

# Annual Report 2006

PRN. A7/1674

**nda**

**National Disability Authority**  
Údarás Náisiúnta Míchumais



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## Chairperson's Foreword

The year 2006 was an important one for the NDA as we delivered on the final year of our three-year strategic plan for 2004 to 2006. The NDA engaged in a wide range of activities in pursuit of the achievement of our vision for an inclusive society in which people with disabilities can participate in economic, social and cultural life. The NDA has an important statutory role to provide independent expert advice on disability matters to the Government. In the national agreement *Towards 2016*, the importance of the NDA's role is emphasised as a source of advice on disability practice and policy and, in the context of the life cycle approach, the NDA's role to contribute to the co-ordination and development of actions and priorities.

The National Disability Strategy continued to be a key focus of our independent advice and guidance to Government Departments and agencies during the year. The NDA also implemented a number of actions to support the delivery of the additional functions it was charged with under the Disability Act 2005 and delivered its first code of practice on accessible public services, information and procurement.

It was an important year in which the sectoral plans of six Government Departments were approved by the Oireachtas, as required by the Disability Act 2005. As the roll out of the National Disability Strategy continued at home, the year concluded with the final negotiations internationally and the ultimate adoption of the new UN Convention on the Rights of Persons with Disabilities, an historic milestone globally in the promotion and protection of the rights of people with disabilities. In December, the first meeting of the National Disability Strategy Stakeholder Monitoring Group took place, which was established to monitor progress on the implementation of the strategy. The group will continue to meet bi-annually and is chaired by the Department of An Taoiseach and vice-chaired by myself at the request of the Government and includes senior officials from relevant Government Departments, the NDA and representatives of the six main disability umbrella bodies.

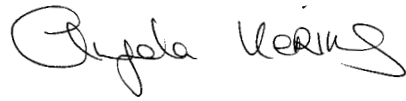
Throughout the year as ever, partnership has underpinned our interaction with all our stakeholders, be they Government agencies or representatives of the disability sector. In particular, the NDA has worked closely with public sector bodies throughout the year to support them in meeting their accessibility obligations under the Disability Act and the requirements to achieve and report on the 3% target for the employment of persons with disabilities. We also facilitated further consultation sessions with the disability sector on the draft sectoral plans. We continued to work in partnership with the National Council on Ageing and Older People (NCAOP) on the interface between disability and ageing.

Good-quality research and data are essential tools to inform effective policy advice and the NDA also worked with the Central Statistics Office to support preparations for the first ever National Disability Survey in Ireland which will be a rich source of data to inform policy and service planning across a wide range of areas. The NDA also undertook a further survey of attitudes to people with disabilities, to benchmark developments against the original 2001 survey. We also continued the successful Research Promotion Scheme, providing financial support for projects on the theme of early intervention services, in anticipation of the introduction of statutory assessment of need for children under five years of age from mid-2007.

In concluding our second strategic plan, the NDA achieved our objectives to support the equal status of people with disabilities, the advancement of accessibility in public services, informing and challenging attitudes in Irish society, developing quality in services and building our own capacity. As this report shows, the NDA has made significant contributions to disability policy, research, standards and guidelines within a strategic framework. Our achievements reflect the commitment, hard work and expertise of the Authority members and staff. I would like to take this opportunity to thank them for their dedication and to acknowledge the high quality of their work. This has enabled the NDA to build relationships and engagement with a wide range of stakeholders and policy makers who play a critical role in advancing the inclusion of people with disabilities in Irish society.

During the year, the NDA consulted widely to develop a new strategic plan for 2007 to 2009 to further support the implementation of the National Disability Strategy and respond to the commitments in the social partnership agreement *Towards 2016* and other developments.

The coming years will present new challenges and ambitious targets for the Authority and we look forward to working with all stakeholders in partnership to continue to support full accessibility, equality of opportunity and enjoyment of rights by people with disabilities in Ireland.

A handwritten signature in black ink, appearing to read 'Angela Kerins', written in a cursive style.

Angela Kerins  
Chairperson

# Introduction

This annual report outlines the progress over 2006 by the NDA in implementing the final year of its Strategic Plan for 2004 – 2006. Activities are presented under the following five strategic priorities covered by the plan:

- ➔ Developing policies and practices that promote the equal status of people with disabilities;
- ➔ Maximising accessibility in public services;
- ➔ Informing and challenging attitudes;
- ➔ Developing quality in services for people with disabilities;
- ➔ Developing organisational capacity.

## 1.0 Equal Status

The National Disability Strategy is an important framework to advance the participation of persons with disabilities in economic, social and cultural life in Ireland. It comprises: the Disability Act 2005, providing in particular for assessments of need, accessibility of services and employment in the public service; the Citizens Information Act 2006, establishing a personal advocacy service, sectoral plans published by Government Departments focusing on key services and infrastructure in relation to the environment, transport, health services, employment and training, social welfare and other supports.

The Strategy continued to be a key focus of the NDA's activities and advice to Government Departments during 2006, particularly the sectoral plans, which were finalised and submitted to the Oireachtas for approval in October 2006. The NDA also provided advice in relation to the Comhairle Amendment Bill 2004 which was amended and passed as the Citizens Information Act 2007 in December 2006, the Health Bill 2006 providing for the establishment of the Health Information and Quality Authority and the review of Part M of the Building Regulations.

In preparation for the delivery of its new statutory functions under the Disability Act 2005, the NDA's activities included research on the issues of collating data on employment levels and supporting employment and retention of staff with disabilities. The research will inform the NDA's new statutory role in monitoring compliance by public bodies with the 3% employment target for persons with disabilities and recommending measures in cases of

non-compliance. The NDA also commenced planning to establish the statutory Centre for Excellence in Universal Design as part of the NDA with effect from January 2007.

Other areas include: activities in relation to ageing and disability - an important issue in the life cycle approach that underpins the new social partnership agreement *Towards 2016*; the development of advice in relation to the *National Development Plan 2007 – 2013*; and the draft UN Convention on the Rights of Persons with Disabilities which was adopted by the UN in December 2006. Access to quality baseline data to inform policy development and service planning is essential and the NDA continued to support the Central Statistics Office in relation to the first ever National Disability Survey, which it undertook in September 2006.

## 2.0 Accessibility in Public Services

The Disability Act 2005 requires all Government Departments and public bodies to ensure that their public buildings, services and information are accessible to persons with disabilities. The NDA continued to provide information and briefing opportunities to over 500 public bodies on the requirements. In addition, the code of practice prepared by the NDA on accessibility obligations under the Disability Act 2005 was approved by the Tánaiste and Minister for Justice, Equality and Law Reform in July 2006.

The year saw the first awards under the Excellence through Accessibility award scheme to four public bodies who succeeded in achieving the high standard of accessibility required.

## 3.0 Challenging Attitudes

The NDA's work and awareness-raising of this work supports the informing and challenging of attitudes to disability and of understanding disability issues generally. This included events such as the NDA's successful annual research conference, which this year focused on Civic, Cultural and Social Participation. It was also decided to commission a second national survey in relation to attitudes to disability to benchmark developments since the first NDA survey in 2001. This outcome will be considered alongside an analysis of attitudes in other jurisdictions.

## 4.0 Quality in Services

The NDA has a specific statutory role in relation to supporting the development of standards in services and programmes for persons with disabilities, preparing codes of practices and in monitoring the implementation of these. Much of the NDA's work during 2006 focused on supporting public bodies in understanding the requirements and ways in which to achieve accessibility. In particular the NDA undertook activities in relation to the role of the Access Officer that each public body must appoint under the Disability Act. These officers will be responsible for arranging and co-ordinating assistance and guidance to persons with disabilities availing of that organisation's services. During 2006, the NDA conducted a survey in relation to the role of the officer in different agencies, job description, supports, etc.

The NDA also continued to work in partnership with a number of agencies to support the development of guidelines and standards, including the National Standards Authority of Ireland.

## 5.0 Building the Organisation

During 2006, the NDA continued to build capacity to support the organisation to operate effectively and efficiently. This included a review of the HR, finance and ICT areas in particular to inform action plans to enhance supports to staff and improve procedures and systems. As a result, work is underway to develop a three-year HR strategy and a Performance Management Development System (PMDS) to support the delivery of the NDA's strategic objectives and the development of staff.

### Strategic Planning

During 2006, the NDA developed the Strategic Plan 2007 – 2009 in consultation with a wide range of stakeholders, including Government Departments, agencies and the disability sector. The plan was approved by the Tánaiste and Minister for Justice, Equality and Law Reform and launched on 28 November 2006.

**Siobhan Barron**  
**Director**

# Background to the National Disability Authority

The NDA is the lead state agency on disability issues, providing independent expert advice to Government on policy and practice.

## The functions of the NDA

The principal function of the NDA is to advise the Minister for Justice, Equality and Law Reform regarding issues of policy and practice relating to disability.

The particular functions of the NDA under Section 8 of the National Disability Authority Act 1999 are:

1. To act as a central, national body which will assist the Minister in the coordination and development of policy in relation to persons with disabilities;
2. To undertake, commission or collaborate in research projects and activities on issues relating to disability and to assist in the development of statistical information appropriate for the planning, delivery and monitoring of programmes and services for persons with disabilities;
3. To advise the Minister on appropriate standards for programmes and services provided or to be provided to persons with disabilities and to act as an advisory body with regard to the development of general and specific standards in relation to such programmes and services;
4. To monitor the implementation of standards and codes of practice in programmes and services provided to persons with disabilities and to report to the Minister thereon;
5. To liaise with other bodies, both corporate and unincorporated, involved in the provision of services to persons with disabilities and to facilitate and support the development and implementation of appropriate standards for programmes and services for persons with disabilities;
6. To prepare codes of practice for the purpose of achieving the aim of good standards and quality in the provision of

programmes and services provided or to be provided to persons with disabilities;

7. To recognise the achievement of good standards and quality in the provision of programmes and services to persons with disabilities including through the provision of a disability equality awards system;
8. To prepare strategic plans.

Additional functions of the NDA under the Disability Act 2005 include:

9. To prepare codes of practice relating to the accessibility of public buildings, services, information and heritage sites and to the employment of people with disabilities in the public sector at the request of the Minister. (Part 3 of the Disability Act 2005);
10. To monitor compliance with statutory targets for recruitment and employment of people with disabilities in the public sector, recommend actions to be taken where these targets are not being met, and prepare codes of practice where requested. (Part 5 of the Disability Act 2005);
11. To establish a Centre for Excellence in Universal Design in the built environment and information technology which will promote the principles of universal design that may be accessed, understood and used to the greatest practicable extent by people with disabilities in the most independent and natural manner in the widest possible range of situations without the need for adaptation, modification, assistive devices or specialised solution. (Part 6 of the Disability Act 2005);

This Annual Report is one of a number of reporting mechanisms and is laid before the Oireachtas each year. This is the NDA's sixth Annual Report. Previous reports are available on [www.nda.ie](http://www.nda.ie).

The day-to-day work of the NDA is carried out by the executive. This is made up of three departments: Policy and Public Affairs, Research and Standards Development and Corporate Services. From January 2007, a fourth department, the Centre for Excellence in Universal Design, will be added to the executive of the NDA.

