



# LOUTH LOCAL AUTHORITIES DISABILITY IMPLEMENTATION PLAN 2008 -2015



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## Foreword

I am delighted to present draft Louth Local Authorities Disability Implementation Plan 2008 – 2015. This and have developed a strategy for change has been developed to indicate the Local Authorities continuing commitment to providing universal access for all in relation to the council's service provision.

The Disability Act 2005 outlines the definition of 'Disability' as being

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

With this in mind, we have identified areas and practises that needed to be upgraded to provide a fully inclusive accessible service for people with disabilities and have developed a strategy for change. We aim to provide a more accessible county, which in turn will create a more inclusive community. It is the barriers to access and participation that lead to social exclusion. This strategy will outline and prioritize the areas that need to be targeted to achieve this universal access. The implementation of this plan will fall within the remit of the organisation. The Housing & Community Strategic Policy Committee, the Elected Members, Implementation Team, County Manager and staff will all have a role to plan in its successful implementation.

This plan will be embedded in the corporate process of Louth Local Authorities. It will form a strategic objective in future Corporate Plans in that we will strive to achieve disability equality in all our service provision. Regard for this plan, including actions and policy background, will underpin all Louth County Development Plans, Local Area Plans as well as other Local Authority strategies including Sport, Tourism, Libraries and the Arts. The actions will be resourced by funding from the National Disability Strategy along with ongoing resources from within Louth Local Authorities budget. Progress has already been made since the National Disability Strategy Funding came on-stream in 2005, bringing improvements in the areas of access to the built environment and access to information. This plan is collaboration between the Department of the Environment, Heritage & Local Government, Louth Local Authorities, national disability organisations, local disability support groups and the citizens of Louth. We thank those who took part in our surveys and consultation process, which in turn assisted us in prioritizing the action plan. I would also like to thank the Social Inclusion Unit within the Local Authority for developing the draft plan prior to consultation, Gerry Kinsella, Accessing Consultancy Services who assisted with the Action priority matrix and also the Louth Local Authorities Barcelona Implementation team which had an advisory role in the process.

**Conn Murray, County Manager, Louth Local Authorities**

## 1. Disability in Louth – setting the context

In April 2008 in terms of the number of persons with some sort of a disability in County Louth, there are a total of 7,849 persons in receipt of some form of disability payment from the Department of Social & Family Affairs. However, there are undoubtedly more persons in the county with some sort of a disability, as the United Nations state that at any one time approximately 10% of any given population have a disability of some sort. Persons in receipt of disability payments from the Department of Social & Family Affairs are in the main unemployed or on low incomes, and therefore more susceptible to financial poverty and social exclusion than the rest of the population. There are also 73 more females than males in receipt of disability payments in Co. Louth.

### Social Welfare Disability Benefits (including number of persons in receipt of these benefits in Co. Louth)

- Invalidity Pension is a payment made to people who are permanently incapable of work because of an illness or incapacity (2,076 persons April 2008)
- Illness Benefit is a payment made to insured people who are unable to work due to illness (2,914 persons April 2008)
- Disability Allowance is a weekly allowance paid to people with a disability who are aged 16 or over and under age 66. Your disability must be expected to last for at least one year and the allowance is subject to both a medical suitability and a means test (2,315 persons April 2008)
- Blind Person's Pension is a pension paid to blind people and certain people with low vision, aged 18 or over who are normally living in the State and satisfy a means test (48 persons April 2008)
- Disablement Pension can be paid to you, if as a result of an accident at work or a prescribed disease contracted at work, you suffer a loss of physical or mental faculty (496 persons April 2008)

**Table A: No. of Persons on Particular Disability Benefits by Gender in Co. Louth**

Gender	Invalidity pension	Illness Benefit	Disability Allowance	Blind person's pension	Disablement pension	Total
<b>Males</b>	<b>1,039</b>	<b>1,037</b>	<b>1,389</b>	<b>26</b>	<b>397</b>	<b>3,888</b>
<b>Females</b>	<b>1,037</b>	<b>1,877</b>	<b>926</b>	<b>22</b>	<b>99</b>	<b>3,961</b>
<b>Total</b>	<b>2,076</b>	<b>2,914</b>	<b>2,315</b>	<b>48</b>	<b>496</b>	<b>7,849</b>

Source: DSFA, April 2008

Table B below outlines the age profile of people with a disability in County Louth. The majority of people with a disability are in the over 65 age group.

**Table B: Age Profile of People with a Disability**

<i>Electoral District</i>	<b>1 – 14</b>	<b>15 – 24</b>	<b>25 – 44</b>	<b>45 – 64</b>	<b>65+</b>	<b>Total</b>
<b>Louth</b>	863 8.3%	736 7.1%	2,190 21.0%	3,173 30.5%	3,452 33.1%	10,414
<b>National</b>	33,256 8.4%	29,047 7.4%	78,326 19.9%	114,889 29.2%	138,257 35.1%	393,785

Source: CSO 2006

### **Persons with an Intellectual Disability**

There were 25,613 people registered on the National Disability database in 2007. There were a total of 972 persons on the Intellectual Disability Database in Co. Louth; this is 3.8% of the total percentage of the National Intellectual Disability Database.

**Table C: Degree of Intellectual Disability in County Louth**

<b>Louth</b>	<b>Not verified</b>	<b>Mild</b>	<b>Moderate</b>	<b>Severe</b>	<b>Profound</b>	<b>All Levels</b>
<b>Number</b>	<b>22</b>	<b>385</b>	<b>295</b>	<b>216</b>	<b>54</b>	<b>972</b>
<b>%</b>	<b>2.3</b>	<b>39.6</b>	<b>30.3</b>	<b>22.2</b>	<b>5.6</b>	<b>100</b>

Source: National Intellectual Disability Database, 2007

### **Persons with a Visual Disability**

329 persons in County Louth are registered as being blind with the Blind Council (March 2008). However, there could be twice as many persons with a visual impairment in the county as many are not registered for various reasons. It should also be noted that the majority of the 329 persons registered with the Blind Council are not in receipt of Blind Persons Pension as they do not satisfy the means test.

## **2. Attitude, Disability Awareness and Skills in Local Authorities**

One of the most important outcomes in this process is the development of awareness and skills among all staff and elected members. Physical enhancements are vital, but only fully add value to the service delivery when the staff are 'disability aware'. Disability awareness will permeate the Council's structure, so mechanisms need to be in place to address its incorporation into the staff training process. Strategic planners need skills to design and deliver future services and policies, to ensure the processes they are developing are fully inclusive. The awareness of the disability issue will influence the thinking and approach and needs to be strengthened and maintained among all staff and elected members. Attitude towards people with a disability can influence their lives on many levels including self-esteem. Negative attitudes can be a huge barrier to inclusion. Through training initiatives, Louth Local Authorities strives to ensure that a positive attitude to people with a disability remains part of our customer service ethos. Skills in adapting this awareness and knowledge into practise in the area of policy making and customer service delivery must be prioritised during the delivery of this plan. The dedication of an Access Officer in Louth Local Authorities is an indication of the Local authority's commitment to the importance of this role and our compliance with the underlying legislation set out in Disability Act 2005.

