97.2%	N	Y
Science Foundation Ireland	38	0	Nil	Y	63.2%	Y	Y
Shannon Free Airport Development Company Ltd	146	7	4.8%	Y	97.3%	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Environment, Heritage and Local Government¹⁹							
Affordable Homes Partnership	14	0	Nil	N	NA	N	N
Bord Pleanála	181	8	4.4%	N	NA	Y	Y
Border, Midland and Western Regional Assembly	13	0	Nil	Y	100.0%	Y	Y
Border Regional Authority	4	1	25.0%	Y	100.0%	Y	N
Carlow County Council	380	16	4.2%	Y	57.9%	Y	Y
Cavan County Council	522	21	4.0%	N	NA	Y	Y
Clare County Council	955	44	4.6%	Y	75.0%	Y	Y
Comhairle Leabharlanna	14	0	Nil	N	NA	Y	Y
Cork City Council	1626	58	3.6%	N	NA	Y	Y
Cork County Council	3175	102	3.2%	N	NA	Y	Some only
Donegal County Council	1156.5	37	3.2%	N	NA	Y	Some only
Dublin City Council	7208	186	2.6%	N	NA	Y	Y

19. Town Councils, Borough Councils and some Regional Authorities have not made separate reports but are included in the return for their parent local authority.

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Dublin Docklands Development Authority	49	0	Nil	N	NA	Y	Y
Dún Laoghaire-Rathdown County Council	1330	60	4.5%	N	NA	Y	Y
Environmental Protection Agency	290	9	3.1%	N	NA	Y	Some only
Fingal County Council	1696	74	4.4%	N	NA	Y	Y
Galway City Council	536.5	19	3.5%	N	NA	Y	Some only
Galway County Council	1467	45	3.1%	N	NA	Y	Y
Heritage Council	15	2	13.3%	Y	100.0%	Y	N
Housing Finance Agency	12	0	Nil	N	NA	Y	N
Irish Water Safety Association	6	0	Nil	N	NA	N	N
Kerry County Council	1611	65	4.0%	N	NA	Y	Y
Kildare County Council	1278	47	3.7%	N	NA	Y	Some only
Kilkenny County Council	712	19	2.7%	N	NA	Y	Y
Laois County Council	457	14	3.1%	N	NA	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Leitrim County Council	351	15	4.3%	Y	84.0%	Y	Y
Limerick City Council	622	17	2.7%	Y	55.3%	Y	Y
Limerick County Council	826	31	3.8%	N	NA	N	Y
Local Government Computer Services Board	101.5	4	3.9%	N	NA	Y	Y
Local Government Management Services Board	32	2	6.3%	N	NA	Y	N
Longford County Council	393	8	2.0%	Y	25.4%	Y	Some only
Louth County Council	827	51	6.2%	N	NA	Y	Y
Mayo County Council	1397	73	5.2%	N	NA	Y	Y
Meath County Council	903	36	4.0%	N	NA	Y	Some only
Mid-West Regional Authority	5	0	Nil	N	NA	Y	N
Monaghan County Council	498	17	3.4%	N	NA	Y	Y
National Building Agency	68	3	4.4%	N	NA	N	N
Offaly County Council	530	12	2.3%	N	NA	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Radiological Protection Institute of Ireland	50	0	Nil	N	NA	Y	Y
Roscommon County Council	579	26	4.5%	N	NA	Y	Y
Sligo County Council	593.1	21	3.5%	N	NA	Y	Y
South Dublin County Council	1593	56	3.5%	N	NA	Y	Y
South West Regional Authority	6	0	Nil	N	NA	Y	Y
Southern & Eastern Regional Assembly	23	0	Nil	N	NA	Y	Y
Tipperary North County Council	587	30	5.1%	N	NA	Y	Y
Tipperary South County Council	758	30	4.0%	N	NA	Y	Y
Waterford City Council	468	25	5.3%	N	NA	Y	Y
Waterford County Council	597	19	3.2%	N	NA	Y	Some only
Westmeath County Council	649	20	3.1%	N	NA	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Wexford County Council	939	34	3.6%	N	NA	Y	Y
Wicklow County Council	905	36	4.0%	N	NA	Y	Y
Finance							
Commission for Public Service Appointments	9	1	11.1%	Y	100.0%	Y	Y
National Treasury Management Agency ²⁰	152	0	Nil	N	NA	Y	N
Office of Public Works	730	25	3.4%	N	NA	Y	Some only
Office of the Appeals Commissioners	4	0	Nil	Y	100.0%	Y	Y
Office of the Comptroller & Auditor General	160	5	3.1%	Y	72.5%	Y	Y
Office of the Ombudsman /Office of the Information Commissioner	89	4	4.5%	Y	91.0%	Y	Y
Office of the President of Ireland	25	1	4.0%	Y	76.0%	Y	Y