The **Policy and Public Affairs Department** provides policy advice on disability issues to the Department of Justice, Equality



and Law Reform, other government departments and to other public agencies like the Health Service Executive (HSE) and local authorities. It is also responsible for coordinating the central services of public relations, design and printing for the NDA.

The **Research and Standards Development Department** covers research, the NDA library, the development of standards, and accessibility of public services. It also operates the Excellence through Accessibility Award scheme.

The **Corporate Services Department** offers organisational support. It has responsibility for financial and budget management and reporting, for human resources, for information and communications technology, for building maintenance, for co-ordination of programme management and governance issues. It also provides support to the Authority by organising meetings and preparing materials.

# **Strategic Priority One**

**Developing Policies  
and Practices that  
Promote the Equal  
Status of People  
with Disabilities**

**The National Disability Strategy continued to be a key focus of the NDA's work under this objective in 2006. In particular, the NDA provided ongoing advice and facilitated consultation on sectoral plans for six Government Departments.**

## **Objective: To advise and inform the Minister for Justice, Equality and Law Reform on disability issues**

### **Sectoral Plans**

The Disability Act, 2005 required six Government Departments to prepare sectoral plans on disability and to undertake consultation prior to final plans being submitted to the Oireachtas for approval. The plans were approved by the Oireachtas in October 2006.

The six Departments are:

- Communications, Marine and Natural Resources,
- Enterprise, Trade and Employment,
- Environment, Heritage and Local Government,

- ➔ Health and Children,
- ➔ Social and Family Affairs,
- ➔ Transport.

The outline sectoral plans prepared by Departments in 2004 were the subject of considerable further development prior to being laid before the Oireachtas in July 2006. The NDA played an important role in advising Departments on the scope and the detail of their sectoral plans as they were being developed. After publishing its Response to the Outline Sectoral Plans at the end of 2005, the NDA continued to engage with, support and advise Departments on the content of the final plans, through detailed discussions and formal written advice. Formal written submissions incorporating NDA advice on individual sectoral plans were made to each of the sectoral plan departments in May/June. In addition, NDA advised on issues covering a number of Departments such as the links between housing and health services, and the monitoring framework for the sectoral plans. The Taoiseach acknowledged the NDA's input at the launch of the sectoral plans in July when he referred to the NDA's "vital source of advice and support for the public service".

In February and March, the NDA also hosted a series of briefings for disability organisations on each of the sectoral plans. These briefings encouraged the organisations to avail of the statutory period for consultation.

The NDA also provided the secretariat to the Disability Legislation Consultation Group, which also had detailed discussions with the relevant Departments and made formal written submissions on the sectoral plans.

The EPSEN Act 2004 is also an important strand of the National Disability Strategy, providing for the assessment and delivery of special educational needs and for the co-ordination with the assessment of health service needs under the Disability Act 2005.

## **Employment Strategy**

The NDA research indicates that about 80% of people of working age with a disability acquire that disability in the course of their working life. Policies to promote the recruitment of people with disabilities currently outside the job market and those policies that support retention of people in employment after onset

of a disability have an important role to play in promoting the employment of people with disabilities. The research also highlights the importance of education qualifications in raising employment levels and incomes of people with disabilities.

The NDA commissioned work to identify the key elements of a comprehensive employment strategy, drawing on national and international evidence.

The outcome is set out in the report **A Strategy of Engagement - Towards a Comprehensive Employment Strategy for People with Disabilities** which shows the low employment rate among people with disabilities, and that the proportion without work has risen.

In July, the Minister for Enterprise, Trade and Employment launched the report, which sets out the key pillars of a comprehensive strategy for employment of people with disabilities, drawing on national and international research and best practice, viz:

- ➔ Remove benefit traps and make work pay, ensuring transition into work is financially rewarding and sustainable,
- ➔ Enhance the capacity of the education, training and employment systems – active labour market policy – to ensure people with disabilities are equipped to compete in today's and tomorrow's labour market,
- ➔ Ensure both public and private sectors support the recruitment and retention in employment of people with disabilities, rooted in a knowledge of their capabilities,
- ➔ Devise and implement a preventative strategy:
  - Reduce early school-leaving among young people with disabilities,
  - Improve retention in employment following onset of a disability in adult life,
  - Develop a systematic process of engagement with people with disabilities in order to assist them to articulate and realise their employment aspirations.

The report highlighted that cross-cutting these actions is the need to ensure that the volume and overall pattern of providing programmes of education, training and employment is sufficiently diverse to meet the needs of all people with disabilities.

## Independent Needs Assessment

Part 2 of the Disability Act, 2005 provides for the HSE to establish a system of Independent Needs Assessment of the health and education needs of people with disabilities. Drawing on research the NDA had conducted on similar systems of assessment of need in other countries, the NDA advised the Department of Health and Children on the assessment of need process, and on processes for referral to other services where other needs are identified.

## National Action Plan on Social Inclusion 2006 - 2008

The NDA held a round-table discussion with the Office of Social Inclusion and disability organisations on the theme of disability issues for the National Action Plan on Poverty and Social Inclusion. Following this, the NDA made a formal policy submission, drawing on research conducted for the NDA by the Economic and Social Research Institute (ESRI) showing the strong links between poverty and the absence of work. The NDA submission underlined the importance of actions to promote employment of people with disabilities. In addition, the submission highlighted the provision of adequate incomes for those people who depend on welfare, and the need to address the extra costs of living of people with disabilities.

## National Development Plan 2007 - 2013

The NDA made a formal submission, via the Department of Justice, Equality and Law Reform, advising on priority issues for people with disabilities that should be considered in the Plan. These included ensuring accessibility of the physical infrastructure to be provided under the National Development Plan, and the resourcing of the sectoral plans' proposals.

## Ageing and Disability

The NDA, in partnership with the National Council on Ageing and Older People (NCAOP), has been engaged in a project on the interface between ageing and disability. The two bodies jointly conducted a round-table meeting, based on their joint text, **Ageing and Disability: A Discussion Paper**, and produced a

document on the proceedings. Both bodies worked together on a joint policy paper.

## Education of Persons with Special Education Needs Act

Children with special education needs, as defined by the legislation, are estimated to make up approximately 18% of the school-going population.

In January, the NDA made a submission to the National Council for Special Education to advise on the Implementation Plan the Council was preparing for the Education of Persons with Special Education Needs Act 2004. The Council submitted the plan to the Minister for Education and Science in October 2006.

The NDA submission drew on the NDA's research work on international good practice in preparation of Individual Education Plans. Among the issues highlighted in the NDA's submission were the importance of early identification of needs, of planning for transitions from primary to second level, accessible buildings, appropriate training for school personnel, and use of inclusive teaching styles.

## Review of Part M for the Department of Environment, Heritage and Local Government

In March, the NDA made a submission on the review of Part M of the Building Regulations. Drawing on the research findings in the NDA report **Review of the Effectiveness of Part M of the Building Regulations**, this submission recommended changes to both Part M of the Building Regulations and the accompanying Technical Guidance document in order to improve their effectiveness and, ultimately, to improve access to and use of public and private buildings by people with disabilities. Some of the key recommendations made include:

- ➔ The definition of disability used in Part M should reference the Disability Act 2005. It should include people with a range of impairments including, amongst others, people with hearing, speech, vision, mental health, intellectual or physical impairments, including those impairments that limit mobility, dexterity, arm movement and hand movement,

- Technical guidance standards for non-residential buildings in the key problem areas listed in the NDA research should be raised to the best international standards,
- Technical guidance standards for other key building elements should be raised to the higher of the standards set out in BS 8300 or in the NDA's **Building for Everyone**,
- 10% of new homes, all purpose-built social housing and all one-off houses should be built to full Lifetime Adaptable Housing standards.

## Disability Act Steering Group of the Local Government Management Services Board

The NDA participated as a member of the Local Government Management Services Board (LGMSB) Disability Act Steering Group, which supports the implementation of the Disability Act and of the Department of Environment, Heritage and Local Government's sectoral plan by local authorities. The Group produced a **Good Practice Guidance Framework** in July, which was distributed to all local authorities. The NDA is also a member of the Group's four sub-committees on:

- Training,
- Access,
- Communications: the sub-committee has worked to develop a website with examples of good practice in local authorities as a resource,
- Implementation: the sub-committee has worked on a standard framework for local authorities to plan and monitor progress in implementing the sectoral plans.

## National Disability Strategy – Other Activities

The role of the NDA in supporting the implementation of the National Disability Strategy and monitoring progress in this regard is outlined in the **Towards 2016** social partnership agreement. A Senior Officials group, representative of relevant Government Departments, reports to the Cabinet Committee on Social Inclusion in relation to the National Disability Strategy. The NDA attended the meetings of the group in October 2006 to present on relevant issues including:



- ➔ developments in preparation to implement its role on the target for the employment of people with disabilities (Part 5, Disability Act 2005),
- ➔ proposals to disseminate information on the National Disability Strategy.

The NDA is also a member of the National Disability Strategy Stakeholder Monitoring Group, which was established under *Towards 2016* and met for the first time on 30 November 2006. The Group also includes senior officials from relevant Departments and representatives of the six disability stakeholder groups, i.e. People with Disabilities in Ireland (PwDI), Disability Federation of Ireland (DFI), Inclusion Ireland, Mental Health Ireland, Federation of Voluntary Bodies, Not-for-Profit Business Association.

## **NDA Submissions in 2006**

The NDA made a number of other submissions during the year to assist in the drafting of policies, plans and guidelines, including:

- ➔ Submission to the Department of Health and Children on Draft Standards for Needs Assessment,
- ➔ Submission on Housing Design Best Practice Guidelines,
- ➔ Submission on Draft Development Plan Guidelines for Planning Authorities,
- ➔ Submission on Draft Development Management Guidelines for Local Authorities,
- ➔ Submission to NESC Project Team on Improving the Quality of Public Services,
- ➔ Submission on the Broadcasting Commission of Ireland Code of Programme Standards Phase 2 and Phase 3,
- ➔ Submission on the Broadcasting Bill Scheme 2006,
- ➔ Submission to ComReg Consultation on the Universal Service Obligation in Telecommunications Services.

# **Objective: To promote equal rights and opportunities for people with disabilities in the legislative arena**

## **Citizens Information Bill 2006**

The Comhairle (Amendment) Bill published in 2004 as a core component of the National Disability Strategy provided for the establishment of a personal advocacy service for vulnerable people with disabilities. During 2006, this was renamed the Citizens Information Bill.

An NDA team researched and met disability advocacy services in Washington DC. The Chairperson also met with agencies providing advocacy services in New Zealand, in order to inform the NDA's advice on effective models of advocacy in response to the diverse needs of vulnerable people with disabilities. The NDA made a formal submission to the Department of Social and Family Affairs on the Bill, in addition to holding ongoing discussions with Department officials.

## **Health Bill 2006**

In August, the NDA made a submission to the Department of Health and Children on the Health Bill 2006, to establish the Health Information and Quality Authority (HIQA). The legislation establishes HIQA as an independent body whose functions include adoption of standards and registration of facilities for people with disabilities. HIQA incorporates an independent inspectorate to oversee standards in both public and private sector health services including nursing homes.