### **Disability Awareness Training**

The NDA (National Disability Authority) have issued guidelines to assist in sourcing and organising training to assist in embedding disability equality in the organisation. Training should start at the top of organisation and then focus on training officers, frontline delivery staff, forward planners and access officers before rolling out to all staff. Following training, the commitment undertaken by staff in their areas of responsibility should be reflected in the organisations PMDS process, with strategic objectives listed in PDP's. Louth Local Authorities will always ensure that the trainers providing disability awareness training to staff have training qualifications, accreditation and suitable experience. They will also need to have extensive knowledge of disability policies and legislation and a good understating of the Local Authority operating framework. Use of participatory training methods and the featuring of input from a person with a disability will increase effectiveness and serve to put the issues into context.

To ensure that this will happen, Disability Awareness Training must be mandatory for all Louth Local Authorities staff. Since 2005, 283 staff members have received Disability Awareness Training in the three Local Authorities that comprise Louth Local Authorities (Louth County Council, Drogheda Borough Council, Dundalk Town Council).

In 2007 a team of technical and engineering staff were trained in carrying out Street Audits. The Senior Management Team attended Disability Awareness Training in 2007 as well as information awareness sessions (LGMSB) in relation to the Local Authority's requirements under the Disability Act 2005, including the provision of the Disability implementation plan.

In 2006 and 2007 some frontline staff attended Sign-Language training to assist customers with hearing impairments to access our services.

In addition to the in-house training, relevant Local Authority staff should avail of seminars, workshops and courses offered by NDA, IPA, DFI and PWDI to broaden their expertise in this area, as well as learning from best practise examples.

**Disability Training Commitments with Louth Local Authorities**

Action	Person Responsible	Measure
1. To ensure that all staff are trained in Disability Awareness	Training Section – Corporate Services	Training delivered
2. To ensure that all elected members are trained in Disability Awareness	Training Section – Corporate Services	Training delivered
3. To ensure that disability awareness forms part of induction process for new staff and elected members	Training Section – Corporate Services	Training delivered
4. To ensure that relevant staff attend specialised training where appropriate to enhance skills in promoting inclusion	Training Section – Corporate Services/ Social Inclusion Unit	Training sourced and attended
5. To provide staff with the opportunity to learn Sign Language to increase our customer service delivery	Training Section – Corporate Services	New participants sourced and training commenced
6. To provide further supports and training to staff already trained in Sign Language levels 1&2	Training Section – Corporate Services	Supports and further training in place
7. To train additional staff in Access Auditing (streets)	Training Section – Corporate Services	Training delivered

8. To ensure that appropriate Louth Local Authority staff attend information workshops/seminars in regard to disability issues	Training Section – Corporate Services	Training attended
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## **3. Legal Framework for Louth Local Authorities Disability Implementation Plan**

### Legislative Background

New legislation has provided direction for Local Government with enhanced roles and responsibilities to ensure equality of access for persons with disabilities. The following legislation addresses inequalities and sets out a framework to promote inclusion.

- 1. Disability Act 2005**
- 2. Equality Status Act 2000 and 2004**
- 3. Employment Equality Act**
- 4. Part M of the Building Regulations**
- 5. Sectoral Plans**

#### **1. Disability Act 2005**

The Disability Act 2005 forms part of the Governments National Disability Strategy launched in 2004. The act provides a statutory basis for making public services accessible for people with disabilities.

Part 3 of the Act places significant responsibilities on public bodies to ensure their services are accessible to people with disabilities. In 2006 the Minister published the Department of Environment, Heritage and Local Government Sectoral Plan and stated the high level goal of the Department is

*“to promote and pro-actively encourage equal opportunities for persons with disabilities to participate in the economic, social and cultural life of the community”*

- Under section 26 public bodies are required, to ensure that their services are accessible for peoples with disabilities by providing integrated access to mainstream services where practicable and appropriate.

- Under section 27 public bodies are required to ensure that the goods or services that they purchase are accessible, unless it would not be practicable or justifiable on cost grounds or would result in an unreasonable delay.
- Under section 28, following a request, communications by a body to a person with a hearing or visual impairment must, as practicable, be provided in an accessible format. Information provided electronically must, as far as practicable, be compatible with adaptive technology. Published information, relevant to persons with intellectual disabilities must, also be as far as practicable made available in easy to read formats.

Section 31 (1) of the Disability Act requires Ministers of various Government departments to prepare and publish a plan outlining a range of measures that will be undertaken by their department to deliver on their legislative responsibilities.

The Disability Act (2005) requires the Minister of the Department of Environment, Heritage and Local Government to produce a plan to implement measures in relation to improving access to the built environment, measures to improve access to transport services, housing, accommodation and other services provided by Local Authorities or other Public Bodies.

Chapter 4 of the Sectoral Plan is dedicated to Local Authorities. The actions required of Local Authorities are clearly laid out in the plan and these include a requirement on each local Authority to produce their own implementation plan to show how they will:

*“...promote universal access to all public spaces, buildings and services owned and operated by local authorities ..”*

The sectoral plan requirements in relation to Implementation planning are:

*Each local authority will, within three months of completing the accessibility audit, draw up an implementation plan setting out a programme (including dates) to implement the commitments and objectives contained in the Disability Act 2005 and in the sectoral plan. The implementation plan will be published by each local authority – including making it available on its website. A copy of the implementation plan will be sent to the Department. (Paragraph 4.3.1 of the Sectoral Plan)*

*In drawing up their implementation plans, local authorities will have regard to the funding and staffing resources available to them for implementation. Priority will be given to local authority buildings and other facilities to which access is most frequently required as well as accessible public footpaths streets and crossings in urban areas. The plans will set out targets and timeframes for carrying out these works to reflect local priorities. (4.3.2)*

Local government roles and responsibilities, in respect to ensuring equality of rights and access for people with disabilities, are also identified in the following acts:

- Equal Status Act 2000
- Part M of Building Regulations

## **2. Equal Status Act 2000 and Equality Act 2004**

The Equal Status Act 2000 came into force in October 2000 and was followed in 2004 by the Equality Act. Collectively they are known as the Equal Status Acts 2000 – 2004. This legislation prohibits discrimination on nine grounds:

- Gender
- Marital Status
- Family Status
- Age
- Race
- Religion
- Disability
- Sexual Orientation
- Membership of the Traveller community

## **3. Employment Equality Act 1998**

This Act prohibits discrimination in employment on the grounds of disability. Employers must make 'reasonable accommodation' for people with disabilities, and take measures to enable a person with a disability have access to, participate in, or advance employment, or undergo training, unless such measures would impose a disproportionate burden on the employer. Employers are required to take measures to adapt the place of business, including premises and equipment.