20. Also includes the returns from the National Development Finance Agency, the National Pensions Reserve Fund and the State Claims Agency.

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Office of the Revenue Commissioners	7142	163	2.3%	N	NA	Y	Some only
Ordnance Survey Ireland	333	6	1.8%	N	NA	Y	Y
Public Appointments Service	171	8	4.7%	Y	95.9%	Y	Y
State Laboratory	99	3	3.0%	N	NA	Y	Y
Valuation Office/Valuation Tribunal	162	10	6.2%	Y	80.9%	Y	Y
Foreign Affairs²¹							
Health and Children							
Beaumont Hospital Board	3473	56	1.6%	Y	43.2%	Y	Some only
Board of the Adelaide and Meath Hospital	3064	43	1.4%	Y	51.9%	N	N
Bord Altranais	51	2	3.9%	N	NA	Y	Y
Children Acts Advisory Board	16	0	Nil	Y	100.0%	Y	Some only
Crisis Pregnancy Agency	15	1	6.7%	Y	100.0%	Y	N

21. The Department of Foreign Affairs indicated that it has no public bodies under the remit of Part 5 of the Act.

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Dental Council	4	0	Nil	N	NA	N	N
Drug Treatment Centre Board	120	2	1.7%	Y	45.0%	N	N
Dublin Dental Hospital Board	293	9	3.1%	N	NA	Y	N
Food Safety Authority of Ireland	86	1	1.2%	Y	72.1%	N	N
Health Information and Quality Authority	29	0	Nil	N	NA	N	Some only
Health Insurance Authority	8	0	Nil	Y	100.0%	N	Y
Health Research Board	75	1	1.3%	Y	80.0%	Y	N
Health Service Executive	84782	1038	1.2%	Y	37.0%	Y	Some only
Institute of Public Health in Ireland	20	1	5.0%	N	NA	Y	Y
Irish Blood Transfusion Service	664	10	1.5%	Y	52.3%	Y	Y
Irish Medicines Board	232	7	3.0%	Y	68.1%	N	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Leopardstown Park Hospital Board	288	12	4.2%	Y	64.2%	Y	N
Medical Council	36	0	Nil	Y	100.0%	N	N
Mental Health Commission	41	1	2.4%	Y	82.9%	Y	Y
National Cancer Registry Ireland	48	1	2.1%	Y	77.1%	Y	N
National Cancer Screening Service (formerly Breastcheck)	201	8	4.0%	Y	48.8%	Y	Y
National Council for the Professional Development of Nursing and Midwifery	13	0	Nil	Y	100.0%	Y	Y
National Council on Ageing and Older People	13	0	Nil	Y	69.2%	N	N
National Social Work Qualifications Board	7	0	Nil	Y	100.0%	Y	Y
National Treatment Purchase Fund	49	0	Nil	Y	65.3%	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Office of Tobacco Control	14	0	Nil	Y	100.0%	Y	N
Pharmaceutical Society of Ireland	18	1	5.6%	Y	100.0%	Y	Some only
Postgraduate Medical and Dental Board	5	0	Nil	Y	100.0%	Y	Y
Pre-Hospital Emergency Care Council	15	0	Nil	Y	86.7%	Y	N
Safefood	34	0	Nil	N	NA	Y	N
St James's Hospital Board	4481	150	3.3%	N	NA	N	Some only
St Luke's and St Anne's Hospital Board	520	7	1.3%	Y	39.8%	Y	N
Voluntary Health Insurance Board	956	39	4.1%	Y	70.4%	Y	Y
Women's Health Council	8	0	Nil	Y	100.0%	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Justice, Equality and Law Reform²²							
Censorship of Publications Office	1	0	Nil	Y	See footnote 22	Y	Some only
COSC-National Office for the Prevention of Domestic, Sexual and Gender Based Violence	9	0	Nil	Y	See footnote 22	Y	Some only
Courts Service	1227	35	2.9%	Y	51.4%	Y	Y
Criminal Injuries Compensation Tribunal	3	0	Nil	Y	See footnote 22	Y	Some only
Equality Authority	60	3	5.0%	Y	See footnote 22	Y	Some only
Equality Tribunal	40	5	12.5%	Y	See footnote 22	Y	Some only
Film Censors Office	9	0	Nil	Y	See footnote 22	Y	Some only
Forensic Science Laboratory	70	0	Nil	Y	See footnote 22	Y	Some only