## **UN Convention on the Rights of Persons with Disabilities**

In June, the NDA hosted a seminar on the issue of legal capacity of people with disabilities, in the context of the deliberations on this issue in drafting a UN Convention of the Rights of Persons

with Disabilities. The issue of capacity, particularly for people with mental health difficulties, was an important area of discussion during the drafting of the Convention.

The seminar brought together people from the disability, human rights and equality sectors in Ireland and was chaired by Dr. Maurice Manning, President of the Irish Human Rights Commission, with keynote addresses from leading experts in the field. The seminar explored issues such as how conventions are drafted, what the effects of a UN Convention would be, the meaning of 'legal capacity' and how it relates to vulnerable people. Participants also engaged in round-table discussions and the NDA published a report on the seminar that was distributed to participants at the Ad Hoc Session of the United Nations in August. The Convention was adopted by the UN in December 2006.

## **Objective: To ensure equality measures for people with disabilities to underpin the potential for positive action in all key areas of economic, cultural and social life**

### **Physical Activity, Health and Quality of Life including SLAN Analysis**

The NDA produced a report in 2005 entitled **Promoting the Participation of People with Disabilities in Physical Activity and Sport in Ireland**, which was a topic of further work during 2006. The research findings of the report were presented at the NDA Research Conference, **Civic Cultural and Social Participation for All**, in the O'Reilly Hall, UCD and at the Mayo Sports Partnership Conference in Castlebar.

In October, the NDA launched a **Seminar Series on Physical Activity and Sport for Children and Adolescents with Disabilities (0 - 18 Years)**. This series focused on exploring and debating the evidence around critical issues in participation in physical activity and sport for children and adolescents with disabilities

in order to inform policy and practice. Those involved in physical education training at both the primary and secondary level, together with representatives of the Department of Education and Science and allied agencies, attended the seminar.

The NDA published the report **Physical Activity, Health and Quality of Life among People with Disabilities**. This report explored physical activity, self-reported health, quality of life (QoL) and disability in a representative sample of the Irish population. The report was based on secondary data analysis of the National SLAN (Surveys of Lifestyle, Attitudes and Nutrition) datasets. The School of Public Health and Population Science in UCD carried out the research in conjunction with the NDA and the NDA presented on the SLAN analysis at the HRB Conference on **Early Life, Social Capital and Disadvantage** in the Geary Institute, UCD.

## **Objective: To effect change in the key policy areas of health, education, transport, poverty and employment and training**

### **Monitoring Employment of People with Disabilities in the Public Sector**

Under Part 5 of the Disability Act, the NDA has been given the statutory function to monitor achievement of the statutory target for employment of people with disabilities in the public service. The target is currently set at 3% for bodies covered under the legislation. This is a positive action measure designed to increase the employment opportunities of people with disabilities. While the target has been Government policy since 1977, it will now operate under a tighter definition of disability as set out in the Act.

The Act sets out a reporting structure requiring public bodies to report to the Monitoring Committee in their parent Department by the end of March each year. It also requires the Committees to report this information to the NDA by June. During 2006, the NDA developed formats for the statutory reports from public bodies to Monitoring Committees and from Monitoring Committees to the NDA, and submitted these for Ministerial approval, under Section 48 of the Act.

The NDA also met with representatives from these Monitoring Committees to set out the important milestones in 2007.

During 2006, in order to prepare for its role under Part 5, and to best advise Government Departments and public bodies, the NDA commissioned research to examine how best compliance with the target could be monitored, given the revised definition of disability in the legislation, and the practical, legal and ethical issues involved.

The consultants piloted a survey tool for monitoring the disability status of employees in public bodies, and made recommendations as to how public bodies could track the proportion of people with disabilities they employ.

In November, the NDA organised a series of seminars for public bodies in Dublin, Galway and Cork, to advise these bodies on their obligations under the Disability Act and practicalities involved, and to consult on a draft format for their statutory reports.

## National Disability Survey

During 2006, the NDA continued to provide advice to the Central Statistics Office (CSO) in planning for the first Irish National Disability Survey and in planning the fieldwork that took place in September and October. The NDA participated in the Advisory Board for the National Disability Survey and in the questionnaire sub-committee. It also provided advice in: shaping materials for the survey field staff; contributing to the training session for the field staff; and to debriefing field staff when their field work was completed.

During autumn 2006, the NDA organised a series of internal cross-functional seminars to discuss potential analyses and findings from the national survey that would help to inform the National Disability Strategy in future years.

The NDA also provided advice to the Northern Ireland Statistics and Research Agency in relation to draft questionnaires for their 2006 Disability Survey.

## **United Nations Washington City Group on Disability Statistics**

The NDA continued to support the CSO in its membership of the UN Washington City Group on Disability Statistics (WCG). This Group was established by the United Nations in 2002 to enable the international community to develop agreement on the nature of a general measure of disability for use across the world. The NDA attended the 2006 WCG meeting in Uganda on behalf of the CSO, and assisted the CSO in preparing to host the 2007 WCG meeting in Dublin Castle. In addition, the WCG adapted and used the interviewer guidelines developed during the 2002 - 2003 NDA pilot for Ireland's National Disability Strategy in its field trials in Uganda and other sites.

The NDA shared information and experiences in relation to the implementation of the International Classification on Function (ICF) in Ireland with the governments of Armenia and Georgia, following on from NDA involvement in WHO missions during 2005.

## **Abuse of People with Disabilities**

The NDA completed a literature review on abuse of people with disabilities and on models of good practice in addressing such abuse, and held a series of seminars facilitated by UK expert Professor Hilary Brown with key stakeholders during September. The purpose of the seminars was to examine the issues as to why people with disabilities are vulnerable to violence or abuse, and what strategies can be implemented to prevent, monitor and investigate such abuse. This will inform policy advice in this area.

## **Objective: To develop baseline quantitative and qualitative data to inform and underpin the planning and development of policy, practices and services for people with disabilities**

### **Research Promotion Scheme**

Early Intervention services were identified as the focus for research projects funded under the 2006 - 2007 NDA Research Promotion Scheme (RPS) and a call for proposals on **Evidence Based Practices in Health, Education, and Social and Family Affairs for Children with Disabilities (aged 0-6) in Ireland** was issued during the autumn. Seven proposals were approved for funding, with research being undertaken throughout 2007 by the following organisations: Enable Ireland, Cork; Trinity College Dublin with the Central Remedial Clinic; Enable Ireland, Kilkenny; Order of St. John of God; Mary Immaculate College; Autism Research Group, Mayo; and Enable Ireland, Northeast Services. This research is due to be completed in 2007.

### **Disability Research Conference**

November saw the NDA host its Fifth Annual Disability Research Conference in the O'Reilly Hall, UCD on **Civic, Cultural and Social Participation: Building an Inclusive Society**. The research conference explored the research evidence on civic, cultural and social participation of people with disabilities and the barriers to participation and potential solutions to overcome these barriers. Speakers included Bert Massie, the Chairperson of the UK Disability Rights Commission, journalist Fintan O'Toole and Prof. Gerard Quinn from NUI Galway. Over 200 delegates attended the conference and the conference papers of the keynote speakers were made available on the NDA website.

## Quality of Life of People with Intellectual Disabilities in Residential Settings

To initiate a body of work on the quality of life of people with intellectual disabilities in Ireland, the NDA set up a partnership to oversee work around the quality and costs of various residential service models for people with intellectual disabilities. The aim of this work was to inform advice on the development of a national strategy for the provision and evaluation of such services. The other bodies involved in the partnership were the National Federation of Voluntary Bodies (NFVB), Inclusion Ireland, the Health Service Executive (Primary, Community and Community Care) and the Health Research Board (HRB). The NDA acted as secretariat for the partnership and funded the initial literature review and accompanying work.

The literature review commenced in 2006 and was conducted by a consortium representing research, policy and practice communities in Ireland, the UK and the USA. This review will inform further work of the NDA in this area and it is anticipated that the report will be published in 2007.

## MHADIE

The MHADIE Project (Measuring Health and Disability in Europe) is an EU-funded project that runs for three years from January 2005. The project seeks to demonstrate the feasibility and utility of the ICF framework and, in particular, aims to determine the potential of the ICF framework as an international standard that could influence and support new European policy guidelines on health and disability. The NDA supported this project in 2006 through a range of activities, including: conducting an audit of relevant Irish data sources; inputting details of selected Irish data sets to a new MHADIE European data sources website; accessing micro-data from selected Irish sources for further analyses by the WHO team; participating in two meetings of the consortium to review work and to plan the completion of the project.

## Primary Education

In May, the NDA published on its website the report of research into **Special Education Provision for Children with Disabilities in Irish Primary Schools**. The report was



a summary of research conducted in the previous two years that aimed to identify the strengths and weaknesses of primary education provision for children with special educational needs (SEN). A number of qualitative interviews and focus groups were conducted with a range of key stakeholders to elicit their views, including: parents, teachers, principals, support staff, policy-makers and disability organisations. The research found that schools' capacity to deliver a quality education for children with SEN was constrained by a number of key factors, including the growing complexity of role and workload for principals, a shortfall in the range and level of skills required and opportunities for professional development for teaching and support staff.

## Housing Grant Scheme

The NDA conducted research into the operation of the Disabled Persons Grant Scheme, which the Department of the Environment, Heritage and Local Government aimed to reform before the end of 2006. In October, the NDA published its findings, entitled **A Review of the Operation of the Disabled Persons Grant Scheme and Recommendations for Change**. The report was launched at a public seminar, widely disseminated amongst all stakeholders and the findings were presented to the relevant officials from the Department of the Environment, Heritage and Local Government. The report documented the variety of eligibility criteria, assessment procedures and application processes that have developed across local authorities and it found that this variety has led to anomalies and inequalities in grant provision. The report also illustrated difficulties with the scheme's operation and offered a number of recommendations aimed at improving the specific aspects of the scheme.

# **Strategic Priority Two**

**Maximising  
Accessibility in  
Public Services**

**The Disability Act places obligations on Government Departments and public bodies to make their buildings, services and information accessible to persons with disabilities. Throughout 2006, the NDA continued to support those bodies through advice, seminars and guidelines. In addition, it produced its first code of practice.**

**Objective: To develop and issue guidelines and audit tools to assist Government Departments and their agencies**

### **Guidance on Accessibility**

In the ICT sector, the NDA has been working with a number of external consultancies to prepare four important web-based publications for ICT professionals, on the following areas:

- Web accessibility guidance,
- ICT procurement toolkit,

- ➔ Web auditing guidelines,
- ➔ Smartcard guidelines.

These publications are expected to be published in 2007.

The NDA has also developed a number of important publications to provide guidance for public bodies on accessibility matters. A publication on the physical accessibility of schools has been drafted and is subject to review by the Department of Education and Science. The NDA has also commissioned a publication on guidelines for evacuation and egress for people with disabilities and has convened an expert committee to monitor and review this work. The publication is due in 2007.