#### **4. Part M of Building Regulations**

In 2000 Part M of the Building Regulations 1997 were amended, and covers access for people with disabilities. This new Part M which came into effect in 2001 includes provisions that apply to new dwellings and extensions. The amended Part M sets out the standards required.

#### **5. Sectoral Plans**

Sectoral plans were developed by six ministers to outline how each department would meet the obligations of the Disability Act 2005. These departments are as follows:

Minister for Health & Children  
Minister for Social & Family Affairs  
Minister for Transport  
Minister for Environment, Heritage & Local Government  
Minister for Marine & Natural resources  
Minister for Enterprise, Trade & Employment

Copies of these plans are available on the department's websites. The sectoral plan which outlines the Local Authorities requirements can be found at <http://www.environ.ie> (Department of the Environment, Heritage & Local Government).

The main objectives of the Department of the Environment, Heritage & Local Government Sectoral plan are as follows:

- Promote universal access to public spaces, buildings and services owned and operated by the Local Authority
- Promote universal access to heritage sites
- Ensure access to information on services for persons with disabilities
- Review and update the standards set out in part M of the National Building Regulations
- Improve mobility access of persons with disabilities to all Local Authority public offices and amenities
- Promote and ensure participation by persons with disabilities in decision-making
- Ensure a high level of awareness among staff in regard to the requirements of persons with disabilities
- Encourage and facilitate access to appropriate housing for persons with disabilities

## **4. Strategic Planning & Internal Structures within Louth Local Authorities**

The Senior Management Team (County Manager and Directors of Service) within Louth Local Authorities has an understanding of the issues in relation to people with disabilities. The team is committed to the wider process and not just the physical adjustments needed within the built environment context. The Senior Management team are responsible for and will oversee the roll out of the Disability Implementation Plan 2008 – 2015, and review it quarterly. The County Manager will arrange for the plan to be adopted. The Senior Management Team will engage external expertise when appropriate to advise and inform on disability issues when needed, thus improving the customer service focus of the organisation (see section 16).

The County Development Board structure plays a role in focussing the disability agenda and adopted disability as a key theme in September 2007, while the SIM (Social Inclusion Measures) group focussed on Disability as a theme in 2008 and added a disability representative to its SIM group membership. The Strategic Policy Committees of the Local Authority comprising of officials, elected members, sectoral interests and community & voluntary fora representatives devise policies for the Local Authority in a co-ordinated approach giving a more cohesive approach to the local democratic decision making process. The corporate policy group sign off on policies before going to the elected members for adoption.

## **5. Consultation Processes**

Louth Local Authorities is committed to carrying out consultation in a meaningful manner. Consultation is a key part of Local Government and its commitment to enhance local democracy. It is extremely important to involve local individuals, target groups and their representatives in a local plan. The consultation for this plan consisted of the distribution of a disability access survey in 2007 to disability organisations in Louth. The purpose of this was two-fold. 1. To invite comments and views on the Council's current level of accessibility to its services, facilities, events and information. 2. To assist us in identifying and prioritizing the issues that we will need to address in this plan, in order to improve our services to people with disabilities.

The Community & Voluntary Fora in Louth consists of over 100 organisations and the disability sector is strongly represented within the Community & Voluntary Fora in Louth. The draft disability Plan will be brought to the Community & Voluntary Forum for consultation and comment. The plan will also be available for e-consultation for a 4 week period online and through our library service points. Public Consultation meetings will be held at three locations throughout the county where feedback and input will be sought. These consultation sessions will be fully accessible in terms of physical access to venue, as well as access to information in accessible formats. It has been our endeavour in recent years to remove barriers to proper consultation in Louth Local Authorities and the Council's Access officer has a

role in ensuring that this standard is maintained. Use of the local media to promote the Draft Plan will be undertaken to ensure it reaches as many people as possible. The Draft Plan will also go to the SIM (Social Inclusion Measures) group, subgroup of the County Development Board, for input and comment. Following the public consultation process the Plan will then go to the Housing and Community SPC (Strategic Policy Committee), the CPG (Corporate Policy Group) and finally for adoption at Louth County Council full council meeting. The plan will be submitted to DOEHLG for publication on their website.

Consultation and active participation on the implementation of the plan and on all future issues impacting on disability issues or access will be carried out by a variety of measures, as and when appropriate:

1. by means of meetings with individuals
2. by means of meeting with disability groups and their representatives
3. by means of surveys
4. by establishing an Implementation team, which will include representatives from disability groups, to oversee the implementation of the plan
5. by customer comment feedback via our website
6. by public consultations
7. By using the media to promote the issues and stimulate discussion and feedback.

## **6. Role of External Expertise**

Louth Local Authorities recognises the need to use outside expertise in the area of disability, which is not already available internally within the organisation. To date the organisation has engaged with external trainers, an external access consultant to carry out access audits (2005 – 2008) along with disability groups for advice and information. Staff from Louth County Council attends information seminars where relevant to upskill and increase knowledge on disability issues. Attendance at courses provided by IPA and NDA has increased the in-house capacity of the council in developing a mainstreaming approach to disability within our services. We recognise that external expertise can kick start new initiatives and assist in monitoring and evaluating ongoing activities.

## 7. Access Auditing

Louth Local Authorities commenced Access Auditing in 2005. Using external expertise audits have been carried out in over 48 buildings and public amenities. The architect and engineering staff within the Local Authority, familiar with 'Building for Everyone' (NDA, 2001), ensure consistency of standards of the built environment, while the administration function address the access to information and communication issues. Staff from Louth County Council have been trained in carrying out street audits and will commence this process in 2008 onwards.

The information from the access audits have formed Part B of this Disability Implementation Plan and outline the works that will be carried out 2008 – 2015 to improve access to the built environment.

Areas that remain to be access audited are listed in action below, which will be a priority for inclusion in the Action Plan.