22. The entire staff of the Department of Justice, Equality and Law Reform and the offices and agencies that operate under the Department's remit were forwarded the census form, however, it has not been possible to collate the percentage response broken down by Department/office/agency. The overall response rate to the census was 21.4%.

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Garda Síochána Civilian HR Directorate	2222	47	2.1%	Y	54.7%	Y	Some only
Garda Síochána Inspectorate	6	0	Nil	Y	See footnote 22	Y	Some only
Irish Human Rights Commission	16	0	Nil	Y	75.0%	N	Some only
Irish Naturalisation and Immigration Service	387	13	3.4%	Y	See footnote 22	Y	Some only
Irish Prison Service	125	3	2.4%	Y	See footnote 22	Y	Some only
Legal Aid Board	389	22	5.7%	Y	59.1%	Y	Y
National Crime Council	5	0	Nil	Y	See footnote 22	Y	Some only
National Disability Authority	34	8	23.5%	Y	82.4%	Y	Y
National Property Services Regulatory Authority	7	1	14.3%	Y	See footnote 22	Y	Some only

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Office of the Data Protection Commissioner	24	0	Nil	Y	See footnote 22	Y	Some only
Office of the Refugee Applications Commissioner	216	12	5.6%	Y	See footnote 22	Y	Some only
Parole Board	4	0	Nil	Y	See footnote 22	Y	Some only
Private Security Authority	35	0	Nil	Y	See footnote 22	Y	Some only
Probation Service	450	23	5.1%	Y	See footnote 22	Y	Some only
Property Registration Authority	770	52	6.8%	Y	92.7%	Y	N
Reception and Integration Agency	51	0	Nil	Y	See footnote 22	Y	Some only
Refugee Appeals Tribunal	107	2	1.9%	Y	See footnote 22	Y	Some only

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Social and Family Affairs							
Citizens Information Board	105	7	6.7%	Y	91.4%	Y	Y
Combat Poverty Agency	27	0	Nil	Y	3.7%	Y	Y
Family Support Agency	67	4	6.0%	Y	83.6%	Y	N
Office of the Pensions Ombudsman	9	0	Nil	Y	66.7%	Y	Y
Pensions Board	47	0	Nil	Y	72.3%	Y	N
Taoiseach							
Central Statistics Office	926	55	5.9%	Y	77.2%	Y	Y
Law Reform Commission	32	0	Nil	Y	78.1%	Y	N
National Economic and Social Development Office	25	1	4.0%	Y	100.0%	Y	N
Office of the Attorney General	138	5	3.6%	Y	76.8%	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Office of the Chief State Solicitor	238	9	3.8%	N	NA	Y	Y
Office of the Director of Public Prosecutions	202	9	4.5%	N	NA	Y	Some only
Transport							
Bantry Bay Harbour Commissioners	2	0	Nil	Y	100.0%	Y	N
Bus Éireann	2797	23	0.8%	N	NA	N	Some only
Commission for Aviation Regulation	21	0	Nil	Y	100.0%	Y	Y
Córas Iompair Éireann	231	8	3.5%	Y	65.8%	Y	Some only
Dublin Airport Authority plc	2751	83	3.0%	N	NA	Y	Y
Dublin Bus (Bus Átha Cliath)	3700	77	2.1%	N	NA	Y	Y
Dublin Port Company	190	5	2.6%	N	NA	Unavailable	Unavailable
Dún Laoghaire Harbour Company	47	1	2.1%	Y	91.5%	Y	Y

