Annual Report
2018



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# Chairperson’s statement

I am pleased to present the annual report for the National Disability Authority (NDA) for 2018 to the Minister for Justice and Equality. This report presents an overview of the activities and outputs of the NDA during the final year of our three-year Strategic Plan 2016 to 2018.

As a statutory body, we continued in our commitment to deliver on our duty to provide information and independent and evidence-informed advice to the government and officials to support the achievement of our vision of Irish society. We want an Ireland in which persons with disabilities have equal rights and opportunities to participate in economic, social and cultural life; have choice and control over how they live their lives; and are enabled to reach their full individual potential in a society that embraces and accommodates the range of human diversity. We recognise that this requires a whole of government approach and crosses many areas of policy and practice, particularly for government departments and agencies to work across sectoral boundaries, so that we continued to work across key areas throughout 2018 with this in mind.

During 2018 we produced a new Strategic Plan for 2019 to 2021, taking stock of achievements so far and having regard to the opportunities to progress disability and Universal Design matters through national strategies and programmes, but in particular with regard to the UN Convention on the Rights of Persons with Disabilities (UNCRPD) which was ratified by the government in March 2018. We welcomed the input from many stakeholders to the new plan, which will also inform our more detailed annual work programmes and how we will continue to grow in our work.

The ratification of the Convention represents a major landmark in Ireland’s progressive realisation of the rights of persons with disabilities. The NDA looks forward to playing our part through our continued advice to support implementation of the commitments in the Convention and its positive impact on the lives of persons with disabilities. The NDA will have a role to support IHREC’s monitoring of Ireland’s progress under UNCRPD, and we look forward to commencing this work in 2019. We continue to emphasise the importance of access to high quality data and information in this regard, and were pleased to hold our very successful Annual Conference on this theme in 2018. We took the opportunity to learn from colleagues in other jurisdictions on how data and indicators can be used to demonstrate progress against the Articles of UNCRPD, and where areas for further attention can be highlighted.

We recognise the importance of data in guiding policy and practice and its continued improvement but also in measuring outcomes for persons with a disability, and particularly in terms of measuring Ireland’s performance under the Convention. For this reason it was decided that the theme for NDA’s annual conference 2018 would be Achieving Better Outcomes for Persons with Disabilities: using data as a tool to guide policy and practice.

The NDA also completed work in 2018 building on the value of data including the development of a suite of indicators that were adopted to enable the measurement of progress in implementing the National Disability Inclusion Strategy. The NDA will conduct an independent assessment using those indicators in 2019.

2018 was another busy year for the NDA. I am pleased to advise on the progress we have made in specific areas, and take the opportunity to highlight some of these below.

### Employment for Persons with Disabilities

2018 marked the final year of the foundation action phase within the Comprehensive Employment Strategy, and the NDA was pleased to see some real progress in addressing the issue of employment for persons with disabilities across departments and agencies. We supported the Department of Justice and Equality in coordinating the development of a second three-year action plan within the Strategy, and would like to take this opportunity to acknowledge the commitment and energy displayed by departments as part of this process. We look forward to seeing the new action plan published early in 2019.

The NDA has continued to carry out its function to monitor the employment of persons with disabilities in the public sector. Our 2018 monitoring process showed that in 2017, 3.5% of all public sector employees were persons with disabilities – the second year running to achieve this level. We look forward to continuing to work with public bodies to advise on how to develop inclusive workplaces so that employment levels can be increased. As I write, the Oireachtas is currently working to pass the Disability Miscellaneous Provisions Bill 2016, in which staged increases of the target are set out to allow the public sector to achieve a minimum level of 6% by 2024.

### Transforming Lives

Throughout 2018, the NDA has continued to support the implementation of the Transforming Lives programme, aimed at achieving an individualised and tailored approach to the provision of disability supports in the health and social care areas. We were pleased to publish the report on future demand for disability services which we co-developed under this programme, marking the first time a comprehensive review of levels of use of disability services has been conducted in order to project likely demand in 2026 based on demographic developments.

We also brought to a conclusion a number of other strands of work that will support disability services transformation, including a framework to guide person-centred planning, a framework for continuous quality improvement in outcomes-based disability services, and a self-assessment framework to allow day services monitor their own progress in implementing the New Directions policy. As the Transforming Lives process moves into its next phase, we look forward to the implementation of these frameworks across disability services and will continue to advise the HSE and the Department of Health as this progresses.

### Personalised Budgets

The NDA was pleased to be part of the Task Force on Personalised Budgets and welcomed the publication and launch of its report by the Minister in July 2018. This marked the conclusion of extensive work on the part of the Task Force to examine and consider a model for individualised funding for adults with disabilities availing of personal social services provided through the HSE. The report made a series of recommendations which are to be tested through a number of demonstration projects to be rolled out in 2019. The NDA is currently advising the Department of Health and the HSE on the design and evaluation of these projects, and we look forward to continuing to be involved in this very important development in the disability funding landscape.

### Universal Design (UD)

### Our Centre for Excellence in Universal Design’s work includes influencing standards at international and national level. We were pleased to see the new EU Standard on accessibility of products and services secure a vote of approval further to public consultation so that it can now progress to finalisation and publication. This is important work as the Centre has specific functions to promote UD of the built environment, products and services.

### Universal Design and Higher Education In Transformation (UD HEIT)

The work of our Centre for Excellence on Universal Design involves stakeholders beyond the world of disability, in promoting awareness of Universal Design as a good design approach that benefits everyone. We were delighted to organise and host the UD Higher Education In Transformation Congress at the end of October 2018 in collaboration with Blanchardstown IT and Dublin Institute of Technology. More than 300 delegates from 27 countries attended the event in Dublin Castle, to exchange learning and understanding of how Universal Design can improve access to buildings, products, services and experiences.

### ****The Authority and NDA Staff****

I would like to take this opportunity to thank my fellow Authority members for their work throughout 2018, and in particular, to acknowledge those members who reached the end of their term in July. Their hard work and commitment to the purpose of the NDA made it a pleasure to serve as Chair. I am delighted to have been appointed to a second term as Chair by the Minister, and to preside over a newly appointed Authority, and want to welcome our new members who come from a range of backgrounds and expertise. Our work is already off to a great start, and I look forward to continuing to work with them throughout their term of office. I would also like to thank all the members of our Finance, Audit and Risk Committees, and Director Performance Committee for their work and guidance throughout the year, the members who completed their term in July 2018 and the members of our new Committees appointed thereafter.

Finally, I would like to sincerely acknowledge and thank the NDA staff and management for their continued dedication to the work of the organisation, and their on-going commitment to delivering high quality outputs. The scope and standard of work delivered by the staff during 2018 is a clear demonstration of the expertise within the organisation, and the importance of our role in informing the development of policy and practice that can make a difference in the everyday lives of persons with disabilities.



**Helen Guinan**

**Chairperson**

**National Disability Authority**

**Introduction**

The National Disability Authority’s (NDA) overarching function is to provide information and evidence-informed and objective advice to government and officials to guide policy and practice relevant to the lives of persons with disabilities, and to promote the adoption of Universal Design of the environment to benefit everyone in Irish society, including persons with disabilities. This is delivered through our functions to conduct and commission research, to advise the Minister on the co-ordination of disability policy and through our monitoring functions and the guidelines we develop engaging with a wide range of stakeholders.

The year 2018 marked the final year of NDA’s three-year Strategic Plan (2016-2018) and the continued delivery of the actions under the three Strategic Priorities:

* To support and monitor the effective development and delivery of coordinated cross-government action on disability and the implementation of the United Nations Convention on the Rights of Persons with Disabilities. The NDA will conduct research, advise, and assist government departments and public bodies on policy and practice that ensures people with disabilities, across the lifecycle, can participate as valued citizens in the mainstream of Irish society and can live the lives they want to lead.
* To promote excellence in Universal Design through standards, practice, education and awareness, in order to facilitate participation in Irish society by people regardless of age, size, ability or disability.
* To lead, and promote an effective and efficient organisation to enable the National Disability Authority to deliver on its strategic objectives and to foster a culture of flexibility, responsibility, innovation and a high performing organisation in the achievement of its objectives.

The NDA’s work programme for 2018 supported the development and implementation of national strategies and programmes relevant to the lives of persons with disabilities, by many government departments and agencies and included the delivery of specific project commitments by the NDA itself including actions to progress Universal Design.

The Government ratified the UN Convention on the Rights of Persons with Disabilities (UNCRPD) in March 2018 and work continued on legislation and its implementation to support adherence to the Convention. This included work on the Disability (Miscellaneous Provisions) Bill 2016, which continued to undergo review and work on Deprivation of Liberty Legislation. The NDA continued to engage with the relevant government departments to advise on these as appropriate, as well as to progress its own work drafting the eleven non-healthcare Codes of Practice that will support the implementation of the Assisted Decision Making (Mental Capacity) Act 2015 by the Decision Support Service. In this regard, the NDA submitted 9 draft Codes of Practice to the Director of the Decision Support Service by the end of 2018 and looks forward to progressing the remaining Codes of Practice and to continue to support the Director, as appropriate.

The National Disability Inclusion Strategy (NDIS) had its first full year of implementation in 2018, as part of which the NDA developed a suite of indicators to allow measurement of overall progress and outcomes related to the Strategy. We note the on-going commitment of officials across departments and agencies to deliver on the actions within the NDIS as a primary mechanism for delivery on our obligations under UNCRPD.

The Comprehensive Employment Strategy (CES) completed its first three-year action plan at the end of 2018, an important foundation phase to allow the development of structures and systems to support the implementation of the actions committed. The implementation of the strategy is monitored by a steering group comprising government department officials, the NDA, and disability stakeholders with an independent chairperson, Fergus Finlay. Progress was reviewed in 2018 under specific themes, and the Chairperson produced an end of year assessment. The NDA also independently assessed progress, noting achievements and areas for further attention.

The NDA also advised government departments and agencies on areas to be considered in devising the next 3 year action plan for 2019 – 2021, including in relation to engaging employers to address barriers to employment and support growth of employment opportunities for persons with disabilities. This is particularly important as employment rates in Ireland continue to grow and Ireland is projected to reach full employment in 2019. The Employer Disability Information pilot project reached the end of its 3 year term. During 2018, the project expanded an employer network further to a conference for employers to promote disability confidence and the NDA, and contact from employers continued to grow. The NDA will continue to engage with government departments in relation to how such support needs can be met in the future.

As with the National Disability Inclusion Strategy, the NDA advised on the importance of using data and indicators as a way of measuring progress and outcomes under the Strategy and worked closely with departments and agencies to agree a suite of indicators that can be adopted to assess the impact of the CES over its lifetime.

The Transforming Lives Programme, as it is called (informed by a previous review of disability policies funded through the health budget) provides the basis for significant and continued transformation of disability support systems funded by the HSE and funding approaches to deliver a person-centred policy for supported living in the community. Much of this has been progressed in recent years through HSE working groups and the NDA has delivered a range of research and guidance through that structure, including in 2018.

Further to a commitment in the Programme for Government, the Minister appointed a Taskforce to guide on Personalised Budgets. The report of the Taskforce launched in July 2018 and the next stage involves demonstration projects. NDA’s 2018 work programme included research and advice to guide its input to the Taskforce and its advice in demonstration projects.

As a long term initiative, the milestones to delivering both personalised budgets and the wider transformation of services, require systems changes as well as a change in culture. The NDA has devoted many years to researching the means of achieving these and over 2018 continued to work to advise on systems, frameworks and tools to implement those changes as detailed in this report.

This has included advice on consistent and standard approaches to assessing an individual’s support needs. We have also previously highlighted the importance of a single resource allocation tool in providing a mechanism to measure a person’s support needs that can be applied across all CHO areas. NDA looks forward to progress in these areas in 2019.

The NDA’s Centre for Excellence in Universal Design has continued to build awareness and understanding of Universal Design in 2018, and in particular through its flagship event in October – the UD Higher Education in Transformation Congress. This event was a significant gathering of Universal Design experts from a number of countries, and was a critical opportunity to build profile and awareness of UD in an Irish context. The Universal Design Grand Challenge competition also succeeded in promoting UD among third level students for the fifth year running, also achieving further support and sponsorship from Enterprise Ireland.

In light of these policy developments at national level, the NDA work-plan for 2018 included the following key areas, as well as many others including:

* Delivery of 9 Codes of Practice to the Director of the Decision Support Service by end 2018 to facilitate implementation of Assisted Decision Making Capacity Act (2015)
* Approval and adoption of a suite of indicators to measure progress against the aims of the National Disability Inclusion Strategy.
* Delivery of a report of Strategic Forecasting of Future Demands on Disability Services produced, in conjunction with WG1 of Transforming Lives
* Development of a Quality Framework for continuous improvement in outcomes-focused disability services
* Development of a Person-Centred Planning framework for all disability services
* Ongoing advice to Department of Health and HSE regarding design and development of demonstration projects to test approaches to rollout of personalised budgets
* Synthesis of previous research commissioned by NDA in the area of Telecare/TeleHealth, and publication of same on NDA website
* Advice on employer actions and future of EDI
* Legacy Book on Universal Design of Smart Homes produced
* Delivery of a report outlining research findings on the subject of over-age exemptions, followed by NDA advice to relevant Departments regarding next steps in this area
* Delivery of a report on 2nd level short courses in Universal Design
* Completion and publication of Guidance for Line Managers and Employers on Supporting People with Autism
* Delivery of successful UD HEIT Congress over 4 days in October/November, with high international attendance
* Inclusion of UD Award category in RIAI Design Award event 2018, with increased number of entries compared to 2017
* Delivery of NDA Annual Conference on the topic of ‘Data to inform policy’
* Advice to relevant Departments on development of next 3 year action plan under the Comprehensive Employment Strategy
* Completion of a review of the Special Needs Assessment Scheme
* Commissioned an evaluation of resource needs for monitoring function
* Completion of an Access Audit for NDA to inform future work to ensure building achieves required standards of accessibility
* Strategic Plan 2019-2021 developed and delivered to the Minister in July 2018, informed by extensive consultation
* Statutory annual report on employment of persons with disabilities in the public sector completed and submitted to the Minister, showing employment rate of 3.5% across the sector

# Strategic Priority 1:United Nations Convention on the Rights of Persons with Disabilities

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

Work to deliver on this Strategic Priority was carried out by the research and policy advice teams, and involving the standards and monitoring team and Universal Design advisors, as appropriate. It also entailed engaging with key stakeholders.

**Provide advice to guide the implementation of the United Nations Convention on the Rights of Persons with Disabilities**

Presumption of capacity is a key principle underpinning the UNCRPD. The Assisted Decision Making (Capacity) Act of 2015 is a key legislative enabler of compliance with Article 12 of the Convention. Over the course of 2018, the NDA continued work to draft 11 non-healthcare Codes of Practice, at the request of the Department of Justice and Equality. Five draft Codes were delivered to the Director of the Decision Support Service by the end of 2018, with a further four to follow in early January 2019.

In order to further inform the drafting process from the perspectives of those who may need support to make decisions in the future, Inclusion Ireland was contracted to organise, facilitate and report on a series of focus groups on key elements of the draft Codes of Practice. Five focus groups were conducted with people who would most likely give rise to the need for support in making decisions on specific questions and issues in the draft Codes, e.g. early onset dementia, ID etc. In addition, one focus group was with carers, as it is expected that parents, siblings and other carers may be especially likely to take on the role of a decision-making supporter when the 2015 Act is commenced. The focus groups explored the views of these groups on the subject of supported decision-making, and provided information that will also be useful to the Director of the Decision Support Service as she continues to operationalise the service.

The NDA is also supporting writing groups progressing the two remaining Codes of Practice, for legal professionals and finance professionals, in order to ensure these Codes are aligned with relevant regulations applying in each sector. We look forward to their completion at the earliest opportunity in 2019.

The NDA is a member of the HSE’s Assisted Decision-Making (Capacity) Act 2015 Steering Group and its Guidance and Documentation Sub-Group. This group will deliver a finalised Code of Practice for Health and Social Care Professionals on implementing the 2015 Act in early 2019.

The NDA also continued to participate in the Department of Health’s Multidisciplinary Working Group to prepare Codes of Practice for the legislative provisions on Advance Healthcare Directives under the 2015 Act, as appointed by Minister Simon Harris TD. Three draft Codes of Practice on Advance Healthcare Directives were submitted to the Director of the Decision Support Service at the end of 2018.

The NDA is also a member of the Department of Health’s Advisory Group on Deprivation of Liberty Safeguards to assist the Department in the development of deprivation of liberty safeguard legislation in order for Ireland to meet its obligations under the UN Convention on the Rights of Persons with Disabilities. The NDA looks forward to seeing revised draft legislation on foot of the public consultation that took place in the first half of 2018, noting that this area will be critical to Ireland’s compliance with UNCRPD.

The implementation of the 2015 Assisted Decision Making legislation has implications for a range of bodies, and NDA has been advising in this regard in our engagement with other bodies during 2018. This included a meeting with the Housing Agency to advise them on drafting guidance for local authorities on implementing the Act. The NDA also gave a presentation to the National Housing Strategy for Persons with Disabilities Sub-group on issues for local authorities arising from the 2015 Act.

## Advise Ministers, Government Departments and public bodies on disability policy and practice to support inclusion of people with disabilities in mainstream society, in mainstream services and to have a valued role in the community

### Department of Children and Youth Affairs

### Access and inclusion model (AIM)

The National Disability Authority continued to participate in the implementation of AIMthrough its membership of the Project Team and the Cross Sectoral Implementation Group for the AIM model of supports designed to ensure that children with disabilities can access the Early Childhood Care and Education (ECCE) programme.

The goal of AIM is to empower service providers to deliver an inclusive pre-school experience, ensuring that every eligible child can fully participate in the Early Childhood Care and Education (ECCE) Scheme and reap the benefits of quality early years care and education. AIM is a child-centred model, involving seven levels of progressive support, moving from the universal to the targeted, based on the individual needs of the child and the service provider.

Some of the key issues advanced in 2018 under AIM, which the NDA contributed to include theAIM Inclusive Play Packs project, which saw over 6,000 packs containing a selection of toys and instructional material for using the toys with children of all abilities delivered to all Early Learning and Care settings. The NDA also contributed to the design of a training programme, which saw Hanan, Lámhand sensory integration training made available to Early Learning and Care staff and the commissioning of a bespoke training programme aimed at upskilling Early Learning and Care staff in disability issues and inclusive practices. The NDA also contributed to the ‘Year 1’ evaluation of AIM**.**

In addition, the NDA’s Centre for Excellence in Universal Design, in partnership with the Department of Children and Youth Affairs, have contracted work with Early Childhood Ireland for research and the development of Universal Design Guidelines for Early Learning and Care Settings. These guidelines will be finalised and published in 2019.

## Review of Overage Exemptions - Early Childhood Care and Education

The Early Childhood Care and Education (hereafter ECCE) programme was introduced in 2010 and was the first free universal early education programme in Ireland. In December 2017, a decision was taken to cease the process of ECCEoverage exemptions, in light of the developments in the ECCEprogrammeand the supports in place for children in primary schools.