## **Objective: To award an accessibility symbol to compliant public services**

### **Excellence through Accessibility Awards**

A number of public bodies applied for the Excellence through Accessibility (EtA) award, among them local authorities, public agencies and libraries. This standards-based award accredits public bodies based on the accessibility of their services for people with disabilities, including improving buildings, customer services and information. The award uses a continuous improvement model so that accessibility is mainstreamed within the organisation to become part of everyone's job. Public bodies are audited and a programme of improvements is drawn up.

Once a public body reaches an acceptable standard in accessibility, a detailed formal assessment is carried out, a report of which is considered by an EtA Approvals Board. The Board consists of independent experts from relevant professions and it makes the final decision regarding the level of award: Committed, Quality or Excellence.

In September, the NDA hosted the first awards ceremony at which four public bodies were presented with EtA awards by the Tánaiste and Minister for Justice, Equality and Law Reform. The award recipients were:

- Dublin City Public Libraries – Pearse St (Committed level),
- Dublin City Public Libraries – Cabra (Quality level),
- Public Appointments Service (Quality level),
- Cavan County Library (Quality level).

The NDA also provided support to a wide range of public bodies throughout 2006 in their preparations to improve accessibility and prepare for future evaluation under the award scheme, some of whom may feature among the EtA award winners in 2007.

# **Strategic Priority Three**

**Informing and  
Challenging  
Attitudes in Irish  
Society**

**Attitudes to disability have an important role to play in advancing inclusive policies. The NDA continued to promote its work and findings during 2006 and undertook a survey to evaluate attitudes as the National Disability Strategy is now in place.**

**Objective: To develop a communications strategy for public education and awareness regarding the role and activities of the NDA; and on issues affecting people with disabilities and their needs and rights**

### **NDA Communications**

During the year, the NDA continued to highlight aspects of its work to the media through events and press releases. The NDA also established a Communications committee to examine how

a broader-based communications strategy would work for the organisation in dealing with internal and external communication with the range of stakeholders with whom the NDA engages. The Communications committee is also to look at the effectiveness of communication processes and how particular messages can be prioritised year-on-year.

## Website Development

The NDA implemented a thorough redesign of the NDA's website to enhance its functionality and accessibility for users. This also included training and awareness sessions for staff, including training and awareness on generating new content for the website, approval systems and how information fits into the new structures. The NDA website provides access to the wide variety of publications and papers produced by the organisation over the years. By enhancing the search engine and by providing a better structure for publications, the usability of this wealth of information has been improved significantly.

## Attitudes Survey

In 2001, the NDA conducted the first national survey on public attitudes to disability in Ireland. In November and December, the NDA commissioned its second national survey using key questions from the 2001 Irish survey. This approach will benchmark the changes in attitudes in the intervening five years and help the NDA to assess how legislative changes and other events in Ireland during those years have impacted on perceptions and attitudes to disability. The NDA are conducting a literature review on attitudes to disability to accompany this national survey, due to be published in 2007.



# **Strategic Priority Four**

**Developing Quality  
in Services for  
People with  
Disabilities**

**The NDA has a statutory function to advise on standards for programmes and services for people with disabilities, to prepare codes of practice and to monitor implementation of standards and codes.**

**Objective: To develop standards, in partnership with Government Departments and their agencies, in health-funded services and transport services**

### **Accessibility Guidelines for Public Transport Operators in Ireland**

The NDA document **Recommended Accessibility Guidelines for Public Transport Operators** was produced and launched in November 2005 to assist and support the Department of Transport in achieving a high level of public transport accessibility. The Department of Transport's sectoral plan states, as one of its objectives, that all public transport operators must comply with the NDA guidelines. The Department will monitor compliance

and will review progress on implementation and consider what action is to be taken if compliance is deemed unsatisfactory. In October, the NDA made a presentation on the Guidelines to the Department's Public Transport Accessibility Committee, which is a consultative committee comprising representatives of the disability sector, transport service providers and other stakeholders.

## Accessible Health Services Guidelines

During 2006, the NDA and the HSE agreed to develop a Guidance Document aimed at improving the accessibility of all health services in Ireland. It is envisaged that the project will be completed in 2007. The guidelines will address the six key dimensions of accessibility in health services:

- ➔ Disability awareness training,
- ➔ Customer relations,
- ➔ Information provision,
- ➔ Infrastructure and buildings,
- ➔ Equipment and devices,
- ➔ Procurement.

## Objective: To prepare and issue draft codes of practice

### Code of Practice on Accessible Public Services and Information provided by Public Bodies

In July, the Minister for Justice, Equality and Law Reform officially launched the NDA's first statutory code of practice: **Code of Practice on Accessibility of Public Services and Information Provided by Public Bodies (S.I. No. 163 of 2006)**.

This code of practice sets out what is required of public bodies under Sections 26, 27 and 28 of the Disability Act 2005 and provides practical advice about what public bodies can do to meet their statutory obligations. Public bodies that comply with this code are considered to be in compliance with the legislation. The NDA Act 1999, provides for a monitoring role for the NDA in

relation to the implementation of codes of practice developed by the NDA and declared approved by the Minister.

In October, the NDA hosted a series of Regional Briefing meetings to inform public bodies of their statutory obligations and to support public bodies in meeting those obligations. These meetings were held in Cork, Dublin and Tullamore and, in total, more than 150 people attended these meetings.

The NDA also conducted a national survey of Access Officers to identify further support needs. Based on the 150 completed questionnaires received, the NDA will undertake further action to support the implementation of the code of practice.

## Person-Centred Planning Guidelines

In January, together with the HSE, the NDA organised an event in Cork to showcase the **Person-Centred Planning Guidelines** as part of the Culture and Health Strand of the European Capital of Culture. The Guidelines were developed in 2005 and the dissemination of the Guidelines continued throughout 2006.

The NDA also presented the Guidelines at the NDA Disability Research Conference and at the 23rd International Conference of the International Society for Quality in Healthcare and Measures Summit in London.

## **Objective: To monitor and evaluate the implementation of standards and draft codes of practice, in particular the monitoring of the National Standards for Disability Services as developed in partnership with the Department of Health and Children**

### **NSAI Accessibility for All Standards Consultative Committee**

The NDA was instrumental in the establishment of this new consultative committee by the National Standards Authority of Ireland (NSAI) in January 2006. It has the following remit:

- To advise on the need for national standards in the area of accessibility for all,
- To contribute to the development of European and International standards for people with disabilities.

The NDA also hosted the prestigious **8th Meeting of the ISO (International Organisation for Standardisation) Technical Committee 59, Sub Committee 16** in Dublin in November 2006 and contributed to the development of an International Standard on the Accessibility of Buildings.

### **Standards Conference**

In November, the NDA hosted a successful conference entitled **The Accessibility of the Built and External Environment**. International speakers included Betty Dion, Chair of Global Alliance on Accessible Technologies and Environments, Søren

Ginnerup, Senior Advisor at the Danish Building Research Institute, Denmark and Murray Mountain, Chair of the Australian Standards Technical Committees on Access. The conference also showcased five examples of Irish initiatives to promote accessibility. The conference was attended by a wide range of stakeholders, including local authorities and representatives from Government Departments.

## **National Standards for Disability Services**

Throughout 2006, the NDA made a number of presentations on the draft National Standards for Disability Services to a range of interested parties, most notably the Board of the interim Health Information and Quality Authority (HIQA). The NDA also assisted the HSE – North Western Area in the testing of the draft standards in three sheltered occupational service centres to inform future work in this area.

## **Support and Advice**

The NDA has worked successfully with a range of Government Departments and their agencies, and with a variety of other service providers to support the improvement of the quality of services for people with disabilities. The NDA made a number of formal presentations on its work in relation to standards and codes of practice at national and international conferences.

The NDA published four Standards Newsletters to inform various stakeholders of important developments in this area. The first newsletter was issued in February 2006. Topics covered during the year included updates on the code of practice, reports from the Standards Conference and initial results from the Access Officer Survey.

# **Strategic Priority Five**

**Developing  
Organisational  
Capacity**

## **Objective: To develop equality-based human resources**

During 2006, the NDA put in place a programme of action to review key organisational supports and systems in the HR, ICT and Finance areas. The enhancement of such supports are important for developing organisational capacity and effectiveness. The NDA also developed a three-year strategic plan in consultation with relevant stakeholders taking account of new statutory functions, as outlined in the Disability Act 2005.

### **Training and Development**

A Training Needs Analysis (TNA) was completed for the NDA in the first quarter of 2006. The TNA will inform the development of a comprehensive Training Strategy during 2007, which will also take account of the PMDS.

Training delivered in 2006 included Disability Awareness, Stress Management and Bullying and Harassment. NDA continues to facilitate staff in the development of their IT skills.

The NDA's Access Officer was appointed in 2006, in accordance with the requirements set out in Section 26 of the Disability Act 2005. The Access Officer is the contact point on accessibility in relation to services provided by the NDA, i.e. library service, seminars, etc.



## Human Resources, Policies and Procedures

As part of its ongoing development of the Human Resources function, the NDA commissioned an independent review of the structures, processes and procedures in this area to identify specific items for improvement and a related action plan. Following consideration of the findings, a programme of work was initiated including a review and enhancement of the PMDS system, the development of a three-year HR strategy and the enhancement of supports for staff with disabilities. Much of this work will carry forward to 2007.

In the autumn of 2006, the NDA commissioned a review of its Bullying and Harassment policy and procedures in line with good practice and the forthcoming code being produced by the Health and Safety Authority. A code of conduct will also be enhanced.

Recruitment practices, checklists and templates were reviewed and updated in June 2006 in line with good practice.

## Sustaining Progress / Towards 2016

2006 saw the completion of the **Sustaining Progress** programme and the commencement of **Towards 2016**. The NDA's last report under the former programme was submitted in March 2006. In November 2006, the NDA's first Action Plan for the Performance Verification Process – Towards 2016 was submitted.

## Partnership

The NDA established a partnership committee in December 2006, comprised of six members across all departments representing staff, management and union. The NDA's Partnership Committee, which is chaired by the Director, provides a forum for managers, staff and the union to work together to tackle issues that affect the future of the NDA. The Committee held its first meeting on 14 December 2006.

## Committed to Excellence

The NDA aims to develop and implement a system-wide quality assurance and improvement scheme. In November, the NDA

commenced work on the introduction of a European Foundation for Quality Management (EFQM) Excellence Model to assist in achieving “Committed to Excellence” accreditation, and to provide for a structure to support a continuous improvement programme. Workshops were held with management and staff in November 2006 to understand the process and they took part in a self-assessment process that was conducted using a questionnaire survey-based approach. This would inform key areas for improvement and assist the identification of specific projects for evaluation within the Scheme’s timeframe.

## **Centre for Excellence in Universal Design**

Under the Disability Act 2005, the NDA is required to establish a Centre for Excellence in Universal Design (CEUD) by January 2007. The role of the Centre is to promote and support the development and implementation of universal design standards in relation to the built environment, products, services and ICT. During 2006, the NDA continued preparatory work for the establishment of the CEUD through open discussion and communication with relevant stakeholders. The NDA also commissioned work to inform considerations for the work programme as well as exploring activities in this area in other jurisdictions.