Table A2: Other public bodies data on 3% employment target (continued)

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Iarnród Éireann	4948	42	0.8%	Y	21.4%	Y	Y
Irish Aviation Authority	647	21	3.2%	N	NA	Y	N
National Roads Authority	149	2	1.3%	Y	89.9%	Y	Y
Port of Cork Company	118	4	3.4%	N	NA	N	Y
Railway Safety Commission	8	0	Nil	Y	100.0%	N	N
Road Safety Authority	311	8	2.6%	Y	79.1%	Y	Some only
Wicklow Port Company	3	0	Nil	Y	100.0%	Y	N
Non-Departmental							
Houses of the Oireachtas Commission	478	14	2.9%	N	NA	Y	Some only

Appendix B

Table B I: Additional organisations²³ under the aegis of the Department of Education and Science

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy ²⁴ (Yes/No)	Access audit done
Education and Science							
Dublin Institute of Advanced Studies	65	1	1.5%	Unavailable	Unavailable	Y	Y
Mary Immaculate College	275	4	1.5%	Unavailable	Unavailable	Y	Y
Mater Dei Institute	54	3	5.6%	Unavailable	Unavailable	N	Unavailable
Royal Irish Academy	89	5	5.6%	Unavailable	Unavailable	N	Y
Royal Irish Academy of Music	114	1	0.9%	Unavailable	Unavailable	Y	Y
St. Angela's College	148	7	4.7%	Unavailable	Unavailable	Y	N
VEC Carlow	245	12	4.9%	Unavailable	Unavailable	Y	N
VEC Cork City	1085	27	2.5%	Unavailable	Unavailable	Y	Some only
VEC Dublin County	380	12	3.2%	Unavailable	Unavailable	Y	Y
VEC Dún Laoghaire	466	9	1.9%	Unavailable	Unavailable	N	N
VEC Galway County	581	11	1.9%	Unavailable	Unavailable	Y	Some only
VEC Galway City	216	8	3.7%	Unavailable	Unavailable	Y	Unavailable

23. The Department of Education and Science submitted some information on the 25 bodies in Appendix B. These bodies provided this information even though they are not deemed to be public bodies under the definition of public body set out in Part 5 of the Act.

24. 'Written policy' relates to having a written action plan or policy for the employment of people with disabilities and/or being subject to a code of practice on the employment of people with disabilities.

**Table B I: Additional organisations under the aegis of the Department of Education and Science
(continued)**

Public bodies	Total employees	No. with a disability	% with a disability	Staff census only (Yes/No)	% response to census	Written policy (Yes/No)	Access audit done
Education and Science							
VEC Kerry	179	11	6.1%	Unavailable	Unavailable	N	Some only
VEC Leitrim	176	7	4.0%	Unavailable	Unavailable	Y	N
VEC Limerick City	497	13	2.6%	Unavailable	Unavailable	Y	Some only
VEC Louth	578	16	2.8%	Unavailable	Unavailable	Y	Some only
VEC Mayo	525	6	1.1%	Unavailable	Unavailable	N	Y
VEC Monaghan	626	8	1.3%	Unavailable	Unavailable	Y	Some only
VEC Offaly	360	6	1.7%	Unavailable	Unavailable	Y	N
VEC Roscommon	225	4	1.8%	Unavailable	Unavailable	Y	N
VEC Sligo	216	5	2.3%	Unavailable	Unavailable	Y	Some only
VEC Tipperary North	374	8	2.1%	Unavailable	Unavailable	Y	N
VEC Tipperary South	433	13	3.0%	Unavailable	Unavailable	Y	N
VEC Waterford City	300	4	1.3%	Unavailable	Unavailable	Y	N
VEC Wexford	602	20	3.3%	Unavailable	Unavailable	N	Some only