Of particular relevance were the roll-out of AIM (a programme of universal and targeted supports for children with disabilities in ECCE) from September 2016 and the announcement that from September 2018 all children would have two programme years of ECCE. The decision essentially was based on the view that the offer from September 2018 for all children was greater than that which had been offered to those who had availed of an ECCEoverage exemption and that developments had, therefore, removed the need for continued ECCEoverage exemptions. Also, the ECCE overage exemptions did not support the policy aim that children should transition to primary school with their peers.

On foot of concerns raised by stakeholders, however, the Minister paused the proposed change to allow for a wider consultation, to include consultation with parents of children with disabilities and special needs. This consultation process was jointly led by the Department of Children and Youth Affairs and the Department of Education and Skills, with the assistance of the National Disability Authority. The NDA was asked to conduct an independent review and to provide a report in Q3 2018.

The NDA provided its reportReview of Overage Exemptions for the Early Childhood Care and Education (ECCE) Programme to both the Minister for Children and Youth Affairs and the Minister for Education and Skills in September 2018.

The National Disability Authority compiled this independent report based on:

* published research evidence on the retention of children and potential impacts on the child
* details of arrangements for similar processes in peer jurisdictions
* findings of the survey of parents, who are currently availing of an ECCE overage exemption
* follow up interviews with those parents
* the findings of the Open Policy Debate, held in Dublin on 28 May 2018

The NDA had ongoing engagement with the Department of Children and

Youth Affairs regarding the findings in the report and, subsequently,

provided policy advice in relation to same.

The NDA report and its policy advice will be published in 2019.

**Submission to the Department of Children and Youth Affairs**

In 2018, the NDA made a submission to ‘First Five – A Whole of

Government Strategy for Babies, Young Children and their

Families 2019-2028’.

Key issues addressed in NDA’s submission included:

* Transitions and the need to ensure Cross-Departmental, cross-agency support which is crucial for children with disabilities and their families
* Need for a continuum of education policy i.e. the span of a child’s journey through education provision from early years settings right through to school leaving, how information on children is shared, how supports needs are assessed and planned for and how supports are aligned
* Ensuring that children can access publicly-funded, coordinated early intervention
* Coordination and capacity building for families of young children with disabilities
* The obligations placed on the Department by the UN Convention on the Right of Persons with Disabilities and how it relates to children with disabilities
* Universal Design and early learning and care settings

### Department of Education and Skills

### Review of Special Needs Assistants scheme

The National Disability Authority’s qualitative study on how well young people with disabilities who access SNA support are prepared for life after school was published in May 2018. This was part of a number of research studies undertaken to inform NCSE’s policy advice arising from the comprehensive review of the Special Needs Assistants scheme. It is proposed that students with disabilities will now have a greater range of supports and expertise available to them under the proposed new model.

**NCSE Consultative Forum**

NDA continued as a member of the NCSE Consultative Forum throughout 2018. During its time on the Consultative Forum, NDA contributed to its deliberations on a number of key issues, including:

* Comprehensive Review of the SNA Scheme
* Special schools and classes
* Support Services for students with disabilities
* Admissions to School Act

The term of the membership committee ended in December 2018.

### Department of Health

**Taskforce on Personalised Budgets**

**Towards Personalised Budgets for People with a Disability in Ireland: Report of the Task Force on Personalised Budgets** was launched by Mr. Finian McGrath, TD., Minister of State with special responsibility for Disability Issues in July 2018. Since the Task Force on Personalised Budgets was established in late 2016, the National Disability Authority had supported its work through its membership of the Strategy Group and by chairing and providing secretarial support for the Advisory and Consultative Group. In addition, the NDA undertook work to assist the Taskforce’s work.

In 2018, NDA staff supported the work of the Task Force’s by:

* Chairing (NDA Director) and facilitating the final meeting of the Advisory and Consultative Group to finalise their comments on the draft final Task Force report
* Gathering information on how Self Directed Support is implementing in Northern Ireland to advise HSE and Department of Health officials on the findings
* Continued participation in the Strategy and Policy Group of the Taskforce
* Assisting the Department of Health to ensure that the Task Force report could be made available in a number of accessible formats

The National Disability Authority was assigned by the Minister of State with special responsibility for disability issues to work with the Department of Health and the HSE to support the implementation of the recommendations of the Task Force report for a demonstration project. Since the publication of the Task Force report the NDA has continued to engage, through the Oversight Group (i.e. DoH, HSE and NDA) to advise in particular on the evaluation framework for the Personalised Budgets project.

**Transforming Lives**

The National Disability Authority continued its engagement as a member of the Steering Group on implementation of the Transforming Lives programme report on the value for money and policy review of disability services in Ireland, and a number of the subgroups appointed to advance its implementation. The Steering Group completed its work in June 2018. The National Disability Authority continues to advise the Department of Health and HSE in the continued implementation of the programme and review on-going work in this space.

Specific pieces of work undertaken by the NDA in 2018 include:

* The completion of the development of a National Person-Centred Planning Framework, under the New Directions programme. This is intended to be implemented across all disability services, following a demonstration phase to be progressed by HSE in 2019
* Continued engagement with the HSE and the Department of Health around a national information/data framework for disability services
* The NDA continued to progress work on how to measure outcomes for people with disabilities in line with the National Outcomes Framework for disability services
* Completion of the development of a Quality Framework for Outcomes-focused disability services, to guide on the implementation of continuous quality improvement to facilitate persons with disabilities in services in the achievement of their personal goals and outcomes
* Completion of a comprehensive piece of work to estimate likely future demand on services in light of demographic changes, working with the HSE and other key stakeholders
* On-going work to research the costs and benefits of new models of service for those moving to supported living within the community

The National Disability Authority also undertook work to help progress the implementation of New Directions, the policy for provision of person-centred adult day services, such as:

* Supporting the enhanced school leaver profiling process
* Developing a continuous quality improvement process for the implementation of interim Standards for New Directions. The NDA had a role in the training/information days in all nine HSE Community Healthcare Organisations (CHO) areas on the EASI process (Evaluation, Analysis and Service Improvement). NDA was also involved in a mid-year review of the process with a view to updating the guidance and EASI tool, the development of which was also supported by NDA staff, and which supports the continuous rollout of the Interim Standards in 2019.

**Development of a quality framework for outcomes-focussed disability services**

The NDA supported the HSE to develop a quality framework for outcomes-focussed disability services, under the Transforming Lives programme. The NDA presented on this work to the National Steering Group for Transforming Lives on the 13th February 2018. The framework is based on the nine quality of life outcomes approved by the HSE and Department of Health for Irish disability services. The framework is based on research to identify the elements of quality that support the achievement of outcomes. The quality framework should enable service providers and the HSE to ensure that the quality systems employed within disability services focus on the achievement of outcomes for the people who use those services. To support this, the National Disability Authority is carrying out a review of five quality assurance systems currently in use in Ireland. The review will look at the extent to which each quality assurance system addresses the outcome predictors in the quality framework. This review will be published separately in 2019.

**Development of a national framework for person-centred planning in services for persons with a disability**

The NDA supported the HSE to develop a national framework for person-centred planning in services for persons with a disability, under the Transforming Lives programme further to research in 2017. The national framework and associated Easy to Read material was developed and revised, following a consultation process and was submitted to the HSE. The framework was finalised in 2018.

This national framework is intended to inform and guide how person-centred planning is implemented across services for persons with a disability in Ireland. The framework sets out to give a clear picture of what good practice looks like and to support individuals, teams and organisations to identify areas for improvement. The framework builds on the ‘NDA Guidelines on Person-centred Planning in the Provision of Services for People with Disabilities in Ireland’, published in 2005, but is also informed by research on learning in the intervening period.

**Submission to the Department of Health**

The National Disability Authority met with the Independent Review Group on the Role of Voluntary Bodies in January 2018 and subsequently made a submission to the Group.

Key issues addressed in NDA’s submission included:

* The relationship between the State and voluntary organisations and the core principles which should underpin this relationship
* Funding arrangements and the need for a standardised resource allocation/funding process
* Governance and the delivery of services in line with national policy and guidance
* Ethos and the importance of individuality, equality, respect, dignity, choice, independence, inclusion and active citizenship

As part of the submission, the NDA brought some of its previous research and advice to the attention of the Review Group, including work on commissioning, resource allocation, outcomes, person-centred planning, and projections regarding future demand for disability services. The group published its finding in February 2019.

### Department of Housing, Planning and Local Government

In 2018, the NDA had significant involvement in the development of the Housing Agency’s publication Designing Housing to Meet the Needs of All. This is a new information source for those interested in building and designing projects that are appropriate to the needs of an individual. The NDA advised on the content of the publication and on the content and the accessibility of the accompanying website.

The NDA also made a submission to the Department of Housing, Planning and Local Government’s Framework on Housing for Older People. The NDA emphasised the importance of considering Universal Design principles in planning and housing design. A Universal Design approach to the built environment supports older persons to remain longer in their communities.

Guidelines for Housing Officers on how to support applicants with autism were published and circulated in 2018 with assistance from the Local Government Management Agency. These guidelines assist those who manage local authority housing applications to be more aware of the needs of persons with Autism Spectrum Disorder, when going through the application process.

**Operational review of Section 25 of the Disability Act**

The NDA, in partnership with the Office of Public works (OPW) is carrying out an operational review of the effectiveness of Section 25 of the Disability Act (action 26 in the National Disability Inclusion Strategy 2017-2021). NDA and OPW have joint responsibility for this action. An external contractor has engaged in a consultation process with key stakeholder and it is aimed to have a report finalised in 2019.

### Justice and Equality

### Assisting People with Autism: Guidance for Justice Professionals in communicating with people with autism

Guidelines for Justice Professionals on how to communicate with persons with autism developed by the NDA further to consultation were published and circulated in 2018. These guidelines are intended to assist those who work in the justice system to be more aware of the needs of persons on the autism spectrum, which can be a hidden condition. The guidance document has been disseminated to members of the justice community, e.g. the Law Society, the Bar Council, the Courts Service, and the judiciary, as well as An Garda Síochána. The guidance was also placed on An Garda Síochána’s intranet as a reference document. The guidance was formally launched by the Minister in December 2018.

### Someone Like Me Primary School Art Competition

“Someone Like Me” is an annual primary schools’ art competition organised by the NDA as a way of developing children’s awareness and understanding of disabilities. The competition engages children, teachers and others in their awareness and understanding of disabilities.

The competition is open to all primary school pupils from junior infants to sixth class, and entries were received from individual pupils, or a class/school group. Entries came in all shapes and sizes from a poster or collage to a papier-mâché or mixed-media sculpture. There were junior and senior category winners in almost every county, along with a national winner from The Downs National School, Mullingar, Co. Westmeath.

In total, there were 2,404 entries from 170 schools. This represented a 2% increase in schools entering (166 in 2017) and a 15% increase in total entries received (2,051 in 2017).

### Access to Justice

The NDA continued to advise on access to the justice system for people with disabilities, including through providing input to the monitoring of the Second Strategy on Domestic, Sexual and Gender based Violence as a member of the Monitoring Committee.

During 2018, the NDA also met with the Policing Authority to discuss access to justice issues for people with disabilities, including for those coming into contact with An Garda Síochána. This informed the Policing Priorities published by the Policing Authority in 2018.

Representatives from the NDA also attended a public consultation meeting on hate crime organised by an Garda Síochána.

### Department of Transport, Tourism and Sport

**NDA’s presentation at the Joint Committee on Transport**

In January 2018, the NDA was requested by the Joint Committee on Transport to present on the current state of accessibility of public transport in Ireland. In the presentation, the NDA acknowledged that since the publication of the Department of Transport’s Sectoral Plans that there have been positive developments regarding increasing the volume of accessible transport over the past decade. However, the NDA advised that a Universal Design approach to our public transport services need to be taken to ensure that an integrated transport system is in place. An integrated system needs to be implemented to ensure joined up services and accessible information so that people with disabilities can have confidence that they can use accessible transport without encountering some degree of difficulty and barriers. NDA also referenced the National Disability Inclusion Strategy (2017-2021) and the Comprehensive Employment Strategy for People with Disabilities 2015-2024, which could assist continued progress particularly ensuring that the relevant government departments and agencies work together.

### Monitoring the Accessibility of Public Transport Services

The NDA contracted work to assist in devising an effective monitoring system for an in-depth analysis and measurement of transport accessibility in Ireland. The intention is that this would assist monitoring compliance with the statutory Code of Practice on Accessible Public Services and Information. Monitoring should also assist identification of issues in services; guide on an action plan for improvement and allow the measurement of progress over time. A key element of this project is to focus on public transport services. The NDA have been engaging with the Department of Transport, Tourism and Sport and the National Transport Authority, as well as other stakeholders and testing various approaches. The first phase of the research was completed and published during 2018. The second phase involves the development of key indicators to be trialled in order to provide a baseline data regarding the accessibility of public transport in Ireland. It is planned to progress this phase in 2019. Our research has shown that the development of indicators to provide data regarding the accessibility of public transport presents an ongoing challenge internationally.

### Joint Consultation with the NTA on the design Go-Ahead buses

On 17 July 2018, the NDA hosted a joint consultation event with officials from the NTA on the livery (design of the painted exterior of bus) and the interior design for a new fleet of buses that will be provide by the Go-Ahead company. This company will operate about 10% of the bus routes across the Dublin region.

The event was well attended by over 50 people with a range of disabilities and older people as well as representatives from local authorities and Dublin Bus. Participants had the opportunity to examine three of the Go-Ahead buses that were parked outside the NDA.

The NDA forwarded the feedback from the consultation to the NTA and also provided them with ongoing advice on this issue.

As a result, the colour on the front of these buses changed from blue to yellow. The yellow colour will make it easier for tourists, older people, persons with intellectual disabilities, persons with Autism Spectrum Disorder and persons with vision impairments to recognise the bus when it is coming towards them.

The colour of the poles in the interior of the buses have also changed from grey to yellow. The yellow colour will make these poles more visible to all passengers but especially to tourists, older people, persons with intellectual disabilities, persons with Autism Spectrum Disorder and person with vision impairments.

## Assist the Minister for Justice and Equality in co-ordination of policies and services for people with disabilities

## Research carried out on good practice to inform advice and implementation

**Annual Conference 2018**

The National Disability Authority’s Annual Conference (Achieving Better Outcomes for Persons with a Disability: using data as a tool to guide policy and practice) was held in Croke Park on Wednesday, 25 September 2018. The Conference was opened by the Oonagh McPhillips, Deputy Secretary-General at the Department of Justice and Equality.

In light of the ratification of UNCRPD, and the NDA’s role to guide the government on independent assessments and monitoring of progress in the implementation of national strategies and programmes, the conference theme gave an opportunity to share Irish and international experience in successfully transferring the knowledge gained via modern data analysis methods to informing and implementing practical policies that benefit persons with disabilities.

This year, the Conference consisted of a morning and afternoon plenary session with six keynote speakers throughout the day. The morning plenary was chaired by the Chief Information Officer in the Department of Justice and Equality, Dr Gurchand Singh. The afternoon session was chaired by the NDA’s Director, Siobhán Barron.

As well as speakers from Ireland, the NDA welcomed Ola Nyland from Norway and Nikolaj Nielsen from Denmark, each of whom gave the audience an overview of their experience of data usage to inform and measure policies relevant to disability. Conference presentations and transcripts are available on the website at [www.nda.ie](http://www.nda.ie).

### Disability Studies Conference, Lancaster

NDA researchers were invited to present at this prestigious conference in 2018, drawing on our experience of conducting a large scale national study which includes participants with all types of disabilities. The paper promoted discussion about the inclusion of research participants who have an intellectual disability (ID) or an acquired disability which results in a lack of capacity to provide informed consent.

The paper presents on the importance of appropriate approaches to ensuring the inclusion of people with ID. This leads to better research outcomes as the voice of people with ID provides a distinct perspective and their exclusion would constitute an infringement of their right to fully participate in society.

While advocating for the inclusion of people with ID in research, we also recognise that in the case for people with severe/profound ID, their inclusion presents ethical, methodological and resource considerations.

The NDA’s paper focuses on the issue of informed consent setting out the approach NDA has adopted in its research and reflects on a range of issues that emerged.

### Data on Disability

The NDA gave advice to the Central Statistics Office in 2018 on the measurement of disability in various surveys and the Census, particularly in the context of preparation for Census 2021. In addition, the NDA gave advice on the wording of the disability question in the equality module of the LFS (Q1 2019). A number of NDA’s suggestions around the sequencing and wording of questions within these survey tools were accepted and have been piloted. This will help to enhance the accuracy and quality of data relevant to disability that can be collected through these instruments, thereby continuing to build the evidence base for policy decision-making.

### NDA Factsheet

One way of achieving empowerment, inclusiveness and equality is through greater awareness and understanding of the experiences of persons with disabilities, which is supported by data. On International Day of Disabilities in December 2018, NDA published the first in a series of infographic factsheets that will look at different aspects of the lives of people with disabilities in Ireland. Infographics (Information Graphics) are graphic presentations of data, information or knowledge presented in a way that tells a story. The first factsheet looks at the number of people with a disability and some of their characteristics.

### Indicators

The NDA also developed a suite of indicators to allow progress under the National Disability Inclusion Strategy (NDIS) to be measured over time. Indicators are regarded as playing a vital role in the identification of trends and issues while contributing to the process of priority setting, policy formulation and the evaluation and monitoring of progress. The indicators will be used to assess the level of progress being made through the implementation of the Strategy to improve the lives of persons with disabilities over time.

The indicators chosen have been selected with a number of things in mind, including whether the data that will be measured are:

* Validated and robust, e.g. Census, Labour Force Survey etc.
* Gathered at regular intervals, so that progress over time can be measured
* Readily available, thereby minimising separate data gathering exercises, except where new data sources come on stream during the life of the Strategy
* Show outcomes for persons with disabilities rather than outputs for departmental commitments

The suite of indicators was formally adopted by the National Disability Inclusion Strategy Steering Group in 2018, and the first round of data collection and analysis will take place at end 2019, marking the mid-point of the Strategy. It should be noted that it will always be challenging to align a specific improvement with a specific action within the Strategy, or even to wholly credit the Strategy itself with such an improvement. There are a range of inter-locking factors that can lead to improvements or dis-improvements in a person’s life, and this particular Strategy would only be one such factor. There are other national policies, programmes and strategies which will also have a bearing on outcomes for people with disabilities, including the Transforming Lives programme, the Task Force on Personalised Budgets, the Comprehensive Employment Strategy and others. The NDA therefore proposes to use this suite of indicators as one of a number of approaches to reviewing progress achieved for persons with disabilities in the coming years.

The NDA has also taken a similar approach to developing indicators for measuring progress under the Comprehensive Employment Strategy, and these will be finalised in early 2019.