<b>Action</b>	<b>Person Responsible</b>	<b>Measure</b>
Access Audits to be carried out in Local Authority Harbours in Co. Louth	Social Inclusion Unit to co-ordinate	Audits completed
Access Audits to be carried out on Streets, Roads in Co. Louth	Social Inclusion Unit to co-ordinate	Audits completed

## **8. Access to and Design of Information and Communication processes**

Under section 28 of the Disability Act 2005 there are requirements on the Local Authority in information provision:

‘Following a request, communications by a body to a person with a hearing or visual impairment must, as practicable, be provided in an accessible format. Information provided electronically must, as far as practicable, be compatible with adaptive technology. Published information, relevant to persons with intellectual disabilities must, also be as far as practicable made available in easy to read formats.’

Under Section 28 (2) requires

‘Where a public body communicates with the public through electronic format it must ensure that, as far as practicable, the contents of its communications are made accessible to a person with a visual impairment availing of adaptive technology. Such technology may include screen readers, Braille output devices and screen magnification software.’

Ease of access to information is a priority in Louth County Council customer service provision. The organisation has been examining how effective this information is communicated and making adaptations as necessary.

To date customer complaints forms are available on our website to facilitate remote access for people with disabilities who are unable to access council buildings in person. Other online services include motor taxation renewal, library and planning services.

The Louth Local Authorities website is Accessible and AA compliant.

Jaws and Zoomtext software is available in the main library branches to assist persons with visual impairments understand and manipulate written documents.

Written information is available in accessible formats on request and sign language interpretation is available at public consultation meetings or other meetings subject to advance notice.

A commitment to plain English written documents and/or Plain English Versions of Documents will be an action in this plan.

## 9. Disability proofing / Accessibility proofing

Disability and Accessibility proofing of all Louth Local Authorities strategies and plans will be carried out to ensure that the environment in which the Local Authority operates is not creating negative barriers to people with disabilities. This will involve considering the impact of all works/actions/proposed strategies and plans on people with disabilities to ensure that service delivery is not compromised. This proofing should always commence at the planning stages of any initiative, allowing for an Access Statement or Procurement Policy (see section 10) to be circulated to any consultants.

<b>Action</b>	<b>Person Responsible</b>	<b>Measure</b>
Devise an <b>Information and Communications</b> procedure manual for Louth Local Authorities. This will include the commitment to written information, IT assistive technology processes, sign language provision, public kiosks, signage, email and online services	Corporate Services	Procedure manual produced and made known and all services and information is fully inclusive, accessible, clutter free, easy to read, and available on alternative formats.
Promote the contents of Information and Communications Procedure Manual to all staff and disability groups	Corporate Services	Working in partnership with disability and other organisations to get information to the people who need it.

## 10. Access to and Design of the Built Environment

Part M of the Building Regulations 2000 applies to all new buildings and any buildings constructed since 1992. It sets out the standards required to ensure that they are built to provide access for people with disabilities. Further updates on these regulations and other subsequent Building control regulations will be enforced in Louth Local Authorities to ensure universal access. The NDA 'Building for Everyone' 2002 has detailed information on how best Universal design can be implemented. In addition Louth Local Authorities will ensure that our offices will be physically accessible for persons with disabilities who work there. Adaptations will be carried out during the life of this plan to ensure that all our workspaces are fully accessible.

**Part B of this plan sets out the Action Matrix that Louth Local Authorities will undertake from 2008 – 2015 to ensure it's accessibility in service provision and built environment. (See Part B)**

<b>Action</b>	<b>Person Responsible</b>	<b>Measure</b>
Ensure that all LLA buildings and services have universal access.	Corporate Services	All buildings compliant and having Universal Access.
Ensure internal workspaces in LLA buildings are accessible to people with disabilities who work there.	Corporate Services	All workspaces fully accessible to people with disabilities who work there.
Continue to access Audit our buildings and services	Social Inclusion Unit	48 buildings/services audited to date (July 2008). Remainder to be carried out and works implemented during the lifetime of the plan
Improve access around the county by upgrading footpaths, streets car parking and roads	Engineering staff in Louth Local Authorities	Improvements carried out and maintained

## 11. Procurement Process

The Local Authority is obliged to ensure that goods and services supplied to it are accessible to people with disabilities, unless it would not be practicable or justifiable on costs grounds or would result in an unreasonable delay. This refers to goods, services, equipment, materials, I.T.

A policy will be drawn up by Louth Local Authorities and publicized among suppliers, developers etc when submitting through tender competitions. This policy will encompass new procedures, practises and guidelines to ensure that accessibility is a criterion throughout the procurement process, from the initial stages of advertising, running tender competition and drawing up tender contracts etc.

<b>Action</b>	<b>Person Responsible</b>	<b>Measure</b>
Develop a Procurement Policy for Louth Local Authorities	Corporate Services	Procurement Policy produced.
Circulate procurement policy to staff, members, suppliers and potential suppliers	Corporate Services	Procurement policy circulated

## 12. Interagency co-operation

Section 4.14.2 of the DOEHLG Sectoral plan obliged each County Development Board structure to play a role in focussing the disability agenda and to adopt disability as a key theme which was achieved in Louth in September 2007, while the SIM (Social Inclusion Measures) group focussed on Disability as a theme in 2008 and added a disability representative to it's SIM group membership in 2008. The interagency structure of the CDB along with partnerships already in existence (e.g. HSE and Housing authorities) will be strengthened as a result of the requirements for all organisations under the Disability Act 2005. Co-operation between the Local Authority and other government departments (e.g. Department of Transport/Marine, Health) will be enhanced as each area roles out their sectoral plans. Links will occur in various sectors including tourism, transportation, heritage, marine and construction industries. The other players in the local community will be involved in delivering this plan e.g. churches, post offices, banks, shops where the Local Authority services interact and connect with these public services. This will ensure a joined up and more cohesive accessible service delivery in Louth.

DFI and PWDI have provided support, advice and assistance to the Local Authority in recent years and will have a key role to play in the lifetime of this plan in terms of feedback and communication process with disability groups and individuals.

<b>Action</b>	<b>Person Responsible</b>	<b>Measure</b>
Develop Use the CDB mechanism to ensure Disability remains a key focus of service providers in Louth	- Community & Enterprise (LLA) - CDB and SIM members	Disability is mainstreamed in all policies and practises of CDB organisations
Utilise the support mechanism by PWDI, DFI and other disability support groups to provide a better service to people with disabilities	Community & Enterprise (LLA) - CDB and SIM members	Effective working relationship in place
Promote the Ready, willing & able scheme for assisting persons with a disability into employment using the economic/business structures already in place.	- Economic sub groups of CDB, FAS, Chamber	People with disabilities assisted into employment

## 13. Human Resource Management

A code of practise for the employment of people with disabilities was issued to all Local Authorities in 1999 and sets out best practice to ensure employment opportunities for people with disabilities. It deals with issues such as recruitment, career development and integration into the workplace.