Appendix C

Staff Census Form (S1)

**To be completed by ALL employees
(including temporary or part-time staff)
employed on 31 December 2007**

Staff recruited via a private agency and paid by that agency are not to be included

This Census of all employees is to enable this organisation as a public service employer to meet its legal obligation under the Disability Act 2005 to report each year on the number and percentage of employees with disabilities. To do so, we must build an accurate record of the number of staff with disabilities, according to the legal definition given below. To ensure the returns are accurate and complete, every employee, whether or not you have any impairment or disability, is asked to complete this form and return it, in confidence, to the nominated person

[]

The Disability Act 2005 defines disability as follows:

“Disability, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment.”

Disability status

Do you have any long-term (including episodic) condition:

- A physical impairment
- A sight, hearing or speech impairment
- An intellectual disability
- A mental health condition

which causes you substantial difficulties in any area of everyday life such as work **or** social life **or** leisure **or** cultural activities?

Yes No

Notes:

- An episodic condition is a permanent condition which may flare up from time to time
- Social life, leisure or cultural activities would include watching TV, reading, listening to music, using a car or public transport, going to the cinema, to a match or other types of socialising.

The information you provide will be kept confidential and stored securely. Only nominated staff, authorised for this purpose, will be allowed to access this information. It will only be used for statistical purposes, without names, to report on how many people with disabilities are employed here. It will not be part of your main personnel file. This information will be kept until you leave this employment, or you let your employer know there is a change in your disability status. You can ask to change the information on this form at any time if you believe it is no longer accurate.

I understand the purpose for which this information will be used. Please tick

Name: _____ Date: _____

Statutory Reporting Form (MC1) for Monitoring Committees

(Insert calendar year) _____

Monitoring Committee for Department of _____

This statutory report is in three parts. Part A lists of public bodies under your aegis, with details of their reporting status under Part 5 of the Disability Act 2005. Part B is a narrative statement. Part C is a tabular statement, to be supplied in Excel.

Combine the Excel spreadsheets from individual public bodies into a single spreadsheet to be supplied to your Minister and the National Disability Authority.

Please report on all public bodies as separate entities. For example, individual public bodies staffed wholly or mainly by civil servants should be shown individually, not merged with their parent Department.

Note: The definition of disability to be used in relation to the statutory minimum target is that set out in the Disability Act 2005:

“Disability in relation to a person, means a substantial restriction in the capability of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment”

Part A – List of public bodies for which return is made

**Public bodies under the remit of your Department that made a
return to your Monitoring Committee on compliance with Part 5
of the Disability Act 2005 in respect of calendar year**

Please list these by the percentage of employees with a disability¹
that they reported for the last calendar year

Name of public body	% (Highest to lowest)

1. Use the percentage automatically calculated in the Excel spreadsheet supplied by public bodies.

Part B - Narrative Statement

Question 1

Section 47(1) (a) of the Disability Act 2005 reads as follows:

A public body shall, in so far as practicable take all reasonable measures to promote and support the employment by it of persons with disabilities

(i) Which public bodies in the opinion of the Monitoring Committee are taking actions to comply with this provision?

Please detail these:

Name of public body (in alphabetical order)	Measures taken by that public body to comply

(ii) In the opinion of the Monitoring Committee which of these measures have proved particularly successful or useful?

Name of public body (in alphabetical order)	Successful or useful measures taken

Question 2

How public bodies compiled data on staff with disabilities

(where the data is not exclusively from a Staff Census)

For each public body whose figures of the number of employees with a disability are not based (or not exclusively based) on a Staff Census for 2007, please set out how they compiled their figures

Name of public body (in alphabetical order)	Method used to compile data (including any combination of Staff Census with other data)

Question 3

For those public bodies that did not reach the statutory minimum target please set out the reasons why below.

(i) Reasons the Monitoring Committee considers being outside the public body's immediate control.

Name of public body (in alphabetical order)	Reasons

(ii) Factors that the Monitoring Committee considers are open to remedial action by the public body

Name of public body (in alphabetical order)	Factors

(iii) What steps are being taken, or planned, by public bodies which are currently below the statutory minimum target to reach the target?