## Promote employment of people with disabilities and monitor employment of people with disabilities in the public service

**Annual Report on the employment of people with disabilities in the public sector**

The NDA has a statutory function to monitor the level of employment of persons with disabilities within the public sector under Part 5 of the Disability Act 2005 based on reports by Departments and public bodies. The report for 2017 was submitted to the Minister for Justice and Equality in November 2018.

The report revealed that the percentage of employees reporting a disability in 2017 is the same as the percentage reported in 2016 (3.5%), despite an increase of 11,818in the number of people employed in the public sector. The total number of employees in the public sector in 2017 is 225,809.

The NDA is actively working to advise Departments and public bodies on how they can make progress to ensure persons with disabilities can benefit from increased levels of employment opportunities. The NDA also advises Departments and public bodies on creating inclusive work environments where staff feel supported and comfortable in disclosing their disability status.

**Part 5 of the Disability Act 2005 – Compliance**

During 2018, the NDA engaged with several larger public bodies who had not achieved the 3% target during 2015 and 2016. Additional information requested from those bodies in relation to any actions that they would have taken during that two year period to progress compliance will be considered to guide any determination of non-compliance.

The NDA will continue to work with these bodies regarding the specific measures they can take to progress compliance with the Act.

### Supporting public bodies to increase recruitment of persons with disabilities

The NDA continues to provide public bodies with guidance on increasing the number of persons with disabilities they recruit and retain. In 2018, the NDA met with a number of bodies including Tusla, the HR Department in the Department of Communications, Climate Action and the Environment, and the Housing Agency to understand any challenges they are experiencing and to advise on the positive measures they could take to support staff with disabilities and to achieve an inclusive work environment. The NDA also hosted a seminar for Institutes of Technologies and other public bodies under the Department of Education and Skills to help them plan towards reaching the minimum 6% by 2024. In July 2018, the NDA disseminated the report on **Research on Good Practice in the employment of people with disabilities in the public sector** to the Departmental Monitoring Committees.

### Incrementally increasing the statutory employment target

In the Comprehensive Employment Strategy for People with Disabilities for 2015 – 2024, the Government has committed to progressively increasing the statutory target for the employment of persons with disabilities from 3% to a minimum of 6% in the public sector by 2024.

This commitment is also detailed in action 49 of the National Disability Inclusion Strategy Plan 2017-2021 which states that all the relevant Government Departments will increase the public sector employment target of persons with disabilities in increments by 2024, and will embed this target into all public service workforce planning and recruitment.

### Assisting People with Autism: Guidance for Line Managers and HR Professionals

This guide was completed and launched in 2018 as one of NDA’s committed actions under the Comprehensive Employment Strategy for People with Disabilities. The purpose of this guide is to assist those who are working as line managers or in a HR role to better understand autism and to effectively recruit, work with and support staff with autism in the workplace. This guide will assist line managers and HR professionals in ensuring that staff with disabilities, including autism, are supported to deliver on the objectives of their role.

## Comprehensive Employment Strategy for People with Disabilities 2015-2024

During 2018, the National Disability Authority delivered a varied programme of work to support the Comprehensive Employment Strategy for People with Disabilities 2015 to 2024 (CES). The NDA submitted advice to the Department of Justice and Equality on the opportunities for thematically-focused meetings of the CES Implementation Group, and on the process for developing the next three-year action plan within the Strategy.

### CES three-year action plan 2019-2021

The NDA provided advice and support for the development of the three-year action plan for 2019-2021, conducting a series of bilateral meetings with relevant departments and agencies to discuss potential actions for delivery by them. The NDA also hosted and facilitated a consultation event with key stakeholders, where each of the departments outlined their proposed actions, received feedback, and discussion to help inform the final shape of the action.

The action plan is being coordinated by the Department of Justice and Equality and will be finalised in early 2019. It will include actions that build on progress to date, address delays or gaps in deliverables from the first 3-year action plan, and includes new priorities or action areas that have emerged over the course of the Strategy to date.

As part of its advice, the NDA suggested that identifying mechanisms to foster inter-departmental working to ensure coordination in delivery of services and new approaches to data gathering and analysis were critical measures. NDA also provided advice on the focus for the new plan to submit to the Minister.

To help progress these areas, the NDA developed a suite of indicators against which the outcome of the CES could be assessed, and these will be adopted by the CES IG in early 2019.

### Independent Assessment of progress in 2018

The NDA completed an independent assessment of CES activity for 2018, which will be published in 2019. This is the third independent assessment prepared by the NDA since the launch of the Strategy, and it highlights significant progress in areas such as Make Work Pay, the launch of the Ability Programme to test innovative approaches to preparing young people for employment, and the expansion of employment supports in the area of mental health. NDA also emphasised the importance of increased focus on areas such as effective transitions between education and employment, career guidance for all students with disabilities, and achieving effective cooperation across departments, including the communication of developments in a way that ensures persons with disabilities are up-to-date on how policy implementation impacts on their lives.

### Vocational Rehabilitation

The dissemination of NDA commissioned research on Vocational Rehabilitation[[1]](#footnote-1) continued during 2018. NDA is now proceeding to develop policy advice for consideration by relevant government departments on a national programme of vocational rehabilitation that would have due regard to neuro-rehabilitation and other medical rehabilitation systems. This is in line with an action within the National Disability Inclusion Strategy 2017-2021. As part of the work to develop the policy advice, the NDA met with key providers of community based vocational rehabilitation in Ireland in 2018, such as Headway, Acquired Brain Injury, and Epilepsy Ireland. NDA also hosted a roundtable discussion with key stakeholders in June 2018 as part of the evidence-gathering process.

### Engaging Employers

The Employers Disability Information Service (EDI) is a 3-year pilot coinciding with the first 3 years of the Comprehensive Employment Strategy (i.e. 2016-2018). Funding for this service is administered via the NDA. During 2018, the Employers Disability Information Service (EDI), continued to work to provide a peer-to-peer advice and information service to employers. A key event organised was the ‘WorkABLE Future 2018’ Conference for employers to promote recruitment of people with disability and diversity in the workplace, held in March 2018. At the conference the EDI launched a Peer Network to provide a forum for employers to exchange experiences and good practice with each other. This network involved 80 employer members. The EDI pilot came to the end of its term in December 2018, and the NDA advised the Department of Justice and Equality on the importance of further engagement of employers under the Comprehensive Employment Strategy.

### Career Guidance and Transitions

The Department of Education and Skills undertook a review of career guidance for schools in 2018, under the banner of ‘Guidance for All’. In response to this review, the NDA outlined the importance of developing capacity within the career guidance service to support all learners with disabilities, as per the commitment in the Comprehensive Employment Strategy for Persons with Disabilities 2015–2024. The NDA highlighted the need to develop an effective model of career guidance for special education schools and the opportunity to enhance enterprise engagement with the education and training system for students with disabilities.

The NDA stressed the importance of ensuring that guidance is connected to, and informed by, future skills need for the labour market, particularly given the varied career opportunities that are opening up in a changing market place

### Raising Expectations

The HSE, under its commitment under the Comprehensive Employment Strategy, asked the NDA to investigate ways that the HSE could work with children with a disability to improve their expectation that they would have a job in the future. The NDA designed and implemented a survey of HSE staff about their interactions with young people with a disability and then conducted focus group interviews with a diverse range of young people with a disability on their experiences in dealing with the HSE. As a consequence, the HSE is working to better signpost supports for people with a disability and to improve their messaging to individuals and their families with regard to raising expectations.

## Advise on the implementation of the agreed programme of change in disability services to give individuals more choice and control in their daily lives

The NDA continued to be a member of the Department of Health’s Steering Group on Implementation of the Value for Money and Policy Review of Disability Services in Ireland which had its final meeting in May 2018. This implementation programme is known as Transforming Lives.

The NDA carried out a significant programme of work in 2018 to guide implementation of this major transformation of disability services including research and advice on tools, frameworks, models and cost considerations (as referenced above) and included the following:

### Future Demand for Disability Services

The NDA, as part of the HSE’s Transforming Lives working group 1, co-produced a report projecting the disability population into the future (to 2026) and outlining the likely demand for services on this basis. This is the first comprehensive look at this area, and the first attempt to robustly forecast the level of need into the future. As such, the report has been helpful to the HSE and Department of Health for negotiations about resources for disability services. Heretofore, all the projections of population change on health expenditure focused, almost exclusively, on the increased numbers of older people. This report alerted the system to the consequences of population growth of persons with disabilities.

### School Leavers Profiling

During 2018, the NDA continued to work with the HSE to refine the model of profiling for those looking for an adult day service. The NDA worked with HSE staff over several years to develop the process making it transparent and fair across the country and across disability groups. The NDA now acts to provide independent validation and quality assurance of the process which has resulted in a consistent and standardised process, with outcomes widely accepted by service users and their families, service providers, and HSE staff.

### Moving In Study

During 2018, a major programme of evaluation of the costs and benefits of new, community-based models of service in comparison to traditional institutionalised service provision was continued and advanced.

This project is examining the models of service provided to 600 people and includes an assessment of participants’ support needs and, an evaluation of costs and outcomes. Participants include adults with a wide variety of disabilities.

This project includes a before-and-after evaluation of participants moving from congregated settings to live in the community. Participant profiles before and after their move to community settings will be compared to identify benefits to them. Support costs before and after decongregation will also be compared. The completion of this strand of the project is dependent on the pace of decongregation by service providers which advanced at a slower than expected pace in 2018.

The work on this project will continue in 2019 and the findings will inform the management of decongregation as it continues to progress, and provide guidance on the supports and services required to ensure people with disabilities can live the lives they choose within the community.

The NDA is also a member of a sub-group of the HSE’s Time to Move On implementation group, which monitors progress in the transition from congregated settings to community settings and provides input and advice on the communications protocols necessary to enhance the experiences of people with disabilities, their families and service providers throughout the process.

### EU Fundamental Rights Agency (FRA)

The EU FRA is conducting a review of progress on de-institutionalisation across Europe. As part of this work it selected Ireland as one of five case-study countries. NDA met with the research team in 2017 to advise our perspective on the deinstitutionalisation process, informed by our work on the Moving In study, and to support the wider Transforming Lives agenda. In 2018 we participated in FRA’s peer-review meeting in Dublin, to highlight some of the key points relevant to the decongregation work underway in Ireland at present. We also submitted comments on an early draft of FRA’s country report, and were pleased to see a number of these points taken on board in the final version as published at the end of 2018.

## Advise on standards and services for people with disabilities

As a member of the Health Information and Quality Authority’s Restrictive Practice Expert Advisory Group, we advised on the Authority’s development of a new programme of thematic inspections focussed on the use of restrictive practices in designated centres for people with disabilities and for older people.

A presentation was given on the NDA Codes work, and implications of the Assisted Decision-Making (Capacity) Act 2015 Act for disability services, at a meeting of the HSE’s Disability Operations team.

### Publication of revised ‘Code of Practice on Accessibility of Public Services and Information Provided by Public Bodies’ (CoP)’

The NDA updated the Code of Practiceon Accessibility of Public Services and Information Provided by Public Bodies’ (CoP)’ to include a focus on Autism and the complaints mechanism. This requires an amendment of the Statutory Instrument which is being pursue by the Department of Justice and Equality. This revised Code will be published in 2019.

# Strategic Priority 2:Excellence in Universal Design

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

**Work with national and international bodies to promote Universal Design in standards and guidelines**

The NDA’s Centre for Excellence in Universal Design has specific functions to promote Universal Design of the built environments, products, services and ICT and supported this Strategic Priority through the following activities.

**New EU standard on accessibility for products and services**

The Centre’s senior design advisor continued to chair the EU standards committee on developing a new European standard on accessibility for products and services from a Universal Design approach in 2018. The final phase of this work went through public consultation to end with a vote of approval, and is now with the European Standards body to finalise. The expected date for publication is spring 2019. This is important work, as it will be one of the three pillars that will align with the new EU Accessibility Act. The Centre has already contributed to the EU standard on ICT and also is contributing to the final pillar on the new EU work in the area of the built environment.

**Input into the European Accessibility Act and the Web Accessibility Directive**

The Centre provided advice to the advisory groups on the European Accessibility Act and the Web Accessibility Directive to guide on the drafting of the Acts and national implementation. Key topics under discussion are the scope of the Directives and the impact on public bodies, public transport providers and the financial sector. The Centre also provided advice to the Department of Communications, Climate Action and Environment on the monitoring component of the new Web Accessibility Directive. The new obligations which the Directive places on public sector bodies’ websites and mobile apps came into effect from September 2018.

**Input into the Revision of Universal Design National Standard for Energy Suppliers**

Staff from the Centre are working with the National Standards Authority Ireland (NSAI) and the Commission for Regulation of Utilities (CRU) on the revision and updating of an existing Universal Design Standard. The standard entitled NSAI SWiFT 9:2012 Universal Design for Energy Suppliers was due to be updated as scheduled under national standards procedures. The Centre’s work involves co-Chair and co-Secretariat of the Working Group that includes members of the NSAI’s Universal Design Consultative Committee, its related sub-committee on Products and Services, strong stakeholder participation and engagement by utility suppliers in the project covering gas, electricity and now water. The updated standard is to be titled, “Customer Communications for Utility Suppliers – A Universal Design Approach” and will be published by summer 2019.

**Universal Design Guidelines for Early Learning and Care Settings**

The Department of Children and Youth Affairs (DCYA) requested the Centre to project manage the research and development of national design guidelines and an audit tool from a Universal Design approach for Early Learning and Care Settings in Ireland. The Early Childhood Ireland (ECI) Consortium have been commissioned to conduct research and design guidelines and an audit tool will be launched and published in 2019.

**Promote the development of courses and take-up of curriculum incorporating Universal Design in relevant initial professional training, education and in continuing professional development (CPD).**

The Centre has statutory functions to engage with educational bodies to promote the inclusion of Universal Design in relevant curricula and certification. Work advanced in 2018 is set out below.

**Universal Design in CPD for the ICT sector**

The Centre has established a partnership agreement with the Irish Computer Society (ICS) for the development of continuous professional development (CPD) training in Universal Design for ICT professionals in Ireland. This two phase project involves researching the CPD needs of IT professionals in Ireland in relation to Universal Design in the first instance. Following completion of this research in 2019, the Centre will commence the second phase of supporting the development and delivery of specific CPD offerings.

**Universal Design in Continued Professional Development for architects and architectural technologists**

The Centre has been working in partnership with the Royal Institute of Architects of Ireland (RIAI) on research to inform Universal Design in Continued Professional Development (CPD) for architects and architectural technologists. The Centre commissioned research in 2018 to be undertaken by an Irish university working in partnership with a US based university. One of the key recommendations from the research was to demonstrate good practice through Irish case studies of Universal Design in practice to inform education for architects’ case studies based on the UD RIAI award winners over the last 5 years are the focus for these. This work is scheduled to be completed in 2019.

**RIAI Annual Awards Universal Design Category**

The Centre funds a category on Universal Design in the RIAI Annual Awards. The Centre’s Advisor on the Built Environment joined the RIAI Universal Design taskforce to review 2018 entries. This year there were 11 entries submitted. The following six entries were visited and judged:

* Newry Leisure Centre, Cecil Street, Newry;
* College of Surgeons 26 York Street, Dublin;
* Convent Residence for Dominican Sisters Taylor's Hill Galway;
* Errigal Truagh Special Needs, Knockconnan, Emyvale Monaghan;
* Access All Areas, Private Home, 40a Anglesea Rd, Dublin 4;
* The Apple Market, Waterford

The winning entry was Newry Leisure Centre, by Kennedy Fitzgerald Architects. The scheme strives for exemplary standards of Universal Design. The architecture balances the key elements of the brief with the generous nature of the facilities and extends to the high quality public realm. Robust yet elegant materials, ingenious interventions, way-finding and signage provide an excellent demonstrate Universal Design throughout.

**Universal Design curriculum for the 2nd Level Junior Cycle**

The Centre commissioned work in recent years to support the development of a Short Course on Universal Design for use in the 2nd Level Junior Cycle. The project is in response to feedback from educators to introduce Universal Design to students prior to 3rd level. The Short Course emerging from this work is titled “Creating Designs for our Tomorrows” and is designed to provide a complete set of materials for use by 2nd Level schools. It is a practical, project based, flexible set of modules where students explore the impact of design in their community, understand the diverse characteristics and needs of people and apply design methods to solve problems and make prototype solutions. A report of Phase 1 of this project was published in 2018. Phase 2 of this project has commenced with ten schools across the country trialling the curricula with a report and recommendations due in 2019.

**Universal Design and Junior Achievement Ireland**

The Centre has partnered with Junior Achievement Ireland (JAI) and Dublin City Council (DCC) to integrate Universal Design curriculum material into the DCC Power of Design (POD) module. The JAI arranges for volunteers to visit primary schools to conduct one-hour POD workshops around Dublin. A project is underway to trial a POD workshop with Universal Design as 16 primary schools around Ireland.

**Universal Design and Further Education**

The Centre’s advisor has become a member of an Advisory Committee for the development of Universal Design for Learning (UDL) guidelines for the Irish Further Education and Training (FET) sector. Work on research and guidance is underway by AHEAD Association for Higher Education Access and disability on behalf of SOLAS Learning Works.

### Presentations given by the Centre across higher education in 2018

Key work in engagement with 3rd level institutions involves the Centre’s staff giving presentations in collaboration with the lecturers in order to transfer knowledge on Universal Design, including the following:

* To final year Architecture Masters students and Disability Studies Masters students, University College Dublin (UCD)
* To first year Occupational Therapy students from the Discipline of Occupational Therapy, Trinity Centre for Health Science, St. James' Hospital
* To Biomedical Engineering, masters students module on Rehabilitation Engineering with a focus on Assistive Technology and Universal Design, UCD
* To first year engineering students, UCD
* To UCD Landscape Architecture students about landscape design from a UD approach. This follows on from previous work with the students’ year head and our on-going relationship with professionals in the design industry
* To final year Interior Architecture students in Griffith College about architectural design from a UD approach
* To the students in the Product Design course, National University of Ireland, Maynooth

**Promote awareness and understanding of Universal Design in the built environment, products, services, and information and communication technologies**

**Universal Design category in Awards schemes**

The Centre partners with organisations to promote Universal Design among their membership and in particular to embed a category for Universal Design in their award schemes, such as:

* The Institute of Designers Ireland (IDI) that has 1500+ members including 20 colleges where the Centre advises criteria and assists as a team of judges in their IDI Awards (375 professional entries) and Graduate awards (400 student entries).
* The Royal Institute of Architects of Ireland (RIAI)
* The Irish Computer Society (ICS)

**Universal Design Grand Challenge 2018**

There were more entries for the 2018 Grand Challenge than in previous years. The 9 finalists presented their designs at the Awards final in Dublin on 24th May. As in previous years, the Universal Design Grand Challenge for 2018 featured three separate award categories for Technology, Built Environment, and Products and Services, which served to attract a higher number of high quality entries.