## **Communications**

In October, a Communications committee, comprising management and staff, was set up to assist in developing a comprehensive communications strategy that will examine both the internal and external communications processes of the organisation. This work will continue in 2007.

# Objective: To enhance the development of existing NDA information systems

## NDA Logo and Corporate Design

In November, the NDA's logo was redesigned, and launched alongside the Strategic Plan 2007 to 2009. The new logo and re-branding of the organisation comes as the first significant step in implementing revised best practice in the NDA's publications. The NDA also developed a style guide to ensure a consistency in the production of internal and external documents, and which reflects best practice in accessibility.

## Library

The NDA Library has Ireland's largest collection of books, journals, e-journals, CD-ROMs, videos and newsletters, dedicated to disability and related issues. Library users can also benefit, via inter-library loans, from access to material in Trinity College Dublin and the British Library as well as journals in the Irish Healthcare Libraries.

Throughout the year, the NDA Library continued to offer high-quality services to both NDA staff and the general public. It responded to 1,400 requests from users. These requests included information queries, catalogue and literature searches and sources of information on the internet. It supplied 562 book-loans and over 750 journal and newspaper articles.

The trend in the NDA Library is increasingly towards users accessing the NDA Library services remotely via phone, fax, email and post and browsing the catalogue online. The innovative 'postal lending' system facilitates users from all over the country, as does supply of journal articles by post or fax.

## ICT Review

In August, the NDA commissioned an independent review of our ICT structures, systems and procedures to inform a strategy for the effective delivery of IT support for NDA staff.

## ICT and Equipment

ICT projects during the year focused on improving levels of service and development. The NDA implemented various solutions to tackle IT support shortfalls throughout the year, which had a positive effect on costs, on efficient response times to staff requests and reduced 'down time' experienced.

The year also saw significant hardware upgrades, upgrading of the contact management system and the mail filtering system.

The NDA upgraded the loop systems for use by people with hearing aids in all of the organisation's meeting rooms and in the reception area.

## Objective: To increase efficiency and value for money in NDA operations

### Financial Review

The NDA undertook a review of its financial infrastructure and systems during the year. The aim of the review was to examine how the planning, monitoring and processing of expenditure was managed within the NDA. Reporting to the Finance Committee of the Authority, the review presented its findings in June 2006 and developed an implementation plan, which the Committee approved.

A number of recommendations were implemented following the review, such as the rationalisation of financial systems for NDA staff and the provision of ongoing support to ensure proper control systems are in place. The organisation continues to put into operation improvements in the area of financial controls.

### Financial Software

The NDA streamlined its financial software packages to provide a more consistent, interactive and comprehensive system for payroll, purchase order, and fixed asset register work, which was implemented in December 2006.

In 2006, the NDA also moved the payment of PAYE and PRSI and the issuing of P35s to the Revenue Online Service, in line with best practice with eGovernment.

## **Payroll**

The NDA examined contingency arrangements in the delivery of payroll and related services during the year. Staff training ensured that there would be no gap in the provision of these services.

## **Building Work**

To ensure the highest levels of accessibility and security for the NDA's premises, it is important to ensure that they conform to best practice standards. The NDA installed a new lift during the year with enhanced accessibility features such as audio announcement, Braille indicators on each button, grab rails and a mirror to assist wheelchair users reversing out of the lift car.

A wide range of improvements were also undertaken including new signage and building upgrades.

## **Risk Management Review**

Following on from a review carried out in 2005, members of the NDA's staff and Authority examined the current risks facing NDA in 2006, particularly in light of legislative changes. A Risk Management Committee, comprising representatives of the Finance and Audit Committees and the Senior Management Group was established in 2006 to oversee: progress in this area, the development of a Risk Management Register and the implementation of a corresponding action programme.

## **Compliance**

A report outlining the independent review of NDA Internal Financial Controls was submitted to the Authority in June 2005. This report informs part of the Authority's financial declaration for the 2005 Statutory Accounts, which were filed in 2006 in accordance with statutory requirements of the NDA Act 1999.

## Internal Audits

The Department of Justice, Equality and Law Reform continue to provide independent internal audit services to the NDA, in agreement and collaboration with the NDA Internal Audit Committee. As part of the internal audit function, they have carried out audits on practices within the NDA. These audits are an opportunity to examine a particular set of procedures against what is required under governance best practice in the public sector, and they provide clear recommendations on areas in which the NDA can make improvements. Two internal audits were completed during the year: an audit of procurement procedures in January 2006, and an audit of payroll and personnel systems in October 2006.

## Financial Development

The NDA, in accordance with its statutory obligations, submitted financial audited accounts for 2005 to the Minister for Justice, Equality and Law Reform in June 2006. The NDA also updated the financial processes and procedures in accordance with Department of Finance guidelines, Corporate Governance requirements and in keeping with best practice generally.

# Appendices

# Appendix 1: NDA Committees and Steering Groups

## NDA Authority

Ms Angela Kerins (Chairperson)  
Mr Aidan Browne  
Mr Jack Callanan  
Ms Paula Carey (resigned July 2006)  
Ms Maria Cronin  
Mr John Dolan  
Ms Noreen Gildea  
Mr David Joyce (appointed November 2006)  
Mr Gene Lambert  
Mr Christy Lynch  
Mr Jimmy Martin  
Ms Lottie McClure  
Ms Betty O'Leary  
Mr Donie O'Shea

## Sub-committees of the Authority

### Audit Committee

Mr Tom O'Higgins (Chair)  
Mr Kevin Condon  
Mr Brian Duffy  
Mr Gene Lambert  
Mr Christy Lynch  
Mr Derek Staveley (from September 2006)

### Finance Committee

Mr Christy Lynch (Chair)  
Ms Paula Carey (resigned July 2006)  
Mr Jack Callanan  
Ms Noreen Gildea  
Mr Sean Mistéil

### Governance Sub-committee

Ms Angela Kerins (Chair)  
Ms Paula Carey (resigned July 2006)  
Mr Gene Lambert  
Ms Betty O'Leary  
Mr Donie O'Shea



**National Disability Strategy Sub-committee**

Mr Donie O'Shea (Chair)  
Ms Siobhan Barron  
Mr John Dolan  
Ms Noreen Gildea  
Mr Christy Lynch  
Ms Betty O'Leary

**Personnel and Administration Committee**

Ms Angela Kerins (Chair)  
Ms Betty O'Leary  
Mr John Dolan  
Ms Maria Cronin  
Ms Lottie McClure  
Ms Noreen Gildea  
Mr Jimmy Martin

**Mental Health Advisory Committee**

Mr Frank Flannery (Chair)  
Dr Mary Clarke-Finnegan  
Ms Phil Cotter  
Ms Patsy Doolin  
Mr Frances Harvey  
Mr Paul Howard  
Mr Seamus Hoye  
Dr Verena Keane  
Mr Brendan Gerard Kenny  
Ms Mary Keys  
Mr Mark Logan  
Mr Andrew Logue  
Mr Hugo Magee  
Mr Louie Maguire  
Dr Tom Moran  
Mr Thomas Noonan  
Mr Dan O'Connor  
Ms Winifred O'Hanrahan  
Ms Laura Thompson  
Ms Margaret Webb  
Ms Iris Elliot

## Appendix 2: NDA Publications

Annual Report 2005

Strategic Plan 2007-2009

Disabled Persons Grant Review

Capacity and the Convention

Submission to the Department of Health and Children – Health Bill 2006

Code of Practice on Accessibility of Public Services and Information Provided by Public Bodies

Research with Children with Disabilities

The Dynamics of Disability and Social Inclusion

Coordination and Integration Position Paper 2006

Draft ICT Accessibility Procurement Toolkit

Mainstreaming Position Paper 2006

Submission on the EU Proposal for Revision of the Directive on Television without Frontiers

NDA response re: Broadcasting Commission of Ireland (BCI) Consultation on Code of Programme Standards Phase 2

Special Education Provision for Children with Disabilities in Irish Primary Schools

Submission on the Consultation Paper The Future Provision of Telephony Services Under Universal Service ComReg 06/16

Draft Guidelines on Smart Cards and Media

Draft Guidelines on Website Accessibility Auditing

Draft Web Guidance

Guidelines for Access Auditing of the Built Environment

Guidelines for Purchasers of Disability Equality Training

Submission on National Action Plan on Social Inclusion and Poverty 2006-2009

Submission on the National Development Plan

Submission on the Review of Part M of the Building Regulations

Comhairle Amendment Bill 2004

Person Centred Planning Guidelines

Access Handbook Template - A Tool to Help Manage the Accessibility of the Built Environment

Ageing & Disability Seminar Proceedings

Ageing & Disability: A Discussion Paper

Exploring the Research and Policy Gaps: A review of literature on women and disability

First Steps in Producing Accessible Publications

Freedom of Information: Section 15 & Section 16 Reference Book

Guidelines and Criteria - Excellence through Accessibility Award

NDA Response to Outline Sectoral Plans of Government

Departments under the National Disability Act 2005

Standards Newsletters

Disability and Social Inclusion in Ireland

NDA Submission to National Council for Special Education  
Implementation Plan

Physical Activity and Sport Report

Submission to the National Steering Committee on the  
Development of a Men's Health Policy

## Appendix 3: NDA Organisation

Director: Ms Siobhan Barron

Personal Assistant: Ms Bernadette Vella

### **Policy & Public Affairs**

Head of Policy & Public Affairs: Ms Eithne Fitzgerald

Senior Policy & Public Affairs Advisor: Vacant

Senior Policy & Public Affairs Advisor: Dr Rosarie McCarthy

Senior Policy & Public Affairs Advisor: Ms Mary Meaney

Senior Policy & Public Affairs Advisor: Mr Donie O'Shea

Policy & Public Affairs Advisor: Ms Shari McDaid

Policy & Public Affairs Advisor: Ms Yvonne Keating

Admin Assistant : Ms Jacinta Byrne

Admin Assistant : Ms Stephanie Corrigan

Admin Assistant : Vacant

### **Research & Standards Development**

Head of Research & Standards Development: Ms Mary Van Lieshout

Personal Assistant: Vacant

Senior Standards Officer: Mr Erik Koornneef (NDA Access Officer)

Senior Research Officer J/S: Dr Anne Good

Senior Research Officer J/S: Dr Frances Hannon

Senior Research Officer: Dr Hasheem Mannan

Standards Officer: Dr Anne-Marie Rooney

Research Officer: Ms Mary Murray

Research Assistant: Mr Darren McCausland

Information Officer: Ms Helen Farrell

Information Assistant: Vacant

Administrative Assistant J/S: Ms Barbara Collopy

Administrative Assistant: Ms Emma Doyle

Administrative Assistant J/S: Ms Miriam Mulloy

*PSA - Public Services Accessibility*

Senior Standards Officer - EtA: Mr Shane Hogan

Built Environment Accessibility Coordinator - EtA: Mr Eoin O'Herlihy

ICT Accessibility Coordinator - EtA: Mr Donal Rice

QCS Accessibility Coordinator - EtA: Vacant

Built Environment Accessibility Coordinator - EtA: Vacant

Administrative Assistant - EtA: Ms Heather O'Leary

Administrative Assistant - EtA: Vacant

### **Corporate Services**

Corporate Services Manager: Ms Cliona Curley

Personal Assistant: Ms Mary McNabola

Corporate Services Executive: Mr Michael Foley

Corporate Services Executive - Finance: Ms Regina Mulligan

Administrative Assistant: Ms Gretta Flynn

Administrative Assistant J/S: Ms Toni McDonald

Administrative Assistant J/S: Ms Carmel McLoughlin

Receptionist/Switchboard: Ms Louise Monahan

Maintenance: Mr Paddy Power

Porter: Mr Paul Fox

Cleaner: Ms Kathleen Gaynor

Security: Mr Charlie Buckley

# **Financial Statements**

**31 December 2006**

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# **Report of the Comptroller and Auditor General for presentation to the Houses of the Oireachtas**

I have audited the financial statements of the National Disability Authority for the year ended 31 December 2006 under Section 17 of the National Disability Authority Act 1999.