Name of public body (in alphabetical order)	Steps taken or planned

(iv) In the last calendar year what contacts have been made by the Monitoring Committee with public bodies about actions to achieve compliance with Part 5 of the Disability Act 2005?

Name of public body (in alphabetical order)	Detail of contact

(v) Any recommendations the Monitoring Committee wishes to make in respect of any individual public body

(vi) Any general recommendations the Monitoring Committee wishes to make

NDA may, where it deems necessary, request the individual report(s) received from the public body/bodies under your Department's remit.

Part C – Tabular Statement

Report to Minister and National Disability Authority

Year (Insert Calendar Year)

Name of Monitoring Committee:

Disability Act 2005 Monitoring Committees Statutory Report Part C			
		Agency 1	Agency 2
1	Details of Public Body		
1.1	Name of Public Body:		
1.2	Type of Public Body (Government department - G; Public Body staffed by Civil Servants - PBCS; Local Government - LG; Commercial – C; Non-commercial - NC)		
2	Data for monitoring target		
2.1	Total number of employees		
2.2	Number of employees with a disability under the definition in the Disability Act 2005 (enter 0 if None)		
2.3	Percentage of employees with a disability under the definition in the Disability Act 2005 (Please note this will be calculated automatically from the answers at 2.1 and 2.2 above)		
2.4	Did you conduct a Staff Census of employees as of 31 December 2007? (Yes=Y, No=N)		
2.5	If 'Yes', what number of employees responded to the Staff Census		
2.6	Percentage of employees who responded to the Staff Census (Please note this will be calculated automatically from the answers at 2.1 and 2.5 above)		

Part C – Tabular Statement (continued)

	Disability Act 2005 Monitoring Committees Statutory Report Part C	Agency 1	Agency 2
3	Employee turnover		
3.1	Number of employees recruited in (insert relevant calendar year) (enter 0 if None)		
3.2	Number of vacancies at end of (insert relevant calendar year) (enter 0 if None)		
4	Recruitment		
4.1	Does the body recruit all or most of your own employees? (Yes=Y, No=N)		
5	Other workforce with a disability		
5.1	Number of people on work experience with a disability (enter 0 if None)		
6	Workplace policies on disability		
6.1	Does the body have a written action plan or policy for the employment of people with disabilities? (Yes=Y, No=N)		
7	Code of practice		
7.1	Is the body subject to a code of practice on the employment of people with disabilities? (Yes=Y, No=N)		
7.2	If so, name the code of practice		
8	Accessibility of premises		
8.1	Has the body had an access audit conducted of your premises and/or sites? (Yes=Y, Yes some only=YSO, No=N)		

Part C – Tabular Statement (continued)

	Disability Act 2005 Monitoring Committees Statutory Report Part C	Agency 1	Agency 2
9	<p>Do all staff with disabilities under the definition in the Disability Act 2005 understand that the information they have provided on their disability status is being used in order to comply with the organisation’s legal obligations to report on how many people with disabilities are employed in your organisation?</p> <p>(Y= Yes, N = No, NA = Not applicable because no employees with a disability under the definition in the Disability Act 2005)</p>		
	Notes:		
	(1) Please refer to the number of employees as opposed to the number of whole-time equivalents. Include contract workers but do not include agency employees.		
	(2) People on work experience should not be included in Questions 2 or 3.		
	(3) For 'Type of Public Body' i.e. Question 1.2, use the category 'Public Body staffed by Civil Servants=PBCS' if all or the majority of employees are Civil Servants.		

Statutory Reporting Form (PB1) for Public Bodies

Part 5 of the Disability Act 2005 provides for a statutory report on employment of people with disabilities in the public sector. This statutory report is in two parts. Part A is a narrative statement. Part B is a tabular statement, to be supplied in Excel.