Finalists came from a wide spread of higher education institutions in Ireland including National University of Ireland, Maynooth, University of Limerick, Trinity College Dublin, Cork Institute of Technology and Dublin Institute of Technology. The finalists can be viewed here:

<https://universaldesign.awardsplatform.com/gallery/OlAjeREj>

This year’s keynote speech was provided by Liz Sanders, Associate Professor, Design Department at The Ohio State University.

This year’s winners are as follows:

The Peoples' Choice award, which was voted on by audience members, went to Eveleen Clancy, Cian Moore, Jason Lane, Jason Dalton, Brian O'Mahony, Philip Crowley, Shane Nugent and Cillian Kearney, from Cork Institute of Technology, for their design “Zipit!” which is a redesign of the conventional zipper. This product makes closing a zip more accessible for children, elderly people or those with physical or intellectual disabilities. **Zipit!** were runners up in the Judges' Choice Award for Product and Services.

The Judges' Choice Award for Built Environment went to Frank Dowling, Cork Centre for Architectural Education, for his design “Bantry Town - Multi Generational Social Housing Project”. Cork County Council propose to develop a derelict site in the centre of Bantry Town for use as a multi-generational social housing project. The purpose of the design is to facilitate the integration of young families, people with older children or whose families have grown up, elderly people and disabled people.

The Judges' Choice Award for Products and Services went to Darragh O'Boyle, Maynooth University, for his design “SensorPath” which is an innovative safety system that combines state of the art technology with sturdy materials to improve cycling safety.

The Judges' Choice Award for Technology went to Darren O'Sullivan, Niamh Savage, Alice Brislane, Dazana Blach, Jason Hawthorne, David Noonan, Conor Cremin, Shane Guerin and Darren Cremin, Cork Institute of Technology for "Safely Snooze" which is a real-time device for those who experience sleep paralysis, worn on the wrist while sleeping. Sensors detect increases in the user's heart rate and muscle contractions which would indicate the user is experiencing a sleep paralysis episode and the device emits a vibration to wake them up.

The Enterprise Ireland “Universal Design Commercialisation Award” went to Stephen Johnson, Kevin Prior, Deirbhile Nic a Bhaird and Brian McGrath, University of Limerick, for their design 'The PolyMouse' which is the world's first 3D printed custom computer mouse. The mouse is designed to fit the exact dimensions of a user's hand to maximise comfort and minimise the likelihood of repetitive strain injuries. The PolyMouse was also a runner up for the Judges' Choice Award for Technology.

**Universal Design and Higher Education in transformation (UDHEIT) Congress 30th October - 2nd November 2018**

The Universal Design and Higher Education in Transformation Congress was a partnership project between the NDA’s Centre for Excellence in Universal Design and Blanchardstown IT and Dublin Institute of Technology. The purpose of the event was to bring together key experts from industry, education, government and NGO sectors to share experiences and knowledge on how we can transform our world through celebrating and combining what is good in design, diversity and education. It was held in Dublin Castle Print Works and DIT Aungier Street from 30th October to 2nd November. The Congress was attended by 320 participants from 27 countries, and including delegations from the government of Norway and the United Arab Emirates. The scientific programme consisted of 150 paper presentations and 40 workshops. Five keynote panel sessions features 14 keynote speakers.

The Welcome reception, sponsored by the Department of Justice and Equality and Dublin City Council featured speeches from Lord Mayor of Dublin Nial Ring; Finian McGrath, T.D. Minister of State for Disability Issues; HE Kevin Michael Vickers, Ambassador of Canada to Ireland, and Dr Mary Meaney, Technological University for Dublin Programme Lead. Minister Mary Mitchell O’Connor Minister of State for Higher Education provided a recorded video address for the opening of the Congress.

The Centre sponsored the production of the peer-reviewed conference proceedings, which are available through IOS Press in print and online. Non-peer reviewed papers are available through the DIT online platform, Arrow. The Congress also featured a new video introducing the work of the Centre.

The feedback from participants was that the Congress was a success in terms of the quality of the content presented, the practical learnings participants received and the opportunities to network with UD and higher education practitioners from Ireland and elsewhere. One participant commented

“I have never attended a multi-day conference where so many people were still there – and fully engaged - until the end. I think this is due both to this community and to the successful organization of the event.”

From the Centre’s perspective, an important outcome is the continued and ongoing commitment to incorporating Universal Design by the new Technological University Dublin, as evidenced by commitments made by several of the senior staff and presidents of the Institutes of Technology in the Dublin area.

The next two Universal Design conferences were announced for Aalto University in Finland in 2020 and Brescia University Italy 2022.

Full papers and proceedings available online at:

<http://ebooks.iospress.nl/volume/transforming-our-world-through-design-diversity-and-education-proceedings-of-universal-design-and-higher-education-in-transformation-congress-2018>

<https://arrow.dit.ie/univdes18/>

<https://www.udheit2018.com/call-for-papers>

**Universal Design for DARE and HEAR communications**

The Centre engaged with the Irish Universities Association to host a workshop in January 2018 with its DARE (Disability Access route to Education) HEAR (Higher education Access Route) Communications Working Group. A focus of the workshop was to examine the current DARE and HEAR communication process using the Universal Design Approach. In the workshop, the DARE and HEAR written, verbal and digital programme materials were examined by using the Customer Communication Toolkit for the Public Service. The Dare/Hear Working Group has followed up with the modification and implementing changes to some of the DARE and HEAR documents based on the Universal Design Toolkit. This is a long term project for the working group as they address changes to the DARE and HEAR process.

**Submission by the Centre for Excellence in Universal Design at the National Disability Authority on the Proposed development of a new Civic Plaza at College Green Dublin and ancillary traffic management measures**

The Centre submitted a detailed response to the proposed development of a new Civic Plaza at College Green, Dublin with ancillary traffic management measures, drawing on the learning and recommendations of the Centre’s research on Shared Space Design, **"Shared Space, Shared Surfaces and Home Zones from a Universal Design Approach for the Urban Environment in Ireland".** The NDA had already made a submission to Dublin City Council in 2016 in response to the Dublin City Council (DCC), College Green Traffic Management Measures – Public Consultation.

**Video to promote the work of the Centre for Excellence in Universal Design**

The Centre produced a series of short promotional videos covering the work of the Centre and showcasing excellence in Universal Design.

The promotional video was part of the planning for the Universal Design Higher Education in Transition (UDHEIT) Congress. A final video was first shown at the launch of UDHEIT 2018.

The video promotes the Centre’s work and showcases excellence in Universal Design using the Centre’s other award programmes. The video/s is also modular, i.e., the video can be shown as one complete video and can also be divided up into the 3 areas of Built Environment, Products and Services and ICT for future use by CEUD.

**The Homes for Smart Ageing Universal Design Challenge (HSUADC) Legacy Book**

The Homes for Smart Ageing Universal Design Challenge (HSAUDC) Legacy Book was launched by Mr. Damien English, T.D., Minister for Housing and Urban Renewal together with, Mr. Jim Daly, T.D, Minister for Mental Health and Older People, NDA Chair person, Helen Guinan and staff at Farmleigh House during the Expert Conference on Housing for Older People. The purpose of the conference was to bring together experts who are working to provide the kind of housing which allows people to age with dignity in a home of their choice and, where necessary, to provide supports in accordance with the objectives of Rebuilding Ireland.

The Homes for Smart Ageing Universal Design Challenge (HSAUDC)

2017 was a call for ideas to improve the quality of life for older

people in Ireland. Based on a Universal Design approach, the ideas

will help create communities and homes purpose-built for

lifetime living. By promoting ideas that demonstrate innovation in

design, the HSAUDC hoped not only to improve the quality of life for

older persons, but ultimately for everyone.

**Dementia Friendly Hospital Guidelines from a Universal Design Approach**

The launch of the **‘Dementia Friendly Hospital Guidelines from a Universal Design Approach’** took place in the National Disability Authority. The Guidelines provide detailed guidance in relation to dementia-specific design issues and the Universal Design (UD) of acute hospitals in Ireland. For many patients, the hospital is challenging due to the busy, unfamiliar, and stressful nature of the environment. For a person with dementia the hospital experience can be exacerbated by cognitive impairment and behavioural or psychological symptoms, and can therefore prove to be a frightening, distressing, and disorientating place.

The Principal Investigator for this research is Professor Desmond O’Neill (TCD and Tallaght Hospital) and the research and guidelines were completed by TrinityHaus, TCD and Tallaght Hospital, in collaboration with CEUD, HSE Estates, Alzheimer’s Society of Ireland, Irish Dementia Working Group, O’Connell Mahon Architects, the National Dementia Office, the Dementia Services Information and Development Centre (DSIDC), St. James's Hospital, Mercy University Hospital Cork, and Connolly Hospital Dublin.

**Further develop the network of champions and extend the knowledge base of good practice in Universal Design**

The Centre continued to engage with key bodies on the promotion of UD throughout 2018 including presentations delivered as follows:

* The Centre presented at the National Convention of Older Peoples Council of Ireland in Limerick organised by Age Friendly Ireland and Limerick City & County Council. The presentation was about Universal Design housing with an emphasis on housing for older people. This presentation has led to further engagement with Age Friendly Ireland including revision of a training module to include Universal Design which Age Friendly Ireland will roll out to all local authorities.
* The Centre gave a presentation on ‘Housing for Older People’ as part of a joint CPD event organised by the RIAI & the Housing Agency. There were approximately 40 architects present and the feedback was very positive on the Centre’s guidelines for new and retrofit designs.
* As part of the Age Friendly Ireland strategy to promote good housing design and provision for older people, the Centre gave a presentation on ‘Universal Design & Housing for Older People’ at a workshop attended by Meath County Council Planning and Engineering staff. This was a pilot run on integrating Universal Design as a core part of the training for local authorities. The feedback has been very positive with the potential of a further trial with other City and County Councils.
* The Centre gave a presentation on Universal Design to the DCC Architects Department. There were approximately 20 staff present with many new architects being employed by DCC. For many of these architects it was the first time they had heard of Universal Design in the context of the Built Environment.
* The Centre met with the ITB President, Registrar and the Estates Manager to discuss the design and construction of a new building for students and staff at ITB and how this can be delivered from a Universal Design approach. This is part of a submission that was made to the Department of Education and Skills on how Universal Design can be an enabler to create a more inclusive educational environment for all learners, teachers, staff and visitors. This was positively received by the Department with the result that the cluster of new buildings in five 3rd level colleges will have Universal Design as a core element of the construction brief.

Strategic priority 3: **An effective and efficient organisation**

**“To lead, and promote an effective and efficient organisation to enable the National Disability Authority to deliver on its strategic objectives”**

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

## Governance and Financial Reporting

Throughout 2018, the NDA continued a programme of work to ensure its compliance with the provisions of the Code of Practice for the Governance of State Bodies (2016), published by the Department of Public Expenditure and Reform which included revising the NDA’s Governance Manual and relevant policies as appropriate.

An Oversight and Performance Framework Agreement was established between the National Disability Authority and the Department of Justice and Equality for the 2018 period. This Agreement defined and clarified the roles and responsibilities of both the Department and the NDA and detailed high level goals and objectives, as well as the key programmes of activity of the NDA. The Agreement also outlined the commitment by the NDA to ongoing compliance with relevant requirements of the Code of Practice for the Governance of State Bodies (2016).

During 2018, the NDA conducted a programme of work to ensure its continued compliance with the General Data Protection Regulation (2018) and included the establishment of a GDPR Compliance Action Group to support the development of an inventory of data held in the NDA. A Data Protection Officer was appointed and a number of key policies and procedures were updated in light of the Regulation.

Financial reports (through management accounts and updates) showing details of expenditure against the agreed budget were presented to the Authority throughout the year on a bi-monthly basis.

In line with the National Disability Authority Act 1999, the NDA prepared and submitted draft financial accounts for 2017 to the Comptroller and Auditor General. The Financial Statements of the NDA for the year ended 31 December 2018 have been prepared under FRS102, the Financial Reporting Standard applicable to the UK and Ireland issued by the Financial Reporting Council (FRC). The NDA submitted the approved financial accounts and Annual Report for 2017 to the Minister on 12 June 2018.

## Internal Audit

The NDA availed of the services of the Internal Audit Unit of the Department of Justice and Equality to perform its internal audit function during 2018. Two internal audits were carried out during 2018 with no material concerns identified.

## Authority & Committees 2018

A new Authority was appointed by the Minister for Justice and Equality with effect from August 2018, which included six members of the previous Authority, including the Chairperson, being re-appointed to serve an additional term, in accordance with Section 22 of the NDA Act (1999). Seven new members were appointed by the Minister, following a recruitment process administered by the Public Appointment Service.

Formal induction for the new Authority took place in September, during the first meeting of the new term and was delivered by the Institute of Public Administration. This training detailed the Authority’s governance obligations in accordance with the Code of Practice for the Governance of State Bodies (2016) including the duties and responsibilities of the Authority, risks and future strategic direction. In addition, representatives of the NDA attended a number of seminars provided by the IPA’s Governance Forum throughout 2018.

The Authority commissioned an external evaluation of its performance in 2018 in accordance with the Code of Practice for the Governance of State Bodies (2016). This will inform continued improvement in 2019.

The Authority moved to a paperless system for Authority meetings during 2018. This was facilitated by using Sharefile (a cloud-based file storage system), with hardcopy papers available to members, on request.

The Audit Committee, Finance Committee and Risk Committee came to the end of their four-year terms during 2018, which coincides with the term of Authority. New Chairpersons were appointed for each Committee and new members, while some former members were reappointed to ensure continuity. Further details of the additional appointments to each of the Committees can be found in the Financial Statements.

The Authority met eight times in 2018. The Audit Committee met four times in 2018. The Chairman delivered the committee’s annual report at the Authority’s July meeting. The Finance Committee met seven times in 2018, and monitored and reported on the NDA’s expenditure.

## Strategic Plan 2019-2021

The Authority developed a new strategic plan for 2019 to 2021 which was submitted to the Minister in June 2018 and subsequently approved. The plan was informed by independently facilitated consultation with a range of officials, disability stakeholders and universal design stakeholders. It was launched by Mr. Finian McGrath, Minister with Special Responsibility for Disability Issues on 5 December 2018.

## Risk Management

In accordance with the NDA’s risk management policy, risk management is reflected in the day-to-day operation of the organisation. Risk and control functions are under the oversight of the Risk Committee & Audit Committee appointed by the Authority.

The NDA’s Risk Management Committee comprises 2 independent members, one of whom is the Chairperson (and a member of the Audit Committee), and the senior management group. The Chairman reports to the Audit Committee. During 2018 the Committee met twice. The NDA has an established Risk Register which was enhanced during 2018 and a new Chief Risk Officer was also appointed.

In line with the requirement under the Code of Practice for the Governance of State Bodies to publish top risks, and reflecting on key priorities of the organisation, the following were the top risks that NDA identified for 2018:

1. Challenges in delivering consistent high quality outputs to deliver on statutory functions through internal and external expertise, in light of increased demands for research and guidance, increased mobility of expert staff, and dependency on attracting suitably qualified contractors for projects.
2. Challenges in managing effective compliance with governance and legislative requirements within required timeframes in light of newly emerging requirements.
3. Challenges to achieving better and more extensive awareness and understanding of NDA role and outputs among wide range of stakeholder groups.

The NDA has put in place plans and actions to mitigate these risks.

## Shared Services

The NDA continued to avail of financial shared services and an ICT support service from the Department of Justice and Equality. The Department also provides an internal audit service to the NDA. The NDA’s payroll, pension and travel & subsistence processing is provided by the Payroll Shared Service Centre of the Department of Public Expenditure and Reform.

Mazars were contracted by the Department of Justice and Equality during 2018 to conduct an independent audit of the Department’s ICT service provision which included a review of those agencies (including the NDA) who avail of ICT shared services. Recommendations specific to the NDA were made relating to controls and Business Continuity/Disaster Recovery, which are being addressed in 2019.

## Disclosures of Interests

The NDA has a Code of Business Conduct for Authority members and senior staff, in accordance with the Code of Practice for the Governance of State Bodies (2016). The Code of Conduct, which includes guidance in relation to the disclosure of interests by Authority members was complied with throughout 2018.

## Health and Safety

The NDA is committed to providing a safe place to work in accordance with the Safety, Health and Welfare at Work Act 2005. The NDA’s Health and Safety Committee continued to support monitoring and guidance on Health and Safety matters during 2018. Activities included First Aid Responder and Manual Handling Training, updated Safety Statement being distributed to staff and a review of the Personal Emergency Evacuation Plan (PEEP) Questionnaire.

## Protected Disclosures

In line with the reporting requirements, the NDA confirms that no protected disclosure reports were received in 2018.

## Freedom of Information

The NDA received one FOI request in 2018. The request was answered within the statutory timeframe.

## Staffing in the NDA

There were a number of staff changes in the NDA in 2018, including the appointment of the Corporate Services Manager.  The NDA secured an additional temporary post funded by the Health Services Executive for project work.  It also commissioned a review to guide resource needs for a further function that may be assigned in 2019.

## Training and Development

The NDA continued to roll out a training and development plan for staff informed by the Performance Development Management System (PMDS) and individual employee needs. This included attendance at seminars, training sessions and access to coaching supports.

**External Training**

* GDPR (range of courses including GDPR Awareness training for all staff, specialised training for the Data Protection Officer, HR specific training and health research training)
* Data analysis with SPSS
* Irish Ergonomics Society 2018 Conference
* Innovation for All 2018-European Business Workshops in Inclusive Design
* Systems perspectives on policy development and evaluation
* Developing an Integrated Employee Health and Wellbeing Programme
* ICT 2018 Accessibility Symposium
* Excel Training
* Report writing
* Health Research Regulations
* Conducting research with vulnerable participants – methods and approaches
* Statistical analysis methods for research
* Manual Handling Training

Staff also attended conferences on relevant work themes including:

* Our Public Service 2020
* Innovations in HR Management
* Acquired Brain Injury in Ireland
* Accountable autonomy in disability services (National Federation of Voluntary Bodies conference)
* Big Data in Health: The opportunities and challenges ahead
* Family Leadership & Personal Budgets Event
* Building Bridges Beyond Borders 2018 – an international leadership group focused on disability and mental health
* ICCHP 2018 Conference (International Conference on Computers Helping People with Special Needs)
* Housing Conference 2018
* Political Representation for people with disabilities
* Assisted Decision Making legislation and capacity

## Workplace Wellness

The NDA continued to make the Employee Assistance Programme available to staff during 2018. This confidential service provides a range of support and advice to staff on personal health and wellbeing issues.

An Ergonomic/VDU Assessment was undertaken for Staff with recommendations arising implemented.

## Partnership Committee

During 2018, the Partnership Committee continued to provide a forum for management, staff and the union to work together to guide on an improved work environment and its work included the presentation of an award to the winner of the annual Staff Suggestion Scheme and organisation of social events including a summer and Christmas party.

The Committee invited nominations from staff for two positions that arose during the year. Following a recruitment process, two new members were appointed to the Committee.