The financial statements, which have been prepared under the accounting policies set out therein, comprise the Statement of Accounting Policies, the Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement, the Statement of Total Recognised Gains and Losses and the related notes.

## **Respective Responsibilities of the Members of the Authority and the Comptroller and Auditor General**

The Authority is responsible for preparing the financial statements in accordance with the National Disability Authority Act, 1999, and for ensuring the regularity of transactions. The Authority prepares the financial statements in accordance with Generally Accepted Accounting Practice in Ireland. The accounting responsibilities of the Members of the Authority are set out in the Statement of the Authority's Responsibilities.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report my opinion as to whether the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland. I also report whether in my opinion proper books of account have been kept. In addition, I state whether the financial statements are in agreement with the books of account.

I report any material instance where moneys have not been applied for the purposes intended or where the transactions do not conform to the authorities governing them.



I also report if I have not obtained all the information and explanations necessary for the purposes of my audit.

I review whether the Statement on Internal Financial Control reflects the Authority's compliance with the Code of Practice for the Governance of State Bodies and report any material instance where it does not do so, or if the statement is misleading or inconsistent with other information of which I am aware from my audit of the financial statements. I am not required to consider whether the Statement on Internal Financial Control covers all financial risks and controls, or to form an opinion on the effectiveness of the risk and control procedures.

I read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

## **Basis of Audit Opinion**

In the exercise of my function as Comptroller and Auditor General, I conducted my audit of the financial statements in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board and by reference to the special considerations which attach to State bodies in relation to their management and operation. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures and regularity of the financial transactions included in the financial statements. It also includes an assessment of the significant estimates and judgments made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Authority's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations that I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

## Opinion

In my opinion, the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of the Authority's affairs at 31 December 2006 and of its income and expenditure for the year then ended.

In my opinion, proper books of account have been kept by the Authority. The financial statements are in agreement with the books of account.

**Gerard Smyth**

**For and on behalf of the Comptroller and Auditor General**

**29 June 2007**

## Authority Members and Other Information

Ms A Kerins Chairperson  
Mr A Browne  
Ms P Carey  
Mr J Dolan  
Ms N Gildea  
Mr G Lambert  
Mr C Lynch  
Ms B O'Leary  
Mr D O'Shea  
Ms L McClure  
Mr J Martin  
Mr J Callanan  
Ms M Cronin

Director: Siobhan Barron

Solicitors: Kilcullen & Associates  
183 Rathmines Rd Lwr  
Dublin 6

Bankers: Bank of Ireland  
Upper Leeson Street  
Dublin 4

Auditors: Comptroller & Auditor General  
Dublin Castle  
Dublin 2

The National Disability Authority was established on June 12, 2000 under Section 6 of the National Disability Authority Act 1999.

## Statement of Responsibilities of Authority Members

The Authority is required by Section 17 of the National Disability Act 1999 to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the Authority and of its income and expenditure for that period. In preparing those financial statements the Authority is required to:

- ➔ select suitable accounting policies and apply them consistently;
- ➔ make judgements and estimates that are reasonable and prudent;
- ➔ comply with applicable Accounting Standards subject to any material departures disclosed and explained in the Financial Statements;
- ➔ prepare the financial statements on a going concern basis unless it is inappropriate to presume that the National Disability Authority will continue in existence.

The Authority is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Authority and to enable it to ensure that the financial statements comply with the Act. It is also responsible for safeguarding the assets of the National Disability Authority and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Authority

**Chairperson**

**Director**

**Date**

# Statement on the System of Internal Financial Control

## For the year ended 31 December 2006

The Authority is responsible for the systems of internal financial control in the Authority and for putting in place processes and procedures for the purpose of ensuring that the systems are effective.

The systems can provide only reasonable, and not absolute, assurance that the assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely manner.

The Authority has taken steps to ensure an appropriate control environment is in place by:

- Establishing formal procedures through various committee functions to monitor the activities and safeguard the assets of the organisation;
- Clearly defining and documenting management responsibilities and powers;
- Developing a strong culture of accountability across all levels of the organisation.

The Authority has also established processes to identify and evaluate business risks. This is achieved in a number of ways including:

- Identifying the nature, extent and financial implications of risks facing the National Disability Authority;
- Assessing the likelihood of identified risks occurring. The NDA has prepared a risk register encompassing strategic, operational (to include information technology), financial, reputational / compliance risks;
- Assessing the National Disability Authority's ability to manage and mitigate the risks that do occur;
- Working closely with Government and various agencies and institutions to ensure that there is a clear understanding of the National Disability Authority's goals and support for the Authority's strategies to achieve those goals;

- Carrying out regular reviews of strategic plans both short and long term and evaluating the risks to bringing those plans to fruition;
- Setting annual and longer term targets for each area of our business followed by the regular reporting on the results achieved;
- Establishing and enforcing extensive standard procedures and provision under which financial assistance may be made available to projects, including provisions requiring repayment if the project does not fulfil commitments made by the promoter.

The system of internal financial control is based on a framework of regular management information, administrative procedures including segregation of duties, and a system of delegation and accountability. In particular, it includes:

- A comprehensive budget system with an annual budget which is reviewed and agreed by the Authority;
- Regular reviews by the Authority of periodic and annual financial reports which indicate financial performance against forecasts;
- Setting targets to measure financial and other performances;
- Clearly-defined capital investment control guidelines;
- Formal project management disciplines.

We have outsourced an Internal Audit Service, which operates in accordance with the Framework Code of Best Practice set out in the Code of Practice on the Governance of State Bodies, which was adopted by the Authority in June 2002. The Internal Audit Service is carried out by the Department of Justice, Equality and Law Reform. The Internal Audit Service reports regularly to the Audit Committee.

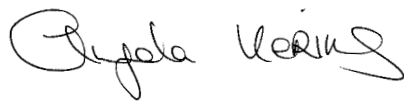
The Authority does have responsibility for overseeing the implementation of the Internal Audit Service recommendations to ensure proper and effective financial control procedures are maintained and the Audit Committee will review Internal Audit Plans to include any new identified areas.

The Authority's monitoring and review of the effectiveness of the systems of internal financial control is informed by:

- 1) the work of the Internal Audit Service and the contribution of the Audit Committee which oversees the work of the Internal Auditor and of the corporate governance environment,

- 2) the executive managers with the National Disability Authority who have responsibility for the development and the maintenance of the financial control framework and
- 3) the issues raised by the Comptroller and Auditor General  
A review has taken place in the first half of 2006 to look at the structures, processes and procedures to inform development of the finance function to enhance information on finances and the planning, management and reporting of expenditure. This review was completed on 14 June 2006.

The Authority can confirm that they have conducted a review of the effectiveness of the internal financial controls for 2006.



**Angela Kerins**  
**Chairperson**

**Date**

# Statement of Accounting Policies

## Functions of the National Disability Authority

The National Disability Authority is an independent agency, established in June 2000, under the aegis of the Department of Justice, Equality and Law Reform by the National Disability Act 1999.

The principal function of the NDA is to advise the Minister for Justice, Equality and Law Reform and keep him informed of developments regarding issues of policy and practice relating to persons with disabilities and:

- ➔ to assist in the co-ordination and development of disability policy;
- ➔ to undertake research and development of statistical information for the planning, delivery and monitoring of disability programmes and services;
- ➔ to advise the Minister on standards for programmes and services and prepare codes of practice;
- ➔ to monitor the implementation of standards and codes of practice;
- ➔ to encourage and recognise the promotion of equality for people with disabilities.

The NDA has additional functions as provided in the Disability Act 2005 which include:

- ➔ preparing codes of practice on accessibility of public buildings, services, information and heritage sites;
- ➔ monitoring compliance with the target for employment of people with disabilities in the public service and recommending specific measures to enable individual bodies to achieve compliance;
- ➔ establishing and operating a Centre for Excellence in Universal Design to promote principles so that the built environment and information technologies can be accessed, understood and used to the greatest extent possible by persons with disabilities.



## **Basis of Accounting**

The financial statements have been prepared using the accruals method of accounting, except as indicated below and in accordance with generally accepted accounting principles under the historical cost convention.

Financial Reporting Standards recommended by the recognised accountancy bodies are adopted as they become operative.

## **Oireachtas Grant Income**

The income from this source represents actual cash receipts in the period.

## **Measuring Health and Disability in Europe (MHADIE)**

Funding received in respect of the European Measuring Health and Disability in Europe (MHADIE) project is included in income of the year in which the related expenditure is incurred.

This is a European Commission project for which the National Disability Authority has been selected as one of its partners. This project will continue until 2008.

## **Other Income – Department of Education and Science**

Recoupment from the Department of Education and Science in respect of salaries and superannuation met by the National Disability Authority is accounted for on an accruals basis.

## Fixed Assets and Depreciation

Fixed Assets are shown at original cost or valuation less accumulated depreciation.

Depreciation is provided at the following annual rates:

Office Furniture and Equipment	20.00%	(Straight Line)
Computer Hardware and Software	33⅓%	(Straight Line)
Premises	2.50%	(Reducing Balance Basis)

## Capital Account

The Capital Account represents the unamortised amount of income allocated for the purchase of fixed assets.

## Pensions

The National Disability Authority operates a defined benefit pension scheme that is funded annually on a 'pay as you go' basis from monies available to it, including monies provided by the Department of Justice, Equality and Law Reform and from contributions deducted from staff salaries.

Pension costs reflect pension benefits earned by employees in the period and are shown net of staff pension contributions which are retained by the National Disability Authority. An amount corresponding to the pension charge is recognised as income to the extent that it is recoverable, and offset by grants received in the year to discharge pension payments.

Actuarial gains or losses arising on scheme liabilities are reflected in the Statement of Total Recognised Gains and Losses and a corresponding adjustment is recognised in the amount recoverable from the Department of Justice, Equality & Law Reform.

Pension liabilities represent the present value of future pension payments earned by staff to date. Deferred pension funding represents the corresponding asset to be recovered in future periods from the Department of Justice, Equality & Law Reform.