Note: The definition of disability to be used in relation to the statutory minimum target is that set out in the Disability Act 2005:

“Disability in relation to a person, means a substantial restriction in the capability of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment”

Name of public body:

Note for Government Departments

If public bodies under your Department are staffed entirely by civil servants or by a majority of civil servants, these bodies should report as separate entities to the Monitoring Committee of the Department of Finance and not be merged with your Department’s return. Public bodies where a majority of the staff are not civil servants should report to your Department’s Monitoring Committee

Monitoring Committee to which it reports:

Calendar year to which report refers:

Part A – Narrative Statement

Question 1

Section 47(1)(a) of the Disability Act 2005 reads as follows:

A public body shall, in so far as practicable take all reasonable measures to promote and support the employment by it of persons with disabilities.

(i) What measures are you taking to comply with this provision?
Please detail these:

(ii) Which of these measures have proved particularly successful or useful?

Question 2

How you compiled the data on staff with disabilities

If your figures on the number of employees with a disability are not based on a Staff Census for 2007, or are not exclusively based on such a Staff Census, please state how you compiled your figures

Question 3

If your organisation did not reach the statutory minimum target please set out the reasons why below.

(i) Reasons outside your organisation's immediate control.

(ii) Factors that are open to remedial action by your organisation.

(iii) What steps are being taken, or planned, to reach the statutory minimum target?

(iv) Have you engaged with the Monitoring Committee in your parent Department in the last calendar year about actions to achieve compliance with Part 5 of the Disability Act 2005?

Part B – Tabular Statement

	Disability Act 2005 Public Bodies Statutory Report Part B	
	Report to Monitoring Committee	
	Year (Insert Calendar Year)	
I	Details of Public Body	
1.1	Name of Public Body:	
1.2	Type of Public Body (Government department - G; Public Body staffed by Civil Servants - PBCS; Local Government - LG; Commercial – C; Non- commercial - NC)	
2	Data for monitoring target	
2.1	Total number of employees	
2.2	Number of employees with a disability under the definition in the Disability Act 2005 (enter 0 if None)	
2.3	Percentage of employees with a disability under the definition in the Disability Act 2005 (Please note this will be calculated automatically from the answers at 2.1 and 2.2 above)	
2.4	Did you conduct a Staff Census of employees as of 31 December 2007? (Yes=Y, No=N)	
2.5	If 'Yes', what number of employees responded to the Staff Census	
2.6	Percentage of employees who responded to the Staff Census (Please note this will be calculated automatically from the answers at 2.1 and 2.5 above)	
3	Employee turnover	
3.1	Number of employees recruited in (insert relevant calendar year) (enter 0 if None)	
3.2	Number of vacancies at end of (insert relevant calendar year) (enter 0 if None)	

Part B – Tabular Statement (continued)

DISABILITY ACT 2005 PUBLIC BODIES STATUTORY REPORT PART B		
4	Recruitment	
4.1	Does the body recruit all or most of your own employees? (Yes=Y, No=N)	
5	Other workforce with a disability	
5.1	Number of people on work experience with a disability (enter 0 if None)	
6	Workplace policies on disability	
6.1	Does the body have a written action plan or policy for the employment of people with disabilities? (Yes=Y, No=N)	
7	Code of Practice	
7.1	Is the body subject to a Code of Practice on the employment of people with disabilities? (Yes=Y, No=N)	
7.2	If so, name the Code of Practice	
8	Accessibility of premises	
8.1	Has the body had an access audit conducted of your premises and/or sites? (Yes=Y, Yes some only=YSO, No=N)	
9	Do all staff with disabilities under the definition in the Disability Act 2005 understand that the information they have provided on their disability status is being used in order to comply with the organisation’s legal obligations to report on how many people with disabilities are employed in your organisation ? (Y= Yes, N = No, NA = Not applicable because no employees with a disability under the definition in the Disability Act 2005)	

Part B – Tabular Statement (continued)

DISABILITY ACT 2005 PUBLIC BODIES STATUTORY REPORT PART B	
Notes:	
(1) Please refer to the number of employees as opposed to the number of whole-time equivalents. Include contract workers but do not include agency employees.	
(2) People on work experience should not be included in Questions 2 or 3.	
(3) For 'Type of Public Body' i.e. Question 1.2, use the category 'Public Body staffed by Civil Servants=PBCS' if all or the majority of employees are Civil Servants.	