## NDA Newsletter

NDA published 3 issues of its newsletter in 2018 to a mailing list comprising approximately 450 members. Each issue highlighted recent work completed by NDA, including reports published and events held. Issues were published in:

* June 2018
* August 2018
* December 2018

An in-house newsletter on corporate services and corporate governance matters was delivered in 2018 to advise staff of relevant developments.

## Library and Information Resource

The NDA contracted support for its Library service in May 2018 and work focused on cataloguing and archiving as well as providing support in literature reviews and articles.

Other services provided by the Library to staff include regular updates on policy and research developments, online resources, tools and training to support staff their work.

The library holds extensive collections on disability and related topics, universal design topics, as well as books, eBooks, eJournals, newsletters, and other materials.

## Accommodation and Facilities

The NDA’s Corporate Services Department is responsible for maintaining a safe and efficient premises and for facilitating arrangements for internal and stakeholder use of the NDA’s facilities for meetings and other scheduled events.

Over the course of 2018, the NDA commissioned works to ensure the effective maintenance and use of its accommodation. Since 1 July 2015 the NDA has had a lease agreement in place with tenants for a number of offices, from which the income is accrued as Appropriations in Aid to the Department of Justice and Equality. Income was transferred to the Department as appropriate in 2018.

## Energy

**Overview of energy usage in 2018**

The NDA Energy Team registers and maintains records for the National Disability Authority with the Sustainable Energy Authority of Ireland.

The National Disability Authority has a total floor area of 2,633 m2 which comprises a two-storey over garden level Victorian Building (×2), a link building completed in 2006 and an adjoining three-storey plus attic building completed in the early 1980s. The main energy users are:

* Electrical Energy: Lighting, ICT & Offices, Air Conditioning and General Services
* Thermal Energy (Natural Gas): Space Heating (LTHW radiator circuits and under floor heating) and Hot Water (HWS)

For the purposes of making a statutory return for 2018, 94% of electrical energy use in the buildings was attributable to the National Disability Authority. In relation to thermal energy, 82% of the natural gas used was attributable to the NDA.

Since 1 July 2015, the first floor in the Back Building has been leased and occupied by a private company. This company has a separate electricity meter, although it does not have a separate gas meter.

In 2018, the National Disability Authority consumed 305,005 kWh of energy, consisting of:

* 116,184 kWh of electricity;
* 188,821 kWh of fossil fuels;
* 0 kWh of renewable fuels.

The NDA can report a:

* 31.7% cost savings since baseline;
* 42.0% lower consumption since baseline.

**Actions undertaken in 2018**

In 2018, the NDA undertook planning and implementation of a range of initiatives to improve our energy performance, including:

* Improving the energy performance of its light system(s);
* Replacement of white goods;
* Continuing energy awareness

Altogether, these and other energy-saving measures saved the NDA 27,300 kWh.

**Actions planned for 2019**

In 2019, the NDA intends to improve further our energy performance by undertaking the following initiatives:

* Review and upgrade insulation;
* Electrical audit and continued improving the energy performance of its light system(s);
* Energy Training;
* Continued Energy Awareness

## Access Officer

The NDA’s Access Officer, appointed under the Disability Act 2005 continued to be available to guide on any assistance required for persons with disabilities who accessed the NDA’s facilities, events and website in 2018. The Officer’s contact details are on the home page of the NDA’s website.

### Access Audit of NDA Premises

In 2018, the NDA commissioned an external contractor to carry out an access audit of its premises, using a Universal Design approach. The audit included a wide range of recommendations on improvements required, based on the good practice guidance in ‘Building for Everyone, A Universal Design Approach’, the requirements of Part M of the building regulations, and the Code of Practice on Accessible Heritage Sites. This will inform works in 2019.

# Financial statements 2018

# Financial Statements for Year ended 31 December 2018

**National Disability Authority**

**Governance Statement and Authority Members’ Report**

For the year ended 31 December 2018

**Governance**

The National Disability Authority (NDA) was established under the National Disability Authority Act 1999. The functions of the Authority are set out in Section 8 of the Act. The Authority is accountable to the Minister for Justice and Equality and is responsible for ensuring good governance and performs this task by setting strategic objectives and targets and taking strategic decisions on all key business issues.

The regular day-to-day management, control and direction of the National Disability Authority are the responsibility of the Director and the senior management group. The Director and the senior management group must follow the broad strategic direction set by the Authority, and must ensure that all Authority members have a clear understanding of the key activities and decisions related to the entity, and of any significant risks likely to arise. The Director acts as a direct liaison between the Authority and management of the National Disability Authority.

**Responsibilities of the members of the Authority**

The work and responsibilities of the Authority are set out in the National Disability Authority Act 1999 & the Disability Act 2005. The Authority has a formal schedule of matters specifically reserved for it for decision to ensure that the direction and control of the NDA is maintained. This schedule includes the following:

* significant acquisitions, disposals and retirement of assets of the NDA
* major investments (in excess of €50,000) and capital projects, contracts and investments
* delegated authority levels and risk management policies (standing item)
* Authority committee structures and terms of reference
* assurances of compliance with statutory and administrative requirements in relation to the approval of the appointment, number, grading and conditions of all staff (which will also include remuneration and superannuation)
* approval of annual budgets and corporate plans
* approval of annual reports and financial statements
* appointment, remuneration and assessment of the performance of the Director

Section 17 of the National Disability Authority Act 1999 requires the Authority to keep, in such form as may be approved by the Minister for Justice and Equality with consent of the Minister for Public Expenditure and Reform, all proper and usual accounts of money received and expended by it.

In preparing these financial statements, the Authority is required to:

* select suitable accounting policies and apply them consistently,
* make judgements and estimates that are reasonable and prudent,
* prepare the financial statements on the going concern basis unless it is inappropriate to presume that it will continue in operation, and
* state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Authority is responsible for keeping adequate accounting records which disclose, with reasonable accuracy at any time, its financial position and enables it to ensure that the financial statements comply with Section 17 of the NDA Act. The maintenance and integrity of the corporate and financial information on the NDA’s website is the responsibility of the Authority.

The Authority is responsible for approving the NDA annual plan and budget. An evaluation of the performance of the annual plan and budget was completed on an ongoing basis by the Authority throughout the year. This includes a review of the monthly management accounts, reports from the Finance Committee and a review of the annual financial statements. The Authority also approves annual work plans and reviews implementation progress up to 4 times per year. The budget and performance as set out in the monthly management accounts are also reviewed by the senior management group and separately by the Finance Committee. The Audit Committee also receives the monthly management accounts.

The Authority is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Authority considers that the financial statements give a true and fair view of the financial performance and the financial position of the National Disability Authority at 31 December 2018.

**Board Structure**

The NDA Authority consists of a Chairperson and 12 ordinary members, all of whom are appointed by the Minister for Justice and Equality. Of the 12 members, one is elected through a ballot of the Executive and is appointed by the Minister. Another is an officer of the Minister for Justice and Equality and a third member of the Authority is a representative of the Department of Health.

The members of the Authority are appointed for a period of four years and meet on a bimonthly basis. On 22nd July 2018, the Authority came to the end of its four-year term. Six members of the Authority, including the Chairperson, elected to serve an additional term, in accordance with Section 22 of the NDA Act (1999). Following a recruitment process administered by the Public Appointment Service, the Minister for Justice and Equality appointed seven new members for the remaining positions on the Authority.

The table below details the appointment period for the current members of the Authority:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Helen Guinan  | Chairperson | July 2014\* |
| Ruthann La Malfa | Member | July 2014\* |
| Teresa McDonnell | Member | July 2014\* |
| Deaglán O’Briain | Member | December 2014\* |
| Aisling Glynn | Member | June 2017\* |
| Jack Kavanagh | Member | August 2018 |
| Cathal Morgan | Member | August 2018  |
| Kathryn O’Donoghue | Member | August 2018 |
| Martha Griffin | Member | August 2018 |
| Deirdre O’Connor | Member | July 2014\* |
| Damian Gordon | Member | August 2018 |
| Brian Callanan | Member | August 2018 |
| Grainne Collins | Member | August 2018 |
|  |  |  |

\*Authority members are currently serving a second term.

The table below details those members of the Authority whose term expired on 22nd July 2018.

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Frank Cunneen  | Member | July 2018 |
| Des Kenny | Member  | July 2018 |
| Mary Lavelle | Member | July 2018 |
| James O’Grady | Member | July 2018 |
| Donie O’Leary | Member | July 2018 |
| Alison Ryan | Member | July 2018 |
| Donal Rice | Member | July 2018 |

The Authority conducted a self-evaluation of its performance in 2018 in line with the Code of Practice for the Governance of State Bodies (2016) and engaged in an external Board Effectiveness and Evaluation Review in June 2018. Recommendations from both evaluations were progressed throughout the year.

The Authority has established five committees, as follows:

**1. Audit Committee**

The Audit Committee comprises three Authority members and four independent members. The role of the Committee, as part of the ongoing systematic review of the business and corporate governance procedures of the Authority, is to oversee and advise the Authority and the Director on matters relating to:

1. The financial accounting and annual reporting processes;
2. The effectiveness of internal controls and risk management environment;
3. The operations and development of the Internal Audit function;
4. The effectiveness of and the relationship with external Audit; and
5. Value for money and other corporate governance issues.

The Audit Committee reports to the Authority after each meeting, and formally in writing annually.

On 22nd July 2018, the Audit Committee came to the end of its four-year term which coincides with the term of the Authority. In accordance with the Audit Committee Charter, three members of the Audit Committee were reappointed to serve an additional term on the Committee. The Authority appointed one of these members, Mr. John Fitzgerald as the Chairperson of the Audit Committee. Four new members for the remaining positions were appointed, including the Risk Committee Chairperson, an independent external member and two members of the Authority.

The table below details the appointment period for the current members of the Audit Committee:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| John Fitzgerald  | Chairperson | March 2017\* |
| Teresa McDonnell | Member | July 2014\* |
| Tony Fitzpatrick | Member | June 2017\* |
| Cathal Morgan | Member  | August 2018 |
| Kathryn O’Donoghue | Member | August 2018 |
| Tim Maverley | Member | August 2018 |
| John Maher | Member | August 2018 |

\*Audit Committee members currently serving a second term.

The table below details those members of the Audit Committee whose term expired on 22nd July 2018

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Donal Lawlor  | Chairperson | July 2018 |
| Frank Cunneen | Member  | July 2018 |
| Robert Cashell | Member | July 2018 |
| Des Kenny | Member | July 2018 |
| Lawrence Byrne | Member | July 2018 |

There were 4 meetings of the Audit Committee in 2018. The Audit Committee conducted a self-evaluation of its performance in 2018 in line with the Code of Practice for the Governance of State Bodies (2016). The Audit Committee also engaged in the external Board Effectiveness and Evaluation Review in June 2018 as a Committee of the Authority.

**2. Finance Committee**

The Finance Committee comprises four Authority members and two independent members. The duties of the Committee are as follows:

1. to examine the annual expenditure profile and make recommendations to the Authority in relation to it;
2. when the annual operating budget is approved, to review its implementation during the course of the year;
3. to examine management accounts of the Authority on a regular on-going basis;
4. to bring the annual statutory accounts to the Authority for approval following recommendations from the Audit Committee;
5. to consider proposals from the Audit Committee where appropriate; and
6. to review the format of the Authority's accounts

On 22nd July 2018, the Finance Committee came to the end of its four-year term which coincides with the term of the Authority. In accordance with the Finance Committee Terms of Reference, two members of the Finance Committee were appointed to serve an additional term. Four new members for the remaining positions were appointed, including an independent external member and three members of the Authority. Ms. Kathryn O’Donoghue was appointed by the Authority as Chairperson of the Finance Committee.

The table below details the appointment period for the current members of the Finance Committee:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Kathryn O’Donoghue  | Chairperson | August 2018 |
| Ruthann LaMalfa | Member | July 2014\* |
| Pat Fitzsimons | Member  | July 2014\* |
| Harry McGeary | Member | August 2018 |
| Damian Gordon | Member | August 2018 |
| Brian Callanan | Member | August 2018 |

\*Finance Committee members currently serving a second term.

The table below details those members of the Finance Committee whose term expired on 22nd July 2018

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Frank Cunneen  | Chairperson | July 2018 |
| Des Kenny | Member  | July 2018 |
| Aisling Glynn | Member | July 2018 |
| David Scott | Member | July 2018 |

The Finance Committee is obliged to hold at least four meetings each year, one of which must coincide with the recommendation for approval of the annual statutory accounts by the Authority. There were 7 meetings of the Finance Committee in 2018. The Finance Committee reviewed and updated its terms of reference in April 2018 which were approved by the Authority. The Committee also conducted a self-evaluation of its performance in 2018 in line with the Code of Practice for the Governance of State Bodies (2016) and engaged in the external Board Effectiveness and Evaluation Review in June 2018 as a Committee of the Authority.

**3. Risk Committee**

The Risk Committee consists of an independent Chair i.e., an independent member of the NDA Audit Committee as nominated by that Committee, and is comprised of the senior management group, and a nominated representative from the NDA Finance Committee.

The duties of the Committee are as follows:

1. Defining and reviewing the policy for the management of risks across the NDA
2. Overseeing the implementation of the risk management policy
3. Supporting the Authority and Senior Management in fulfilling their responsibilities by providing a framework and processes for managing risks
4. Promoting awareness of risk management and ensuring that there is a comprehensive process to identify, assess, manage, monitor and report on risks within the NDA
5. Undertake a formal review of the NDA’s risks on an annual basis
6. Reviewing periodic status reports which summarise the status of initiatives and compliance issues
7. Monitor the management of risk throughout the NDA and report to the Audit Committee and Authority, including an annual formal report to the aforementioned committees.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | The Risk Committee met two times during 2018. On 22nd July 2018, the Risk Committee came to the end of its term which coincides with the term of the Authority. In accordance with the Risk Committee Terms of Reference, a new independent chairperson and a nominated representative from the Finance Committee were appointed to the Committee, in addition to the Senior Management Group. Mr. Tim Maverley was appointed by the Authority as Chairperson of the Risk Committee.The table below details the appointment period for the current members of the Risk Committee:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Tim Maverley  | Chairperson | August 2018 |
| Pat Fitzsimons\* | Member | July 2014\* |
| Senior Management Group |  |  |

\*Risk Committee member currently serving a second term.The table below details those members of the Risk Committee whose term expired on 22nd July 2018

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Robert Cashell  | Chairperson | July 2018 |

 |
|  | **4. Strategic Planning Committee**The Strategic Planning Committee (a sub-committee of the Authority) was established in November 2017 and committed to hold a series of meetings during 2018 to develop a draft Strategic Plan in line with the role and functions of NDA for the 3-year period 2019-2021 (as per section 9, National Disability Authority Act). The plan was developed with due regard to the strategic objectives of the Department of Justice and Equality as appropriate, government policies, and relevant national programmes for advancing disability equality and with due regard to the NDA’s statutory responsibilities. The Strategic Plan was also guided by consultation with relevant stakeholders – external and internal. The Strategic Plan for 2019 to 2021 was submitted and approved by the Minister by the statutory deadline of 12 June.The group met 3 times in 2018. The members of the Strategic Planning Committee are:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Helen Guinan  | Chairperson | November 2017 |
| Des Kenny  | Authority Member | November 2017 |
| Frank Cunneen | Authority Member  | November 2017 |
| Donie O’Leary | Authority Member | November 2017 |
| Alison Ryan | Authority Member | November 2017 |
| Mary Lavelle | Authority Member | November 2017 |
| James O’Grady | Authority Member | November 2017 |
| Teresa McDonnell | Authority Member | November 2017 |
| Donal Rice | Authority Member | November 2017 |
| Senior Management Group |  |  |

**5. Director Performance Committee**The Director Performance Committee (a sub-committee of the Authority) was established to agree the Director’s responsibilities and actions in line with the NDA work programme as set out in the Strategic Plan and the Annual Workplan. In addition, the Committee act on behalf of the Authority, to review the Director’s performance in relation to the agreed responsibilities and actions. The Committee reports to the Authority and informs the Director of the Authority’s views and recommendations. The terms of reference for the Director Performance Committee were reviewed and approved by the Authority at their meeting 19 April 2018.The group met once in 2018.The members of the Director Performance Committee are:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Helen Guinan  | Chairperson | July 2014\* |
| Deirdre O’Connor | Authority Member | July 2014\* |
| Jack Kavanagh | Authority Member | August 2018 |

\*Director Performance Committee member currently serving a second term.The table below details those members of the Director Performance Committee whose term expired on 22nd July 2018

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Des Kenny  | Authority Member | July 2018 |

**Schedule of Attendance, Fees and Expenses**A schedule of attendance at the Authority and Committee meetings for 2018 is set out below including the fees and expenses received by each member:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Board Member** | **Appointment / Retirement****Date** | **Board****Fees** | **Incurred****Expenses** | **Meetings** **attended** |
| Helen Guinan (Chair)  | Reappointed August 2018 | 8,978 | 5,263 |  8/8 |
| Aisling Glynn  | Reappointed August 2018 | 5,985 | - |  6/8 |
| Ruthann La Malfa  | Reappointed August 2018 | 5,985 | - |  7/8 |
| Teresa McDonnell  | Reappointed August 2018 | 5,985 | 353 | 7/8 |
| Deaglán Ó Briain  | Reappointed December 2018 | - | - | 3/5 |
| Deirdre O’Connor  | Reappointed August 2018 | 5,985 | - | 6/8 |
| Jack Kavanagh  | Appointed August 2018 | 2,993 | - | 1/3 |
| Cathal Morgan  | Appointed August 2018 | - | - | 3/3 |
| Kathryn O’Donoghue | Appointed August 2018 | - | - | 2/3 |
| Martha Griffin | Appointed August 2018 | - | - | 2/3 |
| Damian Gordon  | Appointed August 2018 | - | - | 2/3 |
| Brian Callanan | Appointed August 2018 | 2,993 | - | 2/3 |
| Grainne Collins  | Appointed August 2018 | - | - |  3/3 |
| James O’Grady\*  | Retired July 2018 | 2,993 | 183 |  5/5 |
| Donie O’Leary\*  | Retired July 2018 | 2,993 | 840 | 4/5 |
| Alison Ryan\*  | Retired July 2018 | 2,993 | 451 | 4/5 |
| Donal Rice\*  | Retired July 2018 | - | - | 5/5 |
| Frank Cunneen | Retired July 2018 | 2,993 | - | 5/5 |
| Des Kenny | Retired July 2018 | 2,993 | - | 5/5 |
| Mary Lavelle | Retired July 2018 | 2,993 | - | 4/5 |