# National Disability Authority Financial Statements for the year ended 31st December, 2006

## Income and Expenditure Account for the year ended 31 December 2006

	Notes	2006 €	2005 €
<b>INCOME</b>			
Grant Income	2(a)	4,944,735	4,554,612
Net Deferred Funding for Pensions	11(b)	1,054,570	842,190
European Year of People with Disabilities	6	0	18,383
Other Income	2(b)	476,525	481,241
		<u>6,475,830</u>	<u>5,896,426</u>
Transfer from (to) Capital Account	9	91,203	69,838
Total Income		<u>6,567,033</u>	<u>5,966,264</u>
<b>EXPENDITURE</b>			
Projects and Commissioned work	3	1,233,236	1,166,858
European Year of People with Disabilities	6	0	23,454
<i>Development, Support and Administration Costs</i>			
Payroll	4	2,720,322	2,582,123
Pension Costs	11(c)	1,165,086	1,078,496
Administration Costs	5	1,200,030	935,915
Depreciation	8	191,573	182,901
		<u>5,277,010</u>	<u>4,779,435</u>
Total Expenditure		<u>6,510,246</u>	<u>5,969,748</u>
<b>Surplus /(Deficit) for the year</b>		56,787	(3,483)
Retained Surplus at 1 January		373,358	376,841
Retained Surplus at 31 December		<u>430,145</u>	<u>373,358</u>
<b>Statement of Total Recognised Gains and Losses</b>			
Surplus / (Deficit) for the Year		56,787	(3,483)
Actuarial (Gain) / Loss on Pension Liabilities		344,000	558,000
Adjustment to Deferred Pension Funding		(344,000)	(558,000)
<b>Total Recognised Gain / (Loss) for the Year</b>		<u>56,787</u>	<u>(3,483)</u>

The results for the year relate to continuing operations.

The Statement of Accounting Policies, the Cash Flow Statement, and Notes 1 to 16 form part of these Financial Statements

**Signed:** \_\_\_\_\_ **(Chairperson)**

\_\_\_\_\_ **(Authority Member)**

\_\_\_\_\_ **(Director)**

**Date:** \_\_\_\_\_

**Balance Sheet as at 31 December 2006**

	Notes	2006 €	2005 €
<b>FIXED ASSETS</b>	8	3,563,823	3,655,026
<b>CURRENT ASSETS</b>			
Debtors and Prepayments	13	223,947	198,919
Cash at Bank and On Hand	10b	364,254	513,227
		<u>588,201</u>	<u>712,146</u>
<b>CURRENT LIABILITIES</b>			
Creditors and Accruals	12	158,056	338,788
		<u>158,056</u>	<u>338,788</u>
<b>NET CURRENT ASSETS</b>		<u>430,145</u>	<u>373,358</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES BEFORE PENSIONS</b>		<b>3,993,968</b>	<b>4,028,384</b>
Deferred Funding			
Asset For Pensions	11f	(14,600,000)	(13,200,000)
Pension Liabilities	11f	14,600,000	13,200,000
		<u>3,993,968</u>	<u>4,028,384</u>
<b>REPRESENTED BY:</b>			
Capital Account	9	3,563,823	3,655,026
Retained Surplus on Income and Expenditure Account		430,145	373,358
		<u>3,993,968</u>	<u>4,028,384</u>

The Statement of Accounting Policies, the Cash Flow Statement, and Notes 1 to 16 form part of these Financial Statements.

Signed: \_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Authority Member)

\_\_\_\_\_ (Director)

Date: \_\_\_\_\_

## Cash Flow Statement for the year ended 31 December, 2006

	Notes	2006 €	2005 €
Net Cash Inflow /			
Outflow from Operating Activities	10(a)	(50,034)	80,401
 <b>RETURNS ON INVESTMENTS AND SERVICING OF FINANCE</b>			
Interest Received		1,431	91
Net Inflow from Returns on Investments and Servicing of Finance		1,431	91
 <b>INVESTING ACTIVITIES</b>			
Purchase of Fixed Assets		(100,370)	(113,063)
Disposal of Fixed Assets		0	0
Net Cash Outflow from Investing Activities		(100,370)	(113,063)
 Increase / (Decrease) in Cash at Bank and In Hand		 (148,973)	 (32,571)

The Statement of Accounting Policies, the Cash Flow statement, and Notes 1 to 16 form part of these Financial Statements.

**Signed:** \_\_\_\_\_ **(Chairperson)**

\_\_\_\_\_ **(Authority Member)**

\_\_\_\_\_ **(Director)**

**Date:** \_\_\_\_\_

## Notes to Financial Statements for the year ended 31st December, 2006

**1. These Financial Statements cover the year ended 31 December 2006.**

### 2. INCOME

	<b>2006</b>	<b>2005</b>
	€	€
<b>2 (a) Grant Income</b>		
Department of Justice, Equality and Law Reform	4,944,735	4,554,612
	<u>4,944,735</u>	<u>4,554,612</u>
 <b>2 (b) Other Income</b>		
Department of Education and Science (NEPS)	417,748	398,620
EU-Funded MHADIE Project	21,718	28,278
Bank Interest	1,431	91
DSFA receipts	4,392	11,340
Publications	585	10,172
Rental and Services	29,149	28,564
Sundry	1,070	3,979
Travel Refunds	432	197
	<u>476,525</u>	<u>481,241</u>

## Notes to Financial Statements for the year ended 31st December, 2006

### 3. PROJECTS AND COMMISSIONED WORK

	2006	2005
	€	€
Public Accessibility Awards	124,444	115,722
Research Promotion Scheme	97,132	29,395
Strategic Plan	86,081	381
Website Implementation Team	75,963	92,009
Attitudes Survey	72,943	0
Research into Early School-leavers of PWD	72,203	15
Update of NDA IT Accessibility Guidelines	60,284	68,324
Disability Bill (Part 5)	39,343	3,319
New Materials - Library	27,777	30,288
Disability Research Conference	31,416	14,996
Codes of Practice Accessibility of Public Services	31,036	10,056
Annual Report	28,071	26,728
NDA Logo	25,490	0
Library Database	23,846	27,714
Women & Disability Literature Review	23,401	9,139
Access to Electronic Content	19,625	(1,155)
Quality of Life in Residential Settings	20,031	98
HR Policies & Training Plan	19,965	26,273
Human Resources Research	19,775	0
Scholarships	18,810	46,750
Publication of Health & Safety Guidelines for Egress	18,088	0
Towards a UN Convention on Disability	16,939	0
Part M Research	16,226	19,618
Review Internal Financial Controls	15,352	11,400
NSAI Standards Consultative Committee	15,179	0
Guidelines for ICT Access Audits	14,348	19,527
Binding of Journals in Library	14,000	0
Centre for Excellence in Universal Design	13,916	10,071
Person-Centred Planning	13,147	36,610
National Standards Pilot Evaluation	12,777	19,360
Evaluation of Op of Disabled Persons Grant Scheme	11,170	0
Guidelines for Equality / Disability Training	10,678	15,824
Violence against People with Disabilities	9,922	0



## Notes to Financial Statements for the year ended 31st December, 2006

### 3. PROJECTS AND COMMISSIONED WORK

	2006	2005
	€	€
Accessibility Format How To	9,486	2,231
Committed to Excellence	8,289	0
European & Oireachtas Briefing	8,103	11,292
Seminars on Accessible Public Services	7,776	5,983
Audit Tool ICT Guidelines	6,869	9,094
Risk Assessment	6,655	6,353
Review IT Infrastructure 05/07	6,608	0
National Study of Participation of PWD in Sport	6,320	22,319
Guidelines for Access Audits	6,024	15,606
WHO Measuring Health And Disability In Europe EU-Funded	3,036	28,278
WHO Measuring Health And Disability In Europe NDA costs	17,693	9,440
Employment Strategy for PWD	5,573	19,767
Statistical Analysis	5,445	0
Education, Training and Employment	4,580	1,400
Employment Strategy	4,232	0
Setting, influencing, Tracking Policy Agenda	4,043	6,193
Participation Indicators	3,549	25,152
Guidelines in Relation to the Role of Access Officers	3,448	0
Independent Living Support Programme	3,039	0
NDA Disability Agenda Publications	2,945	4,437
Telephone Up-grade	2,589	0
Provision of Reference and Outreach Services	1,336	1,310
Mental Health Advisory Committee	1,131	2,529
HTML Conversions	1,096	0
XML Conversion	1,626	363
NDA Education Conference Review	871	7,777
Development of Accessibility Guidelines	482	2,051
N. Ireland MH & LD Review Briefings	358	2,712
EU Guidelines for the Use of Assist Tech	350	544
Primary Education Review Phase I	227	27,499
NDA Seminar Series	80	2,860
Health	51	240

## Notes to Financial Statements for the year ended 31st December, 2006

### 3. PROJECTS AND COMMISSIONED WORK

	2006	2005
	€	€
Research Advisory Committee	39	1,221
Standards Newsletter	36	0
Regional Briefings on National Disability Strategy	0	124,614
Violence against People with Disability	0	24,758
Monitoring the Implementation of Standards	0	14,883
Library Catalogue	0	13,915
Mental Health Partnership	0	11,244
Research on Health Inequalities	0	11,020
Promotion of Applied Research on Disability & Health	0	10,000
Disability Research Ethics	0	9,685
NDA Research Agenda Publication	0	8,269
Women & Mental Health Symposium	0	5,602
Disability and Work Publication	0	5,291
Reprint of Publications	0	4,648
Guide to NDA Act	0	4,279
Directory of Disability Consultants	0	11,622
Disability Baseline Data	0	2,355
Buildings For Everyone	0	2,057
D A Barriers to Employment	0	1,652
Sexual Orientation	0	1,535
Monitoring Framework	0	1,464
City & County Development Boards	0	1,150
Standards Advisory Committee Projects	0	931
Labour Market Systems	0	884
Living, Learning & Working with SEN	0	596
Oral Health Roundtable	0	460
3rd National Action Plan against Poverty & Social Exclusion	0	131
Comhairle Amendment Bill	0	112
Barcelona Declaration	0	10
Education Conference 2005	(279)	29,790
Accessibility Guidelines for Transport Operators in Ire	(566)	14,352
Disability Legislation Consultation Group	717	436
	<u>1,233,236</u>	<u>1,166,858</u>

## Notes to Financial Statements for the year ended 31st December, 2006

### 4. PAYROLL COSTS

	<b>2006</b>	<b>2005</b>
	<b>€</b>	<b>€</b>
NDA Staff Pay	2,201,373	2,112,091
Agency Staff	194,704	160,633
NEPS Staff Pay	<u>324,245</u>	<u>309,399</u>
	<b>2,720,322</b>	<b>2,582,123</b>

The average number of staff employed by the Authority in the year was 43 (2005: 43)