Louth Local Authorities ensures that reasonable accommodations are made to meet the needs of employees with disabilities. Disability awareness training continues to be provided to all staff. Currently all recruitment application forms include a section for applicants to indicate if they have a disability or if they require any particular assistance at interview. Louth Local Authorities is compliant with the minimum of 3% set out in the Disability Act 2005.

Further actions in the area of HR Management during the lifetime of this plan include:

<b>Action</b>	<b>Person Responsible</b>	<b>Measure</b>
Undertake an audit of staff requirements for assistive technology and implement same where practicable	-Human Resources Department	Audit carried out and assistive technology provided
Continue to roll out disability awareness training to staff & members, targeting new staff as soon as possible after joining the organisation/ access audit training to appropriate staff/ sign language training for front line staff	- Human Resources Department, training section	Training rolled out
Ensure that the 3% employment target for people with disabilities is maintained	Human Resources Department	3% maintained

Provide assistance if needed at recruitment/selection/interview process.	- Human Resources Department	Procedure in place
Ensure all interview venues are fully accessible	- Human Resources Department	Interviews held in accessible venues
Promote links with other organisations to provide work experience or training for people with disabilities	- Human Resources Department - FÁS	Work experience scheme in place
Promote links with Colleges to provide opportunities for students with disabilities to gain summer employment work experience	- Human Resources Department	Inclusion of people with disabilities in Summer Student work programme
Investigate the feasibility of the Ready, Willing & Able scheme (FÁS) in LLA for assisting persons with a disability into employment	- Human Resources Department - FÁS	Scheme rolled out in LLA

## **Part B**

### **Action Matrix for Louth Local Authorities 2008 - 2015**

**Group A- County importance - high-volume usage**

1	County Hall	Dundalk
2	Town Council	Dundalk
3	Borough Council	Drogheda
4	County Museum	Dundalk
5	Millmount Complex	Drogheda
6	County Library	Dundalk
7	County Archives	Dundalk
8	Arts Centre	Dundalk
9	Arts Centre	Drogheda
10	Carlingford public toilets x2	Carlingford
11	Monasterboice public toilets	Monasterboice
12	Templetown public toilets	Templetown
13	Omeath public toilets	Omeath
14	Port public toilets	Port
15	Ardee public toilets	Ardee
16	Clogherhead public toilets	Clogherhead
17	Gyles' Quay public toilets	Dundalk

### **Group B- Local importance - high-volume usage**

1	Sports Centre, Muirhevnamor	Dundalk
2	Dundalk Town Council Leisure Centre	Dundalk
3	Lourdes Community Centre	Drogheda
4	Library	Drogheda
5	Library	Ardee
6	Library	Dunleer
7	Library	Carlingford
8	Mobile Library Service	Dundalk
9	Children's Mobile Library Unit	Dundalk
10	Boxing Club, Moneymore	Drogheda
11	St Helena's Park & Playground	Dundalk
12	St. Dominic's Park	Drogheda
13	Ice House Hill	Dundalk
14	Riverside Walk	Ardee
15	Fairgreen Park	Ardee
16	Omeath playground	Omeath
17	Carlingford playground	Carlingford
18	Ardee playground	Ardee
19	Community House Rathmullen	Drogheda
20	Community House Moneymore	Drogheda
21	Community House Muirhevnamor	Dundalk
22	Community House Cox's Demesne	Dundalk

**Group C- Local importance - low/infrequent usage**

1	Civic Amenity Centre	Dundalk
2	Whiteriver Landfill Site	Whiteriver
3	Woodland Halting Site	Dundalk
4	Cement Road Halting Site	Drogheda
5	Dowdalshill Graveyard	Dundalk
6	St. Peter's Graveyard	Drogheda
7	Castletown Graveyard	Dundalk
8	Templetown Beach	Templetown
9	Port Beach	Port

<b>Priority*</b>	<b>Action</b>	<b>Timescale</b>
<b>1</b>	Implement Immediately to eliminate a severe barrier or a hazard to access to a use of the building by disabled staff or visitors, including potential health and safety or occupier liability issues	Short Term Priority 2008 2009 2010
<b>2</b>	Implement as soon as practicable to improve access	Mid Term Priority 2011 2012
<b>3</b>	Plan action to be implemented when relevant area/element of building/site is being refurbished/ upgraded	Long Term Priority 2013 2014 2015

***\*Prioritization of actions will vary according to funding sources available, and other ongoing capital works taking place which may result in an action being moved to an earlier or later timescale priority.***

Works on Recorded Monuments and National Monuments will be subject to the consent of the Minister for the Department of Environment, Heritage and Local Government and the Director of the National Museum.

**Group A-County importance -high-volume usage**

<b>A1. County Hall, Dundalk</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Department Responsible</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Adjust entrance paths –tactile surfaces – highlight bollards	<b>1</b>	Director of Services, Corporate, Housing & Emergency	2009-2010	
Entrance	Minor adjustments to intercom, matwell, etc	<b>1</b>		2009-2010	
Reception	Highlight glass –adjust counters and provide loop systems	<b>1</b>		2009-2010	
Corridors	Significant structural adjustments required –provide wheelchair turning spaces	<b>1</b>		2009-2010	
Lifts	Review generally-minor adjustments required	<b>1</b>		2009-2010	
Stairs	Make provision for visually impaired people	<b>1</b>		2009-2010	
Ramps	Review all ramps -upgrade generally – provide handrails, landing and curbs	<b>2</b>		2011-2012	
Doorways	Review resistance imposed by door closers	<b>1</b>		2009-2010	
Individual Rooms	Attend to the range of minor issues in areas used by the public –provide loops	<b>1</b>		2009-2010	
Canteen	Minor issues to be addressed	<b>3</b>		2013-2014	
Toilets	Minor adjustments required	<b>1</b>		2009-2010	
Signage	Review and upgrade signage generally	<b>1</b>		2009-2010	
Environment/Services	General review required	<b>3</b>		2013-2014	
Fixtures/Fittings/Equipment	On-going monitoring of provisions required	<b>3</b>		2013-2014	
Information & Controls	Minor provisions required –adjust sign positions, etc	<b>1</b>		2009-2010	
Egress	Review	<b>1</b>		2009-2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	<b>1</b>		2009-2010	