\*term ended 22/7/2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audit Committee** |  |  |  |  |
| John Fitzgerald (Chairperson) | Appointed August 2018 | 1,283 | - | 4/4 |
| Teresa McDonnell  | Reappointed August 2018 | - | - | 3/4 |
| Tony Fitzpatrick | Reappointed August 2018 | - | - | 4/4 |
| Cathal Morgan  | Appointed August 2018 | - | - | 1/1 |
| Kathryn O’Donoghue  | Appointed August 2018 | - | - | 1/1 |
| Tim Maverley  | Appointed August 2018 | - | - | 1/1 |
| John Maher  | Appointed August 2018 | - | - | 1/1 |
| Donal Lawlor (Chairperson)\* | Retired July 2018 | 1,283 | - | 2/3 |
| Frank Cunneen\*  | Retired July 2018 | - | - | 2/3 |
| Lawrence Byrne\*  | Retired July 2018 | - | - | 2/3 |
| Des Kenny\*  | Retired July 2018 | - | - | 3/3 |
| Robert Cashell\*  | Retired July 2018 | - | - | 2/3 |
| \*Term ended 22/07/2018 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Finance Committee** |  |  |  |  |
| Kathryn O’Donoghue (Chairperson)  | Appointed August 2018 | - | - | 2/2 |
| Pat Fitzsimons  | Reappointed August 2018 | - | - | 6/7 |
| Ruthann La Malfa  | Reappointed August 2018 | - | - | 4/7 |
| Harry Geary  | Appointed August 2018 | - | - | 2/2 |
| Damian Gordon  | Appointed August 2018 | - | - | 1/2 |
| Brian Callanan  | Appointed August 2018 | - | - | 1/2 |
| Frank Cunneen (Chairperson)\*  | Retired July 2018 | - | - | 5/5 |
| Des Kenny\*  | Retired July 2018 | - | - | 5/5 |
| David Scott\* | Retired July 20178 | - | - | 3/5 |
| Aisling Glynn\* | Retired July 2018 | - | - | 4/5 |
| \*Term ended 22/07/2018 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Committee** |  |  |  |  |
| Tim Maverly (Chairperson)  | Appointed December 2018 | - | - |  |
| Pat Fitzsimons | Reappointed December 2018 | - | - | 1/2 |
| Robert Cashell (Chairperson)\* | Retired July 2018 | - | - | 2/2 |
| Senior Management Group |  | - | - | 2/2 |
| \*Term ended 22/07/2018 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategic Planning Committee** |  |  |  |  |
| Helen Guinan (Chairperson) | Appointed November 2017 | - | -  | 3/3 |
| Frank Cunneen | Appointed November 2017 | - | - | 3/3 |
| Des Kenny | Appointed November 2017 | - | - | 1/3 |
| Mary Lavelle | Appointed November 2017 | - | - | 2/3 |
| Teresa McDonnell | Appointed November 2017 | - | - | 0/3 |
| James O’Grady | Appointed November 2017 | - | - | 2/3 |
| Donie O’Leary | Appointed November 2017 | - | - | 0/3 |
| Alison Ryan | Appointed November 2017 | - | - | 0/3 |
| Donal Rice | Appointed November 2017 | - | - | 2/3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Director Performance Review Committee** |  |  |  |  |
| Helen Guinan (Chairperson) | Reappointed August 2018 | - | - | 1/1 |
| Deirdre O’Connor | Reappointed August 2018 | - | - | 1/1 |
| Jack Kavanagh | Appointed August 2018 | - | - | - |
| Des Kenny\* | Retired July 2018 | - | - | 1/1 |
| \*Term ended 22/07/2018 |  |  |  |  |
|  |  |  |  |  |
|  |  | **59,428** | **7,090** |  |

 |

**Authority Member Appointments**

In accordance with the NDA Act, the Minister appointed new members, Jack Kavanagh, Kathryn O’Donoghue, Cathal Morgan, Martha Griffin, Damian Gordon, Brian Callanan and Grainne Collins in August 2018.

**Disclosures Required by Code of Practice for the Governance of State Bodies (2016)**

The Authority is responsible for ensuring that the National Disability Authority has complied with the requirements of the Code of Practice for the Governance of State Bodies (“the Code”), as published by the Department of Public Expenditure and Reform in August 2016. The following disclosures are required by the Code:

1. ***Employee short term benefits breakdown***

A table showing the breakdown of employee short term benefits is included in Note 6(a) – Remuneration and Other Pay Costs

1. ***Consultancy Costs***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Legal advice |  | 12,000 | 12,193 |
| Strategic resource planning projects |  | 31,190 | - |
| **Total Consultancy Costs** |  | **43,190** | **12,193** |

1. ***Travel and Subsistence Costs***

Travel and subsistence is categorised as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Domestic |  |  |  |
| * Authority (the Board)
 |  | 7,091 | 11,124 |
| * Employees
 |  | 17,237 | 17,676 |
| International |  |  |  |
| * Authority (the Board)
 |  | - | - |
| * Employees
 |  | 8,645 | 7,983 |
| **Total Travel and Subsistence Costs** |  | **32,973** | **36,783** |

1. ***Hospitality Costs***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Authority hospitality |  | 810 | - |
| Staff wellbeing workshop |  | 337 | - |
| **Total Hospitality Costs** |  | **1,147** | **-** |

**Statement of Compliance**

The Authority has adopted the Code of Practice for the Governance of State Bodies (2016) and has put procedures in place to ensure compliance with the Code. The National Disability Authority was in compliance with the Code of Practice for the Governance of State Bodies for 2018.





Helen Guinan, Kathryn O’ Donoghue, Siobhan Barron,

Chairperson Authority Member Director

Date: 19th June 2019 Date: 19th June 2019 Date: 19th June 2019

**Statement on Internal Control 2018 – by the Authority of the NDA**

**Scope of Responsibility**

On behalf of the Authority of the NDA, I confirm that the Authority has overall responsibility for ensuring that an effective system of internal control is maintained and operated, and for reviewing its effectiveness. This responsibility takes account of the requirements of the Code of Practice for the Governance of State Bodies (2016).

Through the Director and Senior Management Group structure, management at all levels of the NDA are responsible to the Authority for the implementation and maintenance of internal controls over all functions.

In August 2018 a new Authority commenced with some existing members being re-appointed for a further 4 year term. The previous Authority term expired in July 2018. The new Authority received Induction training at their inaugural meeting in September 2018. The composition of the newly formed Finance, Audit and Risk Committees included members from the previous term to ensure a level of continuity on these Committees.

**Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a tolerable level rather than to eliminate it. The system can therefore only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or detected in a timely way. The system of internal control, which accords with guidance issued by the Department of Public Expenditure and Reform, has been in place in the NDA for the year ended 31 December 2018 and up to the date of approval of the financial statements.

**Capacity to Manage Risk**

Risk management is integral to how the NDA works, and is implemented and monitored through structures described as follows.

The NDA Audit Committee was appointed by the Authority and comprises three Authority members and four independent members including an independent Chairperson who has the required financial and audit expertise. Its role is, as part of the ongoing systematic review of the business and corporate governance procedures of the Authority, to oversee and advise the Authority and the Director on matters concerning the effectiveness of internal controls and the risk management environment. The Committee met four times in 2018 and its chairperson presented its annual report to the Authority on 19th July 2018. A new Audit Committee was appointed by the new Authority at its meeting in October 2018. The new Audit Committee met once in December 2018. A number of the Committee members had been members of the previous Committee and the new Chairperson had been a member of the outgoing Committee.

An NDA Risk Management Committee is also in place chaired by an independent member of the Audit Committee. Membership of that committee also includes an external member of the NDA Finance Committee and the Senior Management Group. The chairman reports directly into the Audit Committee on risk matters and the risk policy, guidelines and risk register which are approved by the Audit Committee for recommendation to the Authority. The Risk Committee met twice in 2018 and a new Chairperson was appointed from December.

The Risk Committee, in collaboration with the Audit Committee, had previously developed a risk management policy which was approved by the NDA Authority and which sets out the NDA’s capacity to deal with risk, the risk management processes in place, risk management monitoring structures and details the roles and responsibilities of staff in relation to risk.

The Authority has a Finance Committee to review and monitor expenditure and budget planning. The committee comprises members from the Authority and independent members and it meets at least 4 times per year. The Finance Committee met 5 times up and including July 2018. The new Finance Committee was appointed in September 2018 and it met two times in 2018.

The Authority avails of audit services from the Internal Audit Unit under the Department of Justice and Equality which it considers to be adequately resourced, and conducts a programme of work agreed directly with the Audit Committee and approved by the NDA Authority.

The NDA is also a member of the IPA governance forum and avails of training through same on areas including risk management.

**Risk and Control Framework**

The NDA has implemented a risk management system which identifies and reports key risks and the management actions being taken to address them and, to the greatest extent possible, to mitigate those risks. A risk register is in place which identifies the key risks facing the NDA which have been evaluated and graded according to their significance. The register is reviewed and updated by the Senior Management Group who has responsibility for its implementation. The draft Register and reviews of progress in implementing actions are conducted by the Risk Management Committee. The Chair of the Committee reports into the Audit Committee presenting the revised register updating on progress. Further to same, the Audit Committee recommends the draft register for approval by the Authority.

The outcome of risk assessments is used to plan and allocate resources to ensure risks are managed to an acceptable level. The risk register details the controls and actions needed to mitigate risks and responsibility for operation of controls assigned to specific staff for delivery within stated timeframes. In addition, the NDA operates a project management system whereby the risks of individual projects are identified at the earliest stage of a proposal alongside the actions to address these.

The NDA budget is profiled at the start of year and distributed between all relevant items as approved by the Authority, including payroll, central services and commissioned works. The detailed profile expenditure is reviewed regularly through the monthly management accounts, meetings of the Senior Management Group, Finance and Audit Committees, and through reports to the Authority as a standing item on the agenda. The monthly management accounts are reconciled with reports of expenditure received from the Department of Justice and Equality and reports of the Payroll Shared Services Centre under the Department of Public Expenditure and Reform. Reports of expenditure analysis are produced at regular intervals by the Senior Management Group and considered by the Finance Committee and Audit Committee.

Consistent quality reports from shared service centres are important in informing fully effective controls monitoring.

**ICT Systems and Assets**

The NDA avails of the shared ICT support service from the Department of Justice and Equality and the shared print management service through the Irish Prison Service. A Service Level Agreement is in place with the Department in relation to the ICT service and arrangements are in place to back up NDA systems. An independent review of the service was commissioned by the Department of Justice and Equality in 2018. The final report of this Review was received by the NDA in January 2019. The NDA is working in collaboration with the DJE in addressing the recommendations arising in relation to findings relevant to the NDA.

The NDA takes assurance from the Head of ICT in the Department of Justice and Equality’s letter and statement of controls stating that adequate IT controls are in place and are operating effectively. A statement of controls will be appended to the letter, covering information management including security & privacy; ICT disaster recovery; SLA arrangements; security of ICT infrastructure; ICT asset management; Data Protection; Mobile Asset Security; Communication networks; Governance of ICTs and Project Management practices.

IT assets are recorded on the Asset Register of the Department of Justice and Equality and checked at regular intervals. All other assets are recorded on the NDA Asset Register and also checked at regular intervals. Assets are treated in the financial statements in line with the appropriate depreciation rates.

**Shared Financial Services**

The Department has provided written assurance to the NDA in relation to controls of the Financial Shared Service. The NDA receives monthly reports of expenditure from the Department and these are reconciled monthly against NDA data on expenditure and budget profiles. The NDA takes assurance from the system of control within the Department of Justice and Equality as reported by the Assistant Secretary of the Corporate Services Department.

The NDA also avails of shared services from the Payroll Shared Services Centre (PSSC) under the Department of Public Expenditure and Reform. The service is covered under a Service Level Agreement (SLA) between the PSSC and the Department of Justice and Equality, but there is no SLA in place directly with the NDA. A letter of Assurance will be provided and the NDA continues to follow up in relation to establishing a Memorandum of Understanding for the provision of this shared service.

The NDA receives fortnightly payroll reports and the NDA met with the head of service and senior officials in the National Shared Services Office of the Department of Public Expenditure and Reform in relation to payroll reporting in October 2018 to discuss improvements required. The controls operated by the NDA in relation to payroll were covered in the two audits conducted in quarter one of 2018 including the Review of Internal Controls and the Review of the procedures to produce annual financial statements.

The Accounting Officer of the National Shared Services Office (Vote 18) is responsible for the operation of controls within the Shared Services Centres. The Accounting Officer for Shared Services has confirmed that an audit process was put in place to provide independent assurance on the operation of controls within shared services. The audits are being conducted by a firm of accountants in accordance with the International Standard on Assurance Engagements (ISAE 3402) which is designed to report to user departments and their auditors on the controls within shared services. The audits encompass (i) a readiness assessment to identify risks and related controls and provide a gap analysis, followed by (ii) a report on the design and existence of controls, and (iii) an annual report on whether controls operated effectively. The Accounting Officer for shared services will provide the NDA with a letter outlining progress in implementing the audit assurance process and the results of the audits on the design, existence and operation of controls are expected to be reported to the NDA as set out in that letter.

The NDA takes assurance from the system of control within shared services as reported by the Accounting Officer for Shared Services.

**Fraud and Irregularities**

There are no matters of fraud to report for 2018.

The NDA has a Protected Disclosure Policy and procedures for notification of protected disclosures and any alleged fraudulent incidents or irregularities. The policy establishes the structures and processes for receiving and dealing with disclosures, and to make reports annually on any disclosures.

The parties which are to be notified of such incidents are:

The Audit Committee

The Authority members

The Head of the Internal Audit Service

The Secretary General of the Department of Justice and Equality

The Minister (as appropriate)

The Comptroller and Auditor General

An Garda Síochána where appropriate

There were no Protected Disclosures reported in 2018. The NDA maintains a register for Protected Disclosures and all alleged fraudulent incidents. The NDA has procedures in place to ensure their investigation. In accordance with section 22 of the Protected Disclosures Act 2014, the NDA is committed to publishing a report on protected disclosures no later than 30 June each year.

**Tax Compliance**

Most of NDA payments are processed through shared financial services including:

* Payment of invoices through the Financial Shared Services under the Department of Justice and Equality based in Killarney, Co. Kerry.
* Payment of salaries, pensions, pension lump sums and travel and subsistence through the Payroll Shared Services Centre under the Department of Public Expenditure and Reform.

Expenditure in relation to tax is made under the VAT and Employer tax numbers of the Department of Justice and Equality. The NDA complies with requirements to apply Professional Services Withholding Tax (PSWT).

**Accountability**

The Authority prepares a Strategic Plan every 3 years under the National Disability Authority Act, which is submitted to the Minister for Justice and Equality for approval. The plan for 2016 to 2018, was approved by the Minister in June 2015, and work was completed for the next strategic plan 2019-2021 and was submitted to the Minister by 12 June 2018. The annual work plans are aligned to the strategic priorities and senior management report at regular intervals to the Authority on progress in its implementation.

The system of internal control which by its nature is dynamic, is continually developed, maintained and monitored in response to the emerging requirements of the organisation. Key elements, processes and procedures include:

* Clear separation of roles of the Chairperson and the Director as set out in the NDA governance manual;
* Procedures for key business processes have been documented, financial responsibilities have been assigned at management level with corresponding accountability;
* There is a regular management reporting process and a framework of administrative procedures which includes segregation of duties, a system of delegation and accountability and a system for the authorisation of expenditure;
* The organisation has policies and procedures designed to strengthen compliance with all pay and travel requirements as per the Department of Finance and the Department of Public Expenditure and Reform circulars;
* The organisation has a performance delivery agreement in place with the Department of Justice and Equality, and has regular governance meetings with the Department in relation to its delivery;
* The committees of the Authority i.e. the Audit, Finance and Risk and Director Performance Review Committees all have their terms of reference which are subject to review by the Authority. The Authority and its Finance and Audit Committees reviewed their performance in 2018;
* The Audit Committee considered whether the separate Risk Committee would continue and it was considered that this added value to the work of the Audit Committee which oversees risk management. The Authority approved this approach;
* The Director Performance Committee met during 2018 to agree the Director’s responsibilities and actions in line with the NDA work programme as set out in the Strategic Plan and the Annual Workplan. The Committee reports to the Authority and informs the Director of the Authority’s views and recommendations;
* There are systems aimed at ensuring the security of the information and communication technology systems. The NDA has a Service Level Agreement in place with regard to the shared ICT support service it avails of under the Department of Justice and Equality;
* There are systems in place to safeguard and account for assets;
* The Executive of the NDA works continuously to improve control systems and to report to the Audit and Finance Committees on same;
* The Annual Report is produced incorporating the financial statements and is published by the NDA once it has been laid before the Oireachtas.

The NDA’s Corporate Governance manual is aligned with the Code of Practice for Governance of State Bodies (2016). The manual sets out the role of members of the Authority and of the Executive and procedures for delegated authority, decisions, interests of members and other matters.

The NDA has a Data Protection Officer, a Freedom of Information Officer and a Risk Officer. In line with the General Data Protection Regulation, the NDA is working towards compliance with the Regulation and is updating policies and procedures on data protection, retention and reporting.

**Ongoing Monitoring and Review**

Formal procedures have been established for monitoring control processes, and control deficiencies are communicated to those responsible for taking corrective action in the relevant areas, with provisions to inform management, the Authority and its committees, where relevant, in a timely way.

 I confirm that the following ongoing monitoring systems are in place:

* Key risks and related controls have been identified and processes have been put in place to monitor the operation of those key controls and report any identified deficiencies, whereby the Risk Management Committee meet at least twice yearly and the Audit Committee meets quarterly.
* The Director reports to the Authority every 2 months on organisation, governance and project matters, bringing any items to the Authority that require approval.
* Risk management is a standing item on the Authority agenda.
* Reporting arrangements have been established at all levels where responsibility for financial management has been assigned. The Finance Officer reports to the Corporate Services Manager and produces monthly accounts for review by senior management, the Finance Committee and the Authority. The Finance Committee considers the financial analysis produced by the senior management group and reports to the Authority on performance. The Finance Committee meets 4 – 6 times per year to review expenditure performance and budget management.
* There are regular reviews by senior management of periodic and annual performance on budget and project implementation. This includes review of monthly management accounts and administration of a project management system, which supports performance measurement against work plan commitments and budgets/forecasts.
* Effectiveness of controls are subject of independent audits which are directed by audit programme determined by the Audit Committee. For 2018 this has included a review of how the NDA financial statements are prepared in addition to a review of internal controls. The reports of audits are considered by the audit committee and presented to the Authority.
* The Authority has considered the reports of audits conducted in 2017/2018 including the review of internal financial controls and review of preparation of accounts and is satisfied that there are effective controls in place.

**Procurement**

I confirm that the NDA has procedures in place to ensure compliance with current procurement rules and guidelines and that during 2018 the NDA complied with those procedures, except for delays in establishing new contracts for security and cleaning services.   The security contract was in place since 2017 and it became essential to extend the term of that contract until the successful completion of a new tender exercise, to ensure a continued security service was in place.   As a result expenditure of €35,875 was incurred in 2018 for the extended contract period.  The delay was due to a period of enquiry in light of regulatory developments and the need to repeat the tender competition in order to secure a contractor.  Further to the second tender competition in December 2018 a new service arrangement was identified and a contract put in place in 2019.