## Notes to Financial Statements for the year ended 31st December, 2006

### 5. ADMINISTRATION COSTS

	Notes	2006 €	2005 €
Travel		50,304	41,117
Training		37,795	30,686
Conference/ Seminar Fees		7,776	5,867
Recruitment		69,911	47,861
Authority Fees & Expenses	7	135,391	93,086
Audit Fee		21,000	19,700
Bad Debt Provision		0	0
Bank Interest / Charges		936	777
Canteen / meals		89,286	82,706
Cleaning / Domestic		45,186	39,771
Computer Software Non-Capital		42,257	26,801
Computer Supplies		2,956	3,799
Consultancy Fees		38,365	4,598
Couriers		11,420	6,415
Gas / Electricity		43,177	29,619
Insurance		32,058	31,576
IT Backup		65,401	3,809
Legal Fees		62,449	49,253
Maintenance		135,621	133,660
Office Furniture / Equipment (Non-Capital)		19,507	8,299
Office Supplies		25,108	19,731
Organisational Review		0	5,856
Postage and Telephones		59,085	57,417
Printing / Photocopying		41,351	12,361
Print Management		11,249	2,486
Public Relations		63,339	79,180
Publications / Periodicals		2,617	8,719
Rates		64,474	62,111
Representations		43	0
Security		5,306	7,960
Seminars		6,535	2,843
Subscriptions / Donations		4,513	11,632
Sundry		927	723
Telephone Maintenance		2,854	5,230
Translations / Interpreters		1,833	266
		<u>1,200,030</u>	<u>935,915</u>

## Notes to Financial Statements for the year ended 31st December, 2006

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### 6. European Year of People with Disabilities - Project concluded in 2005

	2006	2005	2004	2003	2002	TOTAL
<b>Income</b>						
Department of Justice Equality and Law Reform	0	17,883	598,063	1,233,171	44,760	1,893,877
European Commission			6,732	199,635	0	206,367
European Commission Refund			4,260	0	0	4,260
Other	0	500	20,907	0	0	21,407
Total Income	0	18,383	629,962	1,432,806	44,760	2,125,911
<b>Expenditure</b>						
Grants	0	14,386	4,260	465,758	0	484,404
Flagship	0	0	8,849	353,782	0	362,631
Make a Difference	0	0	394,669	216,002	0	610,671
Disability Summit	0	0	67,301	0	0	67,301
NCC Run Events	0	0	0	65,144	0	65,144
Staff	0	0	79,455	146,047	0	225,502
Administration	0	3,997	75,428	186,073	44,760	310,258
Administration met by NDA	0	5,071	42,986	0	0	48,057
<b>Total Expenditure</b>	<b>0</b>	<b>23,454</b>	<b>672,948</b>	<b>1,432,806</b>	<b>44,760</b>	<b>2,173,968</b>

Actual Receipts from Department of Justice Equality and Law Reform in 2006 were €0

Note: An amount of €5,071 was met from the NDA's own allocation in 2005 and has not been recouped.

## Notes to Financial Statements for the year ended 31st December, 2006

### 6. European Year of People with Disabilities - Project concluded in 2005

#### EYPD 2002- 2004

#### Statement of Actual Receipts from Department of Justice, Equality and Law Reform, European Commission and Other Sources

	2002	2003	2004	2005	2006	Total
DJELR	14,553	1,435,001	371,630			1,821,184
DJELR ***	44,700					44,700
EC via DJELR re launch		27,993				27,993
European Commission		199,635	6,732	4260	0	210,627
Other		500	20,907			21,407
	<u>59,253</u>	<u>1,663,129</u>	<u>399,269</u>	<u>4,260</u>	<u>0</u>	<u>2,125,911</u>

\*\*\* paid December 2002 by DJELR , received NDA January 2003

### 7. Authority Fees & Expenses

Expenditure of €82,218.95 in respect of the Authority Fees was paid.

## 8. Notes to Financial Statements for the year ended 31st December, 2006

### 8. Fixed Assets

<b>Cost or Valuation</b>	<b>Computer Hardware and Software</b>	<b>Office Furniture and Equipment</b>	<b>Premises</b>	<b>Total</b>
				€
Balance at 1 January 2006	300,122	393,993	3,929,988	4,624,103
Additions at cost	77,406	22,964	0	100,370
Balance at 31 December 2006	377,528	416,957	3,929,988	4,724,473
<b>Accumulated Depreciation</b>				
Balance at 1 January 2006	255,170	282,368	431,539	969,077
Charged in the year	53,062	51,050	87,461	191,573
Balance at 31 December 2006	308,232	333,418	519,000	1,160,650
<b>NET BOOK VALUE - 31 December 2006</b>	69,296	83,539	3,410,988	3,563,823
<b>NET BOOK VALUE - 31 December 2005</b>	44,952	111,625	3,498,449	3,655,026

## Notes to Financial Statements for the year ended 31st December, 2006

### 9. Transfer To / (From) Income and Expenditure Account

	Notes	2006 €	2005 €
Balance at 1 January		3,655,026	3,724,864
Transfer to (from) Income and Expenditure Account			
Income applied to purchase fixed assets	8	100,370	113,063
Amortised in the year in line with asset depreciation	8	<u>(191,573)</u> (91,203)	<u>(182,901)</u> (69,838)
Balance at 31 December		3,563,823	3,655,026



## Notes to Financial Statements for the year ended 31st December, 2006

### 10. CASH FLOW RECONCILIATION

#### 10 (A) RECONCILIATION OF (DEFICIT) / SURPLUS FOR THE YEAR TO CASH FROM OPERATING ACTIVITIES

	2006	2005
	€	€
Surplus /(Deficit) for the Period	56,787	(3,483)
Adjustment for Non-Operating Items		
Interest Receivable	(1,431)	(91)
Movement on Capital Account	(91,203)	(69,838)
Adjustment for Non-Cash Items		
Depreciation	191,573	182,901
Change in Debtors	(25,028)	(110,348)
Change in Creditors	(180,732)	81,260
Cash From Operating Activities	(50,034)	80,401

#### 10(B) ANALYSIS OF BALANCES OF CASH AND MOVEMENTS DURING THE YEAR

	2006	2005
	€	€
Balance at 31 December 2005	513,227	545,798
Decrease in Cash	(148,974)	(32,571)
Balance at 31 December 2006	364,254	513,227

## Notes to Financial Statements for the year ended 31st December, 2006

### II. SUPERANNUATION

Under the National Disability Authority Act 1999, the Authority with the approval of the Minister for Justice, Equality & Law Reform and the consent of the Minister for Finance, shall make a scheme or schemes for the granting of superannuation benefits to or in respect of the members of staff, including the Director of the Authority.

A Model Scheme has been drafted and is awaiting approval from the Department of Justice, Equality and Law Reform and the Department of Finance.

The National Disability Authority operates an unfunded defined benefit superannuation schemes for staff.

At present, staff who were formerly staff of the National Rehabilitation Board (NRB) who retire receive Superannuation benefits under the terms of the Local Government Superannuation Scheme. Staff who have been employed by NDA subsequent to its establishment and who retire receive benefits in line with the terms of the Nominated Health Agencies Superannuation Scheme.

#### (a) Pension Scheme

The results set out below are based on an actuarial valuation of the liabilities in respect of the serving, retired and deceased staff of the NDA as at 31 December 2006. This valuation was carried out by a qualified independent actuary for the purpose of the accounting standard, Financial Reporting Standard No. 17- Retirement Benefits (FRS 17)

This valuation was carried out using the projected unit method. The financial assumptions used to calculate scheme liabilities were as follows.

	2006	2005	2004	2003
Discount Rate	5.5%	5.5%	5.5%	6%
Salary increase assumption	4%	4%	4%	4%
Pension increase assumption	4%	4%	4%	4%
Price inflation	2%	2%	2%	2%

As the NDA schemes are unfunded, there are no assets held in respect of accrued pension liabilities of the NDA staff.

## Notes to Financial Statements for the year ended 31st December, 2006

### II. SUPERANNUATION

#### (b) Net Deferred Funding For Pensions In Year

	2006	2005
Funding recoverable in respect of current year pension costs	1,300,000	1,190,000
State Grant applied to pay pensioners	(245,430)	(347,810)
	1,054,570	842,190

#### (c) Analysis of the Amount Charged to Operating Profit under FRS 17

	2006	2005
Current service cost	€730,000	€540,000
Interest on pension scheme liabilities	€570,000	€650,000
Employee contribution	(€134,914)	(€111,504)
Past service cost:	-	-
Total operating charge	€1,165,086	€1,078,496

#### (d) Deferred Funding Asset for Pensions

The National Disability Authority recognises these amounts as an asset corresponding to the unfunded deferred liability for pensions on the basis of the set of assumptions described above and a number of past events. These events include the statutory basis for the establishment of the superannuation scheme, and the policy and practice currently in place in relation to funding public service pensions including contributions by employees and the annual estimates process. While there is no formal agreement regarding these specific amounts with the Department of Justice, Equality & Law Reform, the National Disability Authority has no evidence that this funding policy will not continue to meet such sums in accordance with current practice. The deferred funding asset for pensions as at 31 December 2006 amounted to €14.6 million (2005: €13.2 million).

## Notes to Financial Statements for the year ended 31st December, 2006

### 11. Superannuation

#### (e) Analysis of the amount recognised in the statement of total recognised gains and losses (STRGL)

	2006	2005
Experience (gains) and losses arising on the scheme liabilities:	€344,000	€558,000
Changes in assumptions underlying the present value of the scheme liabilities:	€0	€0
Actuarial (gain)/loss recognised in STRGL:	€344,000	€558,000

#### (f) Movement in deficit during the year

	2006	2005
Scheme Liability at 1 January	€13,200,000	€11,800,000
Current service cost:	€730,000	€540,000
Interest on scheme liabilities	€570,000	€650,000
Benefits payable	(€244,000)	(€348,000)
Actuarial gain recognised in STRGL	€344,000	€558,000
Actuarial (gain) / loss recognised in STRGL:	€14,600,000	€13,200,000

The above calculations on the superannuation liability for the NDA do not include the prior service details of NDA direct recruits pending approval of the Model scheme.

#### History of experience gains and losses

	2006	2005	2004
<b>experience (gains) / losses on scheme liabilities</b>			
amount (€)	€344,000	€558,000	€1,345,000
percentage of the present value of the scheme liabilities	2%	4%	11%
<b>total amount recognised in STRGL</b>			
amount (€0)	€344,000	€558,000	€2,105,000
percentage of the present value of the scheme liabilities	2%	4%	18%

## Notes to Financial Statements for the year ended 31st December, 2006

### 12. CREDITORS AND ACCRUALS

	<b>2006</b>	<b>2005</b>
Payroll / Sundry Creditors	€22,055	€137,600
European Year of People with Disabilities	€0	€0
Creditors relating to NRB	€14,484	€14,484
Accruals	€121,517	€168,582
MHADIE Deferred Income	€0	€18,122
Total Creditors	<u>€158,056</u>	<u>€338,788</u>

### 13 DEBTORS AND PREPAYMENTS

	<b>2006</b>	<b>2005</b>
Department of Education & Science	€105,510	€101,922
DOHC / FAS Rental & Services	€53,369	€41,261
MHADIE Debtor	€3,036	€0
Sundry Debtors NDA	20,270	
Less Bad Debt Provision	-7,301	€13,451
Prepayments	€49,062	€42,284
Total Debtors	<u>€223,947</u>	<u>€198,919</u>

### 14. CONTINGENT LIABILITIES

There are no contingent liabilities at 31 December 2006.

### 15. CAPITAL COMMITMENTS

The Authority had no outstanding capital commitments as at 31 December 2006.

### 16 Approval Of Financial Statements

The Financial Statements were approved by the Authority on 29 June 2007