<b>A2. Town Council, Dundalk</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Range of relatively small issues –provide handrails and visual & tactile strips at external steps and dish kerbs in car park – provide a set-down point	<b>1</b>	Dundalk Town Clerk	2009 - 2010	Set down point in place at Town Hall entrance.
Entrance	Attend to the issue of a ramp without step access	<b>1</b>		2009 – 2010	
Reception	Minor adjustments required –review ramp – provide loop systems and highlight glass at desks	<b>1</b>		2009 – 2010	
Corridors	Issues regarding steps require attention	<b>1</b>		2009 – 2010	
Lifts	Attend to serious hazard with stage platform lift	<b>1</b>		2009 – 2010	Done
Stairs	General upgrade required throughout – highlight step edges –review tactile provision and handrail support	<b>1</b>		2009 – 2010	
Ramps	See Entrance	<b>1</b>		2009 – 2010	Dished footpaths provided at various town centre locations.
Doorways	Adjust/replace door closers that impose too much pressure	<b>1</b>		2009 – 2010	
Individual Rooms	Adjustments to counters and attend to general issues throughout	<b>1</b>		2009 – 2010	
Canteen	Upgrade when required	<b>2</b>		2011 - 2012	
Toilets	Attend to a range of relatively small issues	<b>1</b>		2009 – 2010	
Signage	Signage required at main entrance and upgrade required throughout	<b>1</b>		2009 – 2010	
Environment/Services	General upgrade required	<b>3</b>		2013 - 2014	
Fixtures/Fittings/Equipment	Provide loops at some counters	<b>1</b>		2009 – 2010	

Information & Controls	General upgrade required	2		2011 - 2012	
Egress	Detailed review of all issues required	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 - 2010	
<b>A3. Drogheda Borough Council</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Provide signage, adjust stepped access to planning and motor tax departments and upgrade	1	Drogheda Town Clerk	2009 - 2010	Motor Tax Office closed and moved to Drogheda BC
Entrance	Consider installing automatic door openers at main entrances	1		2009 - 2010	
Reception	Adjust counter heights and attend to issues relating to glass	1		2009 – 2010	
Corridors/Lobbies	Range of issues throughout –make provision for turning a wheelchair on narrow corridors	1		2009 – 2010	
Stairs	Consider in detail-lift/other options –to upper levels including council chamber	1		2009 – 2010	
Ramp	Review the ramp at reception -provide a handrail on the wall side	1		2009 – 2010	
Doorways	Ensure access to public service is available	1		2009 – 2010	
Individual Rooms	Provide access to the Town Chamber and meeting rooms –see lifts –provide a loop system for meeting rooms used by the public	1		2009 – 2010	
Kitchen	Minor adjustments required	2		2011 - 2012	
Toilets	Toilets to be upgraded –accessible toilet for public required	1		2009 – 2010	
Signage	External & Internal signs required	1		2009 – 2010	
Environment/Services	General review required	2		2011 - 2012	
Information and Controls	Minor adjustments required	2		2011 - 2012	

Egress	Review all aspects relating to Health & Safety	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	
<b>A4. County Museum, Dundalk</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Liase with Local Authority re: paths – remove/guard items of storage in courtyard provide a set-down area	1	Dundalk Town Clerk	2009 - 2010	
Entrance	Provide sign –consider automation of doors	1		2009 – 2010	Completed
Reception	Provide a loop system and adjust corridors	1		2009 – 2010	
Corridors	Provide turning space for wheelchair users in staff area	2		2011 - 2012	
Lifts	Upgrade –generally minor issues	1		2009 – 2010	
Stairs	Range of issues to be considered on all stairs	1		2009 – 2010	
Ramps	Upgrade ramp to administration building	1		2009 – 2010	
Doorways	Minor issues required attention at most doors	1		2009 – 2010	
Individual Rooms	General upgrade throughout galleries required	1		2009 – 2010	
Canteen	Minor adjustment required	3		2013 - 2014	
Toilets	Range of non-structural issues required	1		2009 – 2010	
Signage	Engage specialist review	1		2009 – 2010	
Environment/Services	General upgrade required	2		2011 - 2012	

Fixtures/Fittings/Equipment	General upgrade required	2		2011 - 2012	
Information & Controls	Review information services to the public	2		2011 - 2012	
Egress	Devise strategy for evacuating people with disabilities –adjust doors etc	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 - 2010	
<b>A5.1 Millmount Complex, Drogheda-Museum</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Review position of signs-provide parking	1	Drogheda Town Clerk	2009 - 2010	No work carried out
Entrance	Designate parking at entrance/adjust bell	1		2009 - 2010	
Reception	Provide a loop system –adjust position of desk	1		2009 – 2010	
Corridors	General maintenance issues require attention	1		2009 – 2010	
Lifts	Review possibility of lift provision	1		2009 – 2010	
Stairs	Upgrade generally –provide visual strips	1		2009 – 2010	
Ramps	N/A				
Doorways	Minor issues generally except for main entrance –automate doors –review door handles/knobs	1		2009 – 2010	
Individual Rooms	Attend to minor issues throughout –floor finishes etc	2		2011 - 2012	
Canteen	Review convenience of location for employees with a disability	2		2011 - 2012	
Toilets	Reposition wc –provide handrails –provide new rinse basin and alarm etc	1		2009 – 2010	
Signage	General review required	1		2009 – 2010	
Environment/Services	General review required –lighting, switches etc	2		2011 - 2012	
Fixtures/Fittings/Equipment	General review required –provide loop system and accessible audio visuals	2		2011 - 2012	

Information & Controls	General review required	2		2011 - 2012	
Egress	Review all circumstances- seek specialist advice	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 - 2010	
<b>A5.2 Millmount Complex, Drogheda-Governors House</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Provide parking convenient to entrance	1	Drogheda Town Clerk	2009 – 2010	No work carried out
Entrance	Provide access at front and rear entrances at lower ground level	1		2009 – 2010	
Reception	Provide a loop system	1		2009 – 2010	
Corridors	Highlight step positions on corridors	1		2009 – 2010	
Lifts	Review possibility of lift provision	1		2009 – 2010	
Stairs	Upgrade stairs where possible	1		2009 – 2010	
Ramps	Upgrade generally –provide handrails also consider installing a stepped approach	1		2009 – 2010	
Doorways	Minor adjustments required –thresholds – opening resistance	1		2009 – 2010	
Individual Rooms	Relocate library and reading facility –review reception facilities	2		2011 - 2012	
Canteen	Review for employees with disabilities	3		2013 - 2014	
Toilets	Provide an accessible toilet	1		2009 – 2010	
Signage	General review required –signs throughout	1		2009 – 2010	
Environment/Services	General review required	2		2011 - 2012	
Fixtures/Fittings/Equipment	General review required –seek specialist advice	1		2009 – 2010	
Information & Controls	No major issues	2		2011 - 2012	
Egress	Review all circumstances –seek specialist advice	1		2009 – 2010	

Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 - 2010	
<b>A5.3 Millmount Complex, Drogheda -Tower</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	The steps up to the Tower entrance present a series of major issues –a detailed investigation is required to see how ease of access can be maximised	1	Drogheda Town Clerk	2009 – 2010	No work carried out
Entrance	Access at the entrance was unrestricted	1		2009 – 2010	
Reception	Located in museum-see Museum Report	1		2009 – 2010	
Corridors	No action required	X			
Lifts	Lift provision appears impractical –seek specialist advice	1		2009 – 2010	
Stairs	Upgrade generally –all steps and stairs are required to be upgraded where possible	1		2009 – 2010	
Ramps	Not applicable	X			
Doorways	Approaches to internal doors not available	1		2009 – 2010	
Individual Rooms	Attend to issues throughout –only access to main tower interior available –approach to other interior spaces impractical	2		2011 - 2012	
Toilets	None available –no action required	X			
Environment/Services	Review external lighting	2		2011 - 2012	
Fixtures/Fittings/Equipment	No action required	X			
Information & Controls	No major issues –no action required	X			
Egress	Review all circumstances –seek specialist advice	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	

<b>A6. County Library, Dundalk</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Review pathway approaches –attend to cobbled path, bollards and provide a set-down area	1	County Librarian	2009 – 2010	Cobbled path replaced
Entrance	Remove step –provide additional manoeuvring space at main entrance – consider automating the doors	1		2009 – 2010	Completed
Reception	Adjust access doors in counter	1		2009 – 2010	
Corridors	Provide for wheelchair turning on learning centre corridor	1		2009 – 2010	
Lifts	Remove obstructions -provide sign	1		2009 – 2010	
Stairs	A range of issues need attention -provide additional handrails	1		2009 – 2010	
Ramps	Minor adjustments required	2		2011 - 2012	
Doorways	Most doors require attention –adjust widths, thresholds & opening resistance	1		2009 – 2010	
Individual Rooms	General issues throughout –width of passage, seating, access to shelving etc	1		2009 – 2010	
Canteen	Minor adjustments required	2		2011 - 2012	
Toilets	Upgrade accessible toilet –fittings to be repositioned –space at leading edge of door required	1		2009 – 2010	
Signage	Review signage generally provide outside directional & lift location signs	1		2009 – 2010	Internal Braille & tactile signs ordered.
Environment/Services	Upgrade generally –attend to glare issue from large window	2		2011 - 2012	
Fixtures/Fittings/Equipment	Upgrade generally	2		2011 - 2012	
Information & Controls	Upgrade generally	2		2011 - 2012	
Egress	Review generally -attend to exit doors	1		2009 – 2010	Front door completed

Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	
<b>A7. County Archives, Dundalk</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Major issues requiring attention –dish kerbs –provide parking –adjust entrance at site boundary	1	Director of Services, Corporate, Housing and Emergency	2009 – 2010	
Entrance	Minor adjustments required	2		2011 - 2012	
Reception	Provide loop system	1		2009 – 2010	
Corridors	Ensure corridors are maintained unobstructed	1		2009 – 2010	
Stairs	Upgrade –provide handrails & guarding – upgrade generally	1		2009 – 2010	
Ramps	Provide an accessible approach to entrance	1		2009 – 2010	
Doorways	Selected doors to be adjusted	2		2011 - 2012	
Individual Rooms	Adjust doors to rooms used by public to be accessible	1		2009 – 2010	
Canteen	Review location if employing a person with a disability	3		2013 - 2014	
Toilets	Adjustments required –widen door and review positions of all fittings	1		2009 – 2010	
Signage	Upgrade – see detailed recommendations	1		2009 – 2010	
Environment/Services	General upgrade required	3		2013 - 2014	
Fixtures/Fittings/Equipment	General upgrade required	3		2013 - 2014	
Information & Controls	General upgrade required	3		2013 - 2014	
Egress	Range of issues require attention –check with the Fire officer	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	

<b>A8. Arts Centre, Dundalk</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Major adjustments required –review area immediately adjacent and remove hazards and upgrade access	<b>1</b>	Dundalk Town Clerk	2009 – 2010	No work has been carried out.
Entrance	Highlight entrance doors -lobby size and doors to be adjusted –provide a 1:20+ ramp –secure gates when open –cut back plants	<b>1</b>		2009 – 2010	
Reception	Minor adjustments required to counter – provide a loop system and chairs with good back and arm support	<b>2</b>		2011 - 2012	
Corridors	Enlarge lobby –provide space at the leading edge of doors	<b>2</b>		2011 - 2012	
Doorways	Significant issues requiring attention – adjust main entrance and lobby doors – ensure glass in side screens is easy to detect	<b>1</b>		2009 – 2010	
Individual Rooms	General issues to be addressed	<b>2</b>		2011 - 2012	
Canteen	A range of adjustments required	<b>3</b>		2013 - 2014	
Toilets	Provide a facility for people with disabilities	<b>1</b>		2009 – 2010	
Signage	External signage required	<b>2</b>		2011 - 2012	
		<b>2</b>		2011 - 2012	
Environment/Services	General issues to be attended to	<b>2</b>		2011 - 2012	
Fixtures/Fittings/Equipment	General issues to be attended to	<b>2</b>		2011 - 2012	
Information & Controls	General issues to be attended to	<b>2</b>		2011 - 2012	
Egress	Provide an alarm –engage specialist	<b>1</b>		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	<b>1</b>		2009 – 2010	

<b>A9. Arts Centre, Drogheda</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Provide parking – provide set-down area - highlight kerb edges –upgrade local paths	1	Manager, Droichead Arts Centre	2009 – 2010	
Entrance	Review passage through entrance lobby – consider automating doors	1		2009 – 2010	
Reception	Provide loop system & make minor adjustments	1		2009 – 2010	
Corridors	Maintain routes free from obstruction	1		2009 – 2010	
Lifts	Upgrade generally & get access to plant room	3		2013 - 2014	
Stairs	Upgrade generally –provide visual strips	2		2011 - 2012	
Doorways	Upgrade particularly double door sets at entrance–reduce door closing resistance	1		2009 – 2010	
Individual Rooms	Provide for integration of people with disabilities in theatre –reduce glare – upgrade seating arrangements for people with disabilities –provide loop system – highlight stage edge	1		2009 – 2010	
Kitchen	Minor adjustments required	2		2011 - 2012	
Toilets	Adjustments required –relocate hand dryer –reposition wc and grabrails	1		2009 – 2010	
Signage	Upgrade generally, engage specialist	1		2009 – 2010	
Environment/Services	Review generally and upgrade as necessary –reduce glare –review slip resistance of floors	2		2011 - 2012	
Information and Controls	Review generally & upgrade as necessary	2		2011 - 2012	
Egress	Provide egress for people with disabilities, engage specialist –provide evac chair	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	