In relation to a previously reported delay in procuring a new cleaning service, the NDA incurred expenditure of €23,699 for an extended cleaning service contract in 2018.   The contract with the new cleaning service provider commenced in September 2018.    As a result of the delays in procuring new contracts for cleaning and security services in 2018, expenditure for necessary continued services under extended contracts is disclosed as non-compliant with procurement policy.

The NDA has a documented procurement policy in place and systems for evaluating and awarding contracts, and reporting on procurement outcomes to the Authority, the NDA continued to enhance existing procurement procedures and practice throughout the year.

**Review of Effectiveness**

I confirm that the NDA has procedures to monitor the effectiveness of its risk management and control procedures. The NDA’s monitoring and review of the effectiveness of the system of internal financial control is informed by the work of the internal and external auditors, the Audit Committee which oversees their work and the senior management within the NDA with responsibility for the development and maintenance of the internal financial control framework.

An independent review of internal controls was completed by internal audit in March 2019. It is considered that Internal Audit provides an objective evaluation and opinion on the effectiveness of the NDA’s framework of governance, risk management and control.  The overall conclusion from this audit is that effective internal controls are in place.

The reports of these audits were considered by the Audit Committee and were presented to the Authority for discussion and adoption at its March meeting.

The Audit Committee considered the implementation of management letter recommendations and previous audit findings and provided assurances on these in their annual report to the Authority in March 2018 in relation to same. The Audit Committee also considered the above audit reports of audits completed by Internal Audit Service in 2018 and the management responses to recommendations.

The Authority is satisfied that there is no evidence of any significant controls issues and that they give reasonable assurances of effective controls.

This statement of internal control has been adopted by the Authority further to discussion and consideration of all assurances provided.

**Internal Control Issues**

There were no weaknesses in internal control identified in relation to 2018, apart from the delay in the procurement of a new security service contract.



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Helen Guinan,

Chairperson

Date: 19th June 2019

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

## National Disability Authority

## Opinion on financial statements

## I have audited the financial statements of the National Disability Authority for the year ending 31 December 2018 as required under the provisions of Section 17 of National Disability Authority Act 1999. The financial statements comprise

* The statement of income and expenditure and retained revenue reserves
* The statement of comprehensive income
* The statement of financial position
* The statement of cash flows and
* The related notes, including a summary of significant accounting policies

In my opinion, the financial statements give a true and fair view of the assets, liabilities and financial position of National Disability Authority at 31 December 2018 and of its income and expenditure for 2018 in accordance with Financial Reporting Standard (FRS) 102 – The Financial Reporting Standard applicable in the UK and the Republic of Ireland.

## Basis of opinion

## I conducted my audit of the financial statements in accordance with the International Standards on Auditing (ISAs) as promulgated by the International Organisation of Supreme Audit Institutions. My responsibilities under those standards are described in the appendix to this report. I am independent of the Authority and have fulfilled my other ethical responsibilities in accordance with the standards.

## I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

## Report on information other than the financial statements, and on other matters

## The Authority has presented certain other information together with the financial statements. This comprises the annual report including the governance statement and Authority members’ report and the statement on internal control. My responsibilities to report in relation to such information, and on certain other matters upon which I report by exception, are described in the appendix to this report.

## I have nothing to report in that regard.



## John Crean

## For and on behalf of the Comptroller and Auditor General, 24 June 2019

**Appendix to the report**

**Responsibilities of Authority members**

As detailed in the governance statement and Authority members report, the Authority members are responsible for:

- The preparation of financial statements in the form prescribed under Section 17 of the National Disability Authority Act 1999

- Ensuring that the financial statements give a true and fair view in accordance with FRS102

- Ensuring the regularity of transactions

- Assessing whether the use of the going concern basis of accounting is appropriate, and

-Such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Responsibilities of the Comptroller and Auditor General**

I am required under Section 17 of the National Disability Authority Act 1999 to audit the financial statements of the Authority and to report thereon to the Houses of the Oireachtas.

My objective in carrying out the audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement due to fraud or error. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout the audit. In doing so,

- I identify and assess the risks of material misstatement of the financial statements whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- I obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal controls.

- I evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures.

- I conclude on the appropriateness of the use of the going concern basis of accounting and, based on the audit evidence obtained, on whether a material uncertainty exists related to events or conditions that may cause significant doubt on the Authority’s ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my report to the related disclosures in the financial statements, or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my report. However, future events or conditions may cause the Authority to cease to continue as a going concern.

- I evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

**Information other than the financial statements**

My opinion on the financial statements does not cover the other information presented with those statements and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, I am required under the ISAs to read the other information presented and, in doing so, consider whether the other information is materially inconsistent with the financial statements or with knowledge obtained during the audit, or if it otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

**Reporting on other matters**

My audit is conducted by reference to the special considerations which attach to State bodies in relation to their management and operation. I report if there are material matters relating to the manner in which public business has been conducted.

I seek to obtain evidence about the regularity of financial transactions in the course of audit. I report if there is any material instance where public money has not been applied for the purposes intended or where transactions did not conform to the authorities governing them.

I also report by exception if, in my opinion,

- I have not received all the information and explanations I required for my audit, or

- The accounting records were not sufficient to permit the financial statements to be readily and properly audited, or

- The financial statements are not in agreement with the accounting records

**National Disability Authority**

**STATEMENT OF INCOME AND EXPENDITURE AND RETAINED REVENUE RESERVES**

***For the year ended 31 December 2018***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  **Note** | **2018****€** | **2017****€** |
| **Income** |  |  |  |
| Oireachtas Grants | 2 | 3,939,786 | 3,992,832 |
| Net Deferred Pension Funding | 3 | 401,900 | 504,600 |
| Other Income | 4 | 137,266 | 121,483 |
| Transfer from/(to) the Capital Account | 7 | 36,982 | 78,981 |
| **Total Income** |  | **4,515,934** | **4,697,896** |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Projects and Commissioned Works Payable | 5 | 561,238 | 494,785 |
| Administration and Operations Costs  | 6 | 2,975,414 | 2,867,976 |
| Retirement Benefit Costs | 3 | 1,018,700 | 1,141,700 |
| Reduction in the value of fixed assets  | 8 | 77,651 | 78,981 |
| **Total Expenditure** |  | **4,633,003** | **4,583,442** |
|  |  |  |  |
| **(Deficit)/Surplus for the Year**  | 9 | **(117,069)** | **114,454** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Balance Brought Forward at 1 January  |  | 376,758 | 262,304 |
|  |  |  |  |
| **Balance Carried Forward at 31 December**  |  | **259,689** | **376,758** |

The Statement of Cash Flows and notes 1 to 15 form part of these financial statements.

On behalf of the Board of National Disability Authority:



Helen Guinan, Kathryn O’ Donoghue, Siobhan Barron,

Chairperson Authority Member Director

Date: 19th June 2019 Date: 19th June 2019 Date: 19th June 2019

**National Disability Authority**

**STATEMENT OF COMPREHENSIVE INCOME**

***For the year ended 31 December 2018***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Note** | **2018****€** | **2017****€** |
|  |  |  |  |
| **(Deficit)/Surplus** |  | **(117,069)** | **114,454** |
|  |  |  |  |
| Actuarial gains\(loss) on retirement benefit obligations | 3 | 2,631,300 | 1,692,100 |
|  |  |  |  |
| Adjustment to deferred pension funding  |  | (2,631,300) | (1,692,100) |
|  |  |  |  |
| **Total Comprehensive (Loss)/Income for the year** |  | **(117,069)** | **114,454** |

The Statement of Cash Flows and notes 1 to 15 form part of these financial statements.

On behalf of the Board of National Disability Authority:





Helen Guinan, Kathryn O Donoghue, Siobhan Barron,

Chairperson Authority Member Director

Date: 19th June Date: 19th June 2019 Date: 19th June 2019

**STATEMENT OF FINANCIAL POSITION**

***For the year ended 31 December 2018***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  **Note** | **2018****€** | **2017****€** |
| **Fixed Assets** |  |  |  |
| Property, plant & equipment |  8 |  2,977,084 | 3,014,066 |
| **Total Fixed Assets** |  |  **2,977,084** | **3,014,066** |
|  |  |  |  |
| **Current Assets** |  |  |  |
| Receivables | 10 | 388,061 | 452,230 |
| Cash and cash equivalents |  | 53,940 | 52,301 |
|  |  | **442,001** | **504,531** |
| **Current Liabilities *(amounts falling due within one year)*** |  |  |  |
| Payables  | 11 | (172,312) | (117,773) |
| **Net Current Assets** |  | **269,689** | **386,758** |
| **Long term Liabilities *(amounts falling due after one year)*** |  |  |  |
| Rental deposit held | 12 | (10,000) | (10,000) |
|  |  |  |  |
|  |  |  |  |
| **Retirement Benefits** |  |  |  |
| Deferred retirement benefit funding asset | 3 | (24,134,600) | (26,364,000) |
| Retirement benefit obligations | 3 | 24,134,600 | 26,364,000 |
|  |  |  |  |
| **Total Net Assets** |  | **3,236,773** | **3,390,824** |
|  |  |  |  |
| **Representing** |  |  |  |
| Capital account | 7 | 2,977,084 | 3,014,066 |
| Retained revenue reserves |  | 259,689 | 376,758 |
|  |  |  |  |
|  |  | **3,236,773** | **3,390,824** |

The Statement of Cash Flows and notes 1 to 15 form part of these financial statements.

On behalf of the Board of National Disability Authority:





Helen Guinan, Kathryn O Donoghue, Siobhan Barron,

Chairperson Authority Member Director

Date: 19th June 2019 Date: 19th June 2019 Date: 19th June 2019

**National Disability Authority**

**STATEMENT OF CASH FLOWS**

***For the year ended 31 December 2018***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| **Net Cash Flows from Operating Activities** |  |  |  |
| Excess Income over Expenditure |  | (154,051) | 35,473 |
| Depreciation of Fixed Assets |  | 77,651 | 78,981 |
| (Increase)/Decrease in Receivables |  | 64,169 | (83,353) |
| (Decrease)/Increase in Payables  |  | 54,539 | (35,434) |
| **Net Cash Inflow from Operating Activities** |  | 42,308 | **(4,333)** |
|  |  |  |  |
| **Cash Flows from Investing Activities** |  |  |  |
| Payments to acquire Property, Plant and Equipment |  | (40,669) | - |
| **Net Cash Flows from Investing Activities** |  | **(40,669)** |  |
|  |  |  |  |
| **Cash Flows from Financing Activities** |  |  |  |
| Bank Interest received |  | **-** | - |
| **Net Cash Flows from Financing Activities** |  | - | **-** |
|  |  |  |  |
|  |  |  |  |
| **Net Increase/(Decrease) in Cash and Cash Equivalents** |  | **1,639** | **(4,333)** |
|  |  |  |  |
| Cash and cash equivalents at 1 January |  | 52,301 | 56,634 |
| **Cash and cash equivalents at 31 December** |  | **53,940** | **52,301** |
|  |  |

**National Disability Authority**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2018**

1. **Accounting Policies**

The basis of accounting and significant accounting policies adopted by National Disability Authority (NDA/Authority) are set out below. They have all been applied consistently throughout the year and for the preceding year. The financial statements are presented in Euro (€).

1. **General Information**

The National Disability Authority was set up under section 6 of the National Disability Act 1999, with a head office at 25 Clyde Road, Dublin 4 on 12 June 2000 on the dissolution of the former organisation, the National Rehabilitation Board.

The principal function of the National Disability Authority (NDA) is to advise the Minister for Justice and Equality regarding issues of policy and practice relevant to the lives of persons with disabilities.

National Disability Authority’s particular functions as set out in section 8 of the National Disability Act 1999 include:

* *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.*
* *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 people with disabilities.*
* *To advise the Minister on appropriate standards for programmes and services provided or to be provided to persons with disabilities and to act as an advisory body with regard to the development of general and specific standards in relation to such programmes and services.*
* *To monitor the implementation of standards and codes of practice in programmes and services provided to persons with disabilities and to report to the Minister thereon.*
* *To liaise with other bodies, both corporate and unincorporated, involved in the provision of services to persons with disabilities and to facilitate and support the development and implementation of appropriate standards for programmes and services for persons with disabilities.*
* *To prepare codes of practice for the purpose of achieving the aim of good standards and quality in the provision of programmes and services provided or to be provided to persons with disabilities.*
* *To recognise the achievement of good standards and quality in the provision of programmes and services to persons with disabilities, including through the provision of a disability equality awards system.*
* *To prepare strategic plans.*

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

* *To prepare 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) 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).*
* *To establish and operate a Centre for Excellence in Universal Design in relation to the built environment, products, services and information technology which will promote the principles of universal design so that each of these may be accessed, understood and used to the greatest practicable extent by people with disabilities:*
	+ *In the most independent and natural manner, and*
	+ *In the widest possible range of situations without the need for adaptation, modification, assistive devices or specialised solution (Part 6).*
1. **Statement of Compliance**

The financial statements of the National Disability Authority for the year ended 31 December 2018 have been prepared in accordance with FRS 102, the financial reporting standard applicable in the UK and Ireland issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland.

1. **Basis of Preparation**

The financial statements have been prepared using the accruals method of accounting, except as indicated below and in accordance with FRS 102 under the historical cost convention. Financial Reporting Standards recommended by recognised accountancy bodies are adopted as they become operative. The financial statements are in the form approved by the Minister for Justice and Equality. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the National Disability Authority’s financial statements.

1. **Revenue**

Oireachtas Grants

The NDA receives a grant annually from the Department of Justice and Equality as provided in the National Disability Authority Act 1999. Oireachtas Grants are recognised on a cash receipts basis.

Other Income

Other Income comprises rent, HSE funding and social welfare and is recognised on an accruals basis.

1. **Property, Plant and Equipment**

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. Depreciation is provided on all property, plant and equipment, other than premises, at rates estimated to write off the cost less the estimated residual value of each asset on a straight-line basis over their estimated useful lives, as follows:

1. Freehold Premises 2.5% per annum (Reducing balance)
2. Fixtures and Fittings, Equipment 10% per annum (Straight line)
3. Computer hardware and software 20% per annum (Straight line)

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of an age and in the condition expected at the end of its useful life.

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

1. **Capital Account**

The Capital Account represents the unamortised value of income used for capital purposes (i.e. acquisitions).

1. **Receivables**

Receivables are recognised at fair value, less a provision for doubtful debts. The provision for doubtful debts is a specific provision, and is established when there is objective evidence that the NDA will not be able to collect all amounts owed to it. All movements in the provision for doubtful debts are recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

1. **Employee Benefits**

Short-term Benefits

Short-term benefits such as holiday pay are recognised as an expense in the year and stated net of secondee recoupments. Benefits that are accrued at year-end are included in the Payables figure in the Statement of Financial Position.

Retirement Benefits

The NDA operates a defined benefit superannuation scheme for staff funded annually on a pay as you go basis from monies provided by the Department of Justice and from staff contributions which are retained by the Department and credited to a suspense account on the Departments Vote ledger. Lump sum entitlements to retiring staff are paid from the suspense account whereas monthly pension payments to retired staff are paid out of current income.

Up until the end of 2018 11 staff came within the Single Public Services Pension Scheme (“Single Scheme”), which is a defined benefit scheme for pensionable public servants appointed on or after 1 January 2013. Single Scheme members’ contributions are paid over to the Department of Public Expenditure and Reform.

Pension costs reflect pension benefits earned by employees and former National Rehabilitation Board employees where appropriate, and are shown net of staff pension contributions, which are retained by the Department of Justice and Equality. 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 Comprehensive Income, and a corresponding adjustment is recognised in the amount recoverable from the Department of Justice and Equality.

The financial statements reflect, at fair value, the assets and liabilities arising from the NDA’s pension obligations and any related funding, and recognises the costs of providing pension benefits in the accounting periods in which they are earned by employees. Retirement benefit scheme liabilities are measured on an actuarial basis using the projected unit credit method.

1. **Critical Accounting Judgements and Estimates**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements have had the most significant effect on amounts recognised in the financial statements.

Depreciation and Residual Values

The executive has reviewed the asset lives and associated residual values of all fixed asset classes, and in particular, the useful economic life and residual values of fixtures and fittings, and has concluded that asset lives and residual values are appropriate.

Retirement Benefit Obligation

The assumptions underlying the actuarial valuations for which the amounts recognised in the financial statements are determined (including discount rates, rates of increase in future compensation levels, mortality rates and healthcare cost trend rates) are updated annually based on current economic conditions, and for any relevant changes to the terms and conditions of the pension and post-retirement plans.

The assumptions can be affected by:

1. the discount rate, changes in the rate of return on high-quality corporate bonds
2. future compensation levels, future labour market conditions
3. health care cost trend rates, the rate of medical cost inflation in the relevant regions
4. **Oireachtas Grants**

The Oireachtas Grants voted to the National Disability Authority from Department of Justice and Equality as shown in the financial statements consists of:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Note** | **2018****€** | **2017****€** |
| Grants for current expenditure | Vote 24 Subhead D3 | 3,939,786 | 3,992,832 |
|  |  | **3,939,786** | **3,992,832** |

1. **Retirement Benefit Costs**
2. ***Analysis of total retirement benefit costs charged to the Statement of Income and Expenditure and Retained Revenue Reserves***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Current service costs |  | 671,100 | 770,400 |
| Interest on retirement benefit scheme liabilities |  | 447,800 | 446,900 |
| Employee Contributions |  | (100,200) | (75,600) |
|  |  | **1,018,700** | **1,141,700** |

1. ***Movement in net retirement benefit obligations during the financial year***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Net retirement benefit obligation at 1 January |  | 26,364,000 | 27,551,500 |
| Current service costs |  | 671,100 | 770,400 |
| Interest costs |  | 447,800 | 446,900 |
| Actuarial (gain)/loss |  | (2,631,300) | (1,692,100) |
| Pensions paid in the year |  | (717,000) | (712,700) |
| **Net retirement benefit obligation at 31 December** |  | **24,134,600** | **26,364,000** |

1. ***Deferred funding for retirement benefits***

The NDA recognises these amounts as an asset corresponding to the unfunded deferred liability for retirement benefits 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 retirement benefit 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. The NDA has no evidence that this funding policy will not continue to meet such sums in accordance with current practice.

The net deferred funding for retirement benefits recognised in the Statement of Income and Expenditure and Retained Revenue Reserves was as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017** **€** |
| Funding recoverable in respect of current year retirement benefit costs |  | 1,118,900 | 1,217,300 |
| State grant applied to pay retirement benefits |  | (717,000) | (712,700) |
|  |  | 401,900 | 504,600 |

The deferred funding asset for retirement benefits at 31 December 2018 amounts to €24.1m (2017: €26.4m).

1. ***General description of the scheme***

The retirement benefit scheme is a defined benefit final salary pension arrangement with benefits and contributions defined by reference to current “model” public sector scheme regulations. The scheme provides a pension (being 1/80 per year of service), a gratuity or lump sum (being 3/80 per year of service) and spouses and children’s pensions. Normal retirement age is a member’s 65th birthday, and pre-2004 members have an entitlement to retire without actuarial reduction from age 60. Pensions in payment (and deferment) normally increase in line with general public sector salary inflation.

The valuation used for FRS 102 disclosures has been based on a full actuarial valuation performed on 16 February 2018 by a qualified independent actuary, taking account of the requirements of the FRS in order to assess the scheme liabilities at 31 December 2017.

The principal actuarial assumptions were as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018** | **2017** |
| Rate of increase in salaries |  | 3.60% | 3.80% |
| Pension Increases – Superannuation scheme |  | 2.60% | 2.80% |
| Discount rate |  | 2.00% | 1.70% |
| Inflation rate |  | 1.60% | 1.80% |
| State pension increases |  | 1.60% | 1.80% |
| Pension increases - SPSPS |  | 1.60% | 1.80% |

Mortality

58% of ILT15 for males with improvements (see below).

62% of ILT15 for females with improvements (see below).

Improvements in annuity rates of 0.36% p.a. (Males with no spouse’s pension), 0.30% p.a. (Males with spouse’s pension), 0.30 p.a. (Females with no spouse’s pension) and 25% p.a. (Females with spouse’s pension) for each year between 2018 and the year of retirement.

The table below shows the assumed life expectancy for members attaining normal retirement age in 2019 and 2039.

|  |  |  |
| --- | --- | --- |
| **Year of attaining age 65** | **2019** | **2039** |
| Life expectancy male | 21.3 | 22.9 |
| Life expectancy female | 23.8 | 25.3 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Other Income**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Social Welfare  |  | 1,790 | 14,915 |
| Rental Income  |  | 56,703 | 56,703 |
| HSE Funding |  | 78,773 | 49,865 |
|  |  | **137,266** | **121,483** |

Rental income figure of €56,703 relates to rent of €38,000, the remaining €18,703 relates to the associated service charge received from the tenants who rent a floor at 25 Clyde Road from the NDA.

The NDA receives funding from the HSE for 2 staff (1.5 whole time equivalents) working on 2 specific HSE research projects.

1. **Projects and Commissioned Works Payable**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Research |  | 255,490 | 305,140 |
| Information Resources  |  | 12,694 | 5,008 |
| Universal Design Promotion |  | 91,919 | 99,563 |
| Standards and Guidelines |  | 59,395 | 41,905 |
| Conference and Seminars  |  | 9,105 | 26,326 |
| Consultation  |  | 1,683 | 6,554 |
| Translation  |  | 3,788 | 10,289 |
| Disability awareness program |  | 127,164 | - |
|  |  | **561,238** | **494,785** |

1. **Administration and Operations Costs**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Remuneration and other pay costs | 6(a) | 2,236,353 | 2,196,554 |
| Building overheads and improvements |  | 183,934 | 227,368 |
| Rates  |  | 52,400 | 52,400 |
| Cleaning and domestic services  |  | 54,191 | 48,058 |
| Authority Fees and expenses |  | 66,518 | 79,525 |
| Postage and telecoms |  | 22,475 | 22,844 |
| Office costs  |  | 36,348 | 43,855 |
| Library  |  | 33,185 | 19,696 |
| IT costs  |  | 125,931 | 94,985 |
| Professional fees\*  |  | 57,096 | 45,816 |
| Audit fees  |  | 16,000 | 14,000 |
| Staff training |  | 24,436 | 22,875 |
| Recruitment fees |  | 34,210 | - |
| Consultancy |  | 31,190 | - |
| Hospitality |  | 1,147 | - |
|  |  | **2,975,414** | **2,867,976** |

\* 2017 Professional fees includes €16,122 for recruitment fees.

***(a) Remuneration and Other Pay Costs***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Staff salaries (including holiday pay accrual) |  | 2,108,434 | 2,025,356 |
| Agency Staff pay |  | 102,036 | 145,539 |
| Staff travel and subsistence costs |  | 25,883 | 25,659 |
|  |  | **2,236,353** | **2,196,554** |

Staff salaries are stated net of €56,998 recouped from the Irish Human Rights and Equality Commission for 1 staff member on secondment.

The NDA finance officer is contracted through an external firm of accountants. In 2017 these costs were reported in Project and Commissioned Works note 5. These costs have be reclassified as part of agency staff pay in 2018.

*Employee Short Term Benefits Breakdown*

|  |  |
| --- | --- |
| **Range of total employee short term benefits** | **Number of Employees** |
| **From To** | **2018** | **2017** |
| Less than €59,999 | 21 | 20 |
| €60,000 - €69,999 | 3 | 2 |
| €70,000 - €79,999 | 7 | 11 |
| €80,000 - €89,999 | 1 | 1 |
| €90,000 - €99,999 | 1 | 2 |
| Greater than €100,000 | 2 | 1 |
| **Total number employed** | 35 | 37 |

One staff member is currently on a career break and received no salary in 2018. This staff member is due to return in 2019.

*Authority Members Fees and Expenses*

Authority fees shown in note 6 are inclusive of accruals of €166 and €157 for 2017 and 2018 respectively. Mr Donie O’Leary also received travel expenses to the value of €492 in respect of his membership of the Disability Stakeholder Group and its sub-committee. These expenses are disbursed by the NDA and captured under the Projects and Commissioned Works Payable heading (note 5).

*Director’s Remuneration*

The Director was paid a salary in 2018 of €103,271 (2017: €98,033) on the Civil Service Principal Officer (Higher) pay scale, where the increase year on year related to the pay restoration from 1 January 2018 under the Financial Emergency Measures in the Public Interest (FEMPI) Act 2015 and the Public Service Pay and Pensions Act 2017.  No other payment was made in the year to the Director in the nature of pay.  The Director is a member of the Department of Justice and Equality superannuation scheme and her entitlements do not extend beyond the standard entitlements available under such a scheme.

*Pension Related Deductions*

€92,838 (2017: €95,978) was deducted from staff by way of the pension related deductions and retained by the Department of Justice and Equality.

1. **Capital Account**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Opening balance |  | 3,014,066 | 3,093,047 |
| Income applied to purchase of fixed assets  |  | 40,669 | - |
| Amortised in year in line with asset depreciation |  | (77,651) | (78,981) |
| **Transfers (to)/from Statement of Income and Expenditure and Revenue Reserves** |  | (36,982) | (78,981) |
| **Closing balance** |  | **2,977,084** | **3,014,066** |
|  |  |

1. **Property, Plant and Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Computer hardware and software****€** | **Fixtures and Fittings, Equipment****€** | **Freehold Premises****€** | **Total****€** |
| **Cost at 1 January** | **125,211** | **117,143** | **4,423,015** | **4,665,369** |
| Additions | - | 3,777 | 36,892 | **40,669** |
| Disposals | (96,550) | (10,444) | - | **(106,994)** |
| **At 31 December** | **28,661** | **110,476** | **4,459,907** | **4,599,044** |
|  |  |  |  |  |
| Depreciation at 1 January | **124,689** | **117,143** | **1,409,471** | **1,651,303** |
| Depreciation on Disposals | (96,550)  | (10,444) | - | **(106,994)** |
| Charge for the year | 522 | 377 | 76,752 | **77,651** |
| **At 31 December** | **28,661** | **107,076** | **1,486,223** | **1,621,960** |
|  |  |  |  |  |
| Net Book Value at 1 January | **522** | **-** | **3,013,544** | **3,014,066** |
| Net movement for the year | (522) | 3,400 | (39,860) | **(36,982)** |
| **At 31 December** | **-** | **3,400** | **2,973,684** | **2,977,084** |

The Authority operates its business from premises at 25 Clyde Road, Ballsbridge, Dublin 4, which it owns. The Authority does not own or lease any other property.

A review of the NDA asset register was carried out in 2018. €132,061 of computer hardware and software was written off as obsolete, €35,512 of computer hardware and software previously written off was reinstated.

1. **Deficit/surplus for the Year**

As noted in the accounting policies the Oireachtas grant is recognised on a cash receipts basis and represents the gross payments made by the Department on behalf of the NDA offset in some instances by receipts remitted to the Department. Other income and expenditure in these financial statements is recognised on an accruals basis. As a result, the balance on the income and expenditure account does not represent a normal operating deficit, as it is largely attributable to the difference between accruals expenditure and cash-based funding.

1. **Receivables**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Department of Justice and Equality\* |  | 334,903 | 354,033 |
| Prepayments  |  | 35,257 | 48,331 |
| Other Debtors |  | 17,901 | 49,866 |
|  |  | **388,061** | **452,230** |

\* The costs of pension lump sums are met from a specific / suspense account maintained by the Department of Justice and Equality for that purpose. The Authority remits superannuation payments from all staff to that account each fortnight. Lump sum payments over the course of the year are charged to that account. The balance here represents the amount in the account at 31 December 2018.

1. **Payables**

***Amounts falling due within one year***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2018****€** | **2017****€** |
| Department of Justice |  | 21,800 | 11,705 |
| Holiday pay accrual  |  | 52,155 | 47,780 |
| Audit fee |  | 16,000 | 14,000 |
| Other accruals |  | 82,357 | 44,288 |
|  |  | **172,312** | **117,773** |

1. **Payables – amounts falling due after one year**

Creditors falling due after more than one year consists of €10,000 held as a rental deposit in respect of the lease agreement regarding part of the property held at 25 Clyde Road.

1. **Key Management**

Key management personnel comprises the Director and 3 Senior Managers. Total remuneration paid to key management personnel amounted to €389,146 (2017: €393,155), and Board member's fees amounted to €59,428 (2017: €68,401). Please refer to Note 6 for a breakdown of the remuneration and benefits paid to all staff, including the director. Payments to Board members is disclosed in the Governance Statement.

1. **Related Party Disclosures**

The National Disability Authority adopts procedures in accordance with the guidelines issued by the Department of Public Expenditure and Reform covering the personal interests of Authority members. In the normal course of business, NDAmay approve grants or enter into other contractual arrangements with entities in which NDA Board members are employed or are otherwise interested. In cases of potential conflict of interest, Authority members do not receive Board documentation, otherwise participate in, or attend discussions regarding these transactions. A register is maintained and available on request of all such instances.

There were no transactions in the year in relation to the Authority’s activities in which Authority members had any beneficial interest.

**15. Approval of the financial statements**

The financial statements were approved by the Board of National Disability Authority on 22nd May 2019.

# General Information

**Head office :** 25 Clyde Road, Ballsbridge, Dublin 4

**Director :** Siobhan Barron

**Solicitors :** Messrs. Beauchamps, Grand Canal Dock, Dublin 2

**Bankers :** Bank of Ireland, 104 Ranelagh, Dublin 6

Bank of Ireland, Ballsbridge, Dublin 4

**Auditors :** Comptroller & Auditor General, 3a Mayor Street Upper,

Dublin 1

**Appendix 1: Authority and other committees in 2018**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Helen Guinan  | Chairperson | July 2014\* |
| Ruthann La Malfa | Member | July 2014\* |
| Teresa McDonnell | Member | July 2014\* |
| Deaglan O’Briain | Member | July 2014\* |
| Aisling Glynn | Member | June 2017 |
| Jack Kavanagh | Member | August 2018 |
| Cathal Morgan | Member | August 2018  |
| Kathryn O’Donoghue | Member | August 2018 |
| Martha Griffin | Member | August 2018 |
| Deirdre O’Connor | Member | August 2018 |
| Damian Gordon | Member | August 2018 |
| Brian Callanan | Member | August 2018 |
| Grainne Collins | Member | August 2018 |
|  |  |  |

\*Authority members are currently serving a second term.

The table below details those members of the Authority whose term expired on 22nd July 2018.

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Frank Cunneen  | Member | July 2018 |
| Des Kenny | Member  | July 2018 |
| Mary Lavelle | Member | July 2018 |
| James O’Grady | Member | July 2018 |
| Donie O’Leary | Member | July 2018 |
| Alison Ryan | Member | July 2018 |
| Donal Rice | Member | July 2018 |

### Audit Committee

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| John Fitzgerald  | Chairperson | March 2017\* |
| Teresa McDonnell | Member | July 2014\* |
| Tony Fitzpatrick | Member | June 2017\* |
| Cathal Morgan | Member  | August 2018 |
| Kathryn O’Donoghue | Member | August 2018 |
| Tim Maverley | Member | August 2018 |
| John Maher | Member | August 2018 |

\*Audit Committee members currently serving a second term.

The table below details those members of the Audit Committee whose term expired on 22nd July 2018

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Donal Lawlor  | Chairperson | July 2018 |
| Frank Cunneen | Member  | July 2018 |
| Robert Cashell | Member | July 2018 |
| Des Kenny | Member | July 2018 |
| Lawrence Byrne | Member | July 2018 |

### Finance Committee

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Kathryn O’Donoghue  | Chairperson | August 2018 |
| Ruthann LaMalfa | Member | July 2014\* |
| Pat Fitzsimons | Member  | July 2014\* |
| Harry McGeary | Member | August 2018 |
| Damian Gordon | Member | August 2018 |
| Brian Callanan | Member | August 2018 |

\*Finance Committee members currently serving a second term.

The table below details those members of the Finance Committee whose term expired on 22nd July 2018

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Frank Cunneen  | Chairperson | July 2018 |
| Des Kenny | Member  | July 2018 |
| Aisling Glynn | Member | July 2018 |
| David Scott | Member | July 2018 |

### Risk Committee

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Tim Maverley  | Chairperson | August 2018 |
| Pat Fitzsimons\* | Member | July 2014\* |
| Senior Management Group |  |  |

\*Risk Committee member currently serving a second term.

The table below details those members of the Risk Committee whose term expired on 22nd July 2018

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Term Expiry Date:** |
| Robert Cashell  | Chairperson | July 2018 |

### Strategic Planning Committee

The members of the Strategic Planning Committee are:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Helen Guinan  | Chairperson | November 2017 |
| Des Kenny  | Authority Member | November 2017 |
| Frank Cunneen | Authority Member  | November 2017 |
| Donie O’Leary | Authority Member | November 2017 |
| Alison Ryan | Authority Member | November 2017 |
| Mary Lavelle | Authority Member | November 2017 |
| James O’Grady | Authority Member | November 2017 |
| Teresa McDonnell | Authority Member | November 2017 |
| Donal Rice | Authority Member | November 2017 |
| Senior Management Group |  |  |

Director Performance Committee

|  |  |  |
| --- | --- | --- |
| **Name:** | **Role:** | **Appointment Date:** |
| Helen Guinan  | Chairperson | July 2014\* |
| Deirdre O’Connor | Authority Member | July 2014\* |
| Jack Kavanagh | Authority Member | August 2018 |

\*Director Performance Committee member currently serving a second term.

# Appendix 2: Representation on external bodies in 2018

**Public sector:**

**Department of Children and Youth Affairs**

* Member of Department of Children and Youth Affairs Disability Advisory Committee
* Member of (**AIM**) - model of supports designed to ensure that children with disabilities can access the Early Childhood Care and Education (ECCE) – Project Team
* Member of (**AIM**) - model of supports designed to ensure that children with disabilities can access the Early Childhood Care and Education (ECCE) – Cross-sectoral Implementation Group
* Member of TÚSLA – Early Years Inspectorate Forum

**Department of Communications, Energy and Natural Resources**

**Department of Education and Skills**

* Member of Disability Advisory Committee
* Membership of the National Council for Special Education, and of its Consultative Forum

**Department of Health**

* Member of Implementation Steering Group of Value for Money Policy Review of Disability Services, and of Working Groups 1, 2, 4 and of the implementation process
* Member of Disability Advisory Committee
* Member of the National Disability Databases Committee
* Member of the Implementation Team for Personalised Budgets
* Member of Taskforce on Personalised Budgets, Strategy and Policy Group
* Member of Taskforce on Personalised Budgets, Advisory and Consultative Group
* Member of HSE’s National Consultative Forum
* Member of HSE’s National Disability ICT Board
* Member of National New Directions Implementation Group
* Member of the HSE task force – disability residential services
* Member of the Tripartite Team – **Transforming Lives**
* Ad Hoc Operational Group Reviewing the Fire Safety Code of Practice

**Department of Housing, Planning and Local Government**

National Housing Strategy for People with a Disability Implementation Monitoring Group

Disability Consultative Committee

Working Group on Disability Voting

**Housing Agency**

National Housing Strategy for People with a Disability Housing Subgroup

National Housing Strategy for People with a Disability Community Living Task Group

**Irish Water**

Stakeholder Forum

### IHREC

Peer reviewer for IHREC programme of research

### DEASP

Disability Consultative Committee

Technical Group on Social Inclusion

### HRB

Advisory Committee for systematic review of costs and benefits of decongregation

# Appendix 3: Publications in 2018

Research and guidance published in 2018 included:

**Strategic Plan**

* NDA Strategic Plan 2019-2021

**Annual Report**

* NDA Annual Report 2017

**Education Publications**

* A qualitative study of how well young people with disabilities are prepared for life after school

**Employment Publications**

* Assisting People with Autism in Employment: Guidance for Line Managers and HR Professionals
* Research in Good Practice in the Employment of People with Disabilities in the Public Sector
* Comprehensive Employment Strategy 2017: National Disability Authority Year-end Review

**Health Publications**

* Report on Future needs for disability services (for WG1 of Transforming Lives programme)

**Housing, Planning and Local Government Publications**

* Assisting People with Autism: Guidance for Local Authority Housing Officers

**Justice and Safeguarding**

* Assisting People with Autism: Guidance for Justice Professionals in communicating with people with autism

**National Disability Inclusion Strategy**

* An Indicator Set to Monitor the NDIS

**Staff Competencies and Skills Mix for a Community-Based Model of Disability Services**

* Staff Competencies and Skills Mix for a Community-Based Model of Disability Services

**Transport Publications**

* Transport Accessibility Monitoring Study: Report on Phase 1 Pilot

# Appendix 4: Policy advice papers in 2018

Policy advice papers issued in 2018 included:

### Department of Children and Youth Affairs

* Early Years Strategy
* Review of Overage Exemptions

### Department of Education and Skills

* Review of Career Guidance

### Department of Health

* Draft Heads of Bill – Deprivation of Liberty Safeguards
* Role of Voluntary Bodies

### Health Service Executive

* Draft HSE Adult Safeguarding Policy 2018

### HIQA

* Safeguarding Standards

### Túsla

* Consultation on Regulatory Framework Early Years Inspectorate

**National Disability Authority**
25 Clyde Road, Dublin 4
**Telephone**: (01) 608 0400
**Fax**: (01) 660 9935
**www.nda.ie**

National Disability Authority is the independent state body providing expert advice on disability policy and practice to the Minister, and promoting Universal Design in Ireland.

1. http://nda.ie/File-upload/International-Good-Practice-in-Vocational-Rehabilitation-Lessons-for-Ireland.pdf [↑](#footnote-ref-1)