<b>A10.2 Carlingford public toilets-quayside</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Prohibit parking in front of toilets -provide signage –provide guarding to waters edge	1	Administrative Officer Water Services	2009 – 2010	No Works carried out – No Budget
Entrance	Review how best to deal with wind catching the outward opening toilet door and adjust	1		2009 – 2010	
Doorways	Adjust pressure on door closers	2		2011 - 2012	
General toilet provision	Review generally *	1		2009 – 2010	
<i>Signage</i>	<i>Provide directional and signs on doors</i>	2		2011 - 2012	
<i>Floor finish</i>	<i>Remove strip effect</i>	1		2009 – 2010	
<i>Colour contrast</i>	<i>Major review required –differentiate between wall and floor through colour</i>	2		2011 - 2012	
<i>Lighting/light switches</i>	<i>Reduce glare</i>	2		2011 - 2012	
Accessible Toilets	Consider unique aspects of design	1		2009 – 2010	
<i>WC</i>	<i>Replace toilet seats</i>	1		2009 – 2010	
<i>WHB</i>	<i>Repair</i>	1		2009 – 2010	
<i>Hand dryer/Towel Dispenser</i>	<i>Provide new dryers</i>	1		2009 – 2010	
<i>Grabrails</i>	<i>No action required</i>	X			
<i>Mirror</i>	<i>Ideally provide mirror</i>	3		2013 - 2014	
<i>Bins/Waste containers</i>	<i>Provide a bin in both toilets</i>	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	
<b>*Note: these toilets are of a specific design and not readily adjustable/adaptable</b>					



<b>A12. Templetown public toilets</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	No action required	X	Administrative Officer Water Services		
Entrance	Maintain entrance area dry –review use of water fountain	2		2011 - 2012	Completed Nov '10
Doorways	Reverse door swing to hang on opposite side	1		2009 – 2010	Completed Nov '10
General toilet provision	See below	-			
<i>Signage</i>	<i>No action required</i>	X			
<i>Floor finish</i>	<i>Review and adjust as necessary</i>	2		2011 - 2012	Completed Nov '10
<i>Colour contrast</i>	<i>No action required</i>	X			
<i>Lighting/light switches</i>	<i>No action required</i>	X			
Accessible toilet provision	See below	-			
<i>WC</i>	<i>Reposition flush handle</i>	1		2009 – 2010	Completed Nov '10
<i>WHB</i>	<i>Adjust position and height</i>	1		2009 – 2010	Completed Nov '10
<i>Hand dryer/Towel Dispenser</i>	<i>Relocate toilet roll holders</i>	1		2009 – 2010	Completed Nov '10
<i>Grabrails</i>	<i>Relocate to correct position</i>	1		2009 – 2010	Completed Nov '10
<i>Mirror</i>	<i>No action required</i>	X			
<i>Alarm</i>	<i>No action required</i>	X			
<i>Bins/Waste containers</i>	<i>Relocate bin in female wc and provide bin in male wc</i>	1		2009 – 2010	Completed Nov '10
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	

<b>A13. Omeath public toilets</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Designate parking Upgrade path and ramp Install steps	<b>1</b>	Administrative Officer Water Services	2009 – 2010	No Works carried out – No Budget
Entrance	No action required	<b>X</b>			
Doorways	No action required	<b>X</b>			
General toilet provision	See below	-			
<i>Signage</i>	<i>Provide new signs on toilet door</i>	<b>1</b>		2009 – 2010	
<i>Floor finish</i>	<i>Replace with different colour and slip resistant</i>	<b>1</b>		2009 – 2010	
<i>Colour contrast</i>	<i>Review and adjust</i>	<b>2</b>		2011 - 2012	
<i>Lighting/light switches</i>	<i>No action required</i>	<b>X</b>			
Accessible toilet provision	See below	-			
<i>WC</i>	<i>Reposition WC pan</i>	<b>1</b>		2009 – 2010	
<i>WHB</i>	<i>Raise WHB and reposition tap</i>	<b>1</b>		2009 – 2010	
<i>Hand dryer/Towel Dispenser</i>	<i>Reposition</i>	<b>1</b>		2009 – 2010	
<i>Grabrails</i>	<i>Review all positions and correct as necessary</i>	<b>1</b>		2009 – 2010	
<i>Mirror</i>	<i>Ideally provide mirror</i>	<b>2</b>		2011 - 2012	
<i>Alarm</i>	<i>Ideally provide alarm</i>	<b>2</b>		2011 - 2012	
<i>Bins/Waste containers</i>	<i>Provide bin in accessible toilet</i>	<b>1</b>		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	<b>1</b>		2009 – 2010	

<b>A14. Port beach public toilets</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Designate car parking space	<b>2</b>	Administrative Officer Water Services	2011 - 2012	Completed Nov '10
Entrance	Maintain entrance area dry	<b>1</b>		2009 – 2010	Completed Nov '10
Doorways	No action required	<b>X</b>			
General toilet provision	See below	-			
<i>Signage</i>	<i>No action required</i>	<b>X</b>			
<i>Floor finish</i>	<i>Review and adjust as necessary</i>	<b>1</b>		2009 – 2010	Completed Nov '10
<i>Colour contrast</i>	<i>No action required</i>	<b>X</b>			
<i>Lighting/light switches</i>	<i>No action required</i>	<b>X</b>			
Accessible toilet provision	See below	-			
<i>WC</i>	<i>Relocate/reposition</i>	<b>1</b>		2009 – 2010	Completed Nov '10
<i>WHB</i>	<i>Relocate/reposition</i>	<b>1</b>		2009 – 2010	Completed Nov '10
<i>Hand dryer/Towel Dispenser</i>	<i>Reposition to side wall</i>	<b>1</b>		2009 – 2010	Completed Nov '10
<i>Grabrails</i>	<i>Replace and adjust as necessary</i>	<b>1</b>		2009 – 2010	Completed Nov '10
<i>Mirror</i>	<i>Provide</i>	<b>1</b>		2009 – 2010	Completed Nov '10
<i>Alarm</i>	<i>Provide</i>	<b>2</b>		2011 - 2012	
<i>Bins/Waste containers</i>	<i>Provide bin in male toilet</i>	<b>1</b>		2009 – 2010	Completed Nov '10
Management Considerations	Use this report as a basis to develop an inclusion policy	<b>1</b>		2009 – 2010	



<b>A16. Clogherhead public toilets</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Review location and if retaining provide parking & signage –ensure clear passage	1	Administrative Officer Water Services	2009 – 2010	No Works carried out – No Budget
Entrance	Remove steps and form 1:20+ sloped approach	1		2009 – 2010	
Doorways	Gates only at entrance accessible –repair as necessary	1		2009 – 2010	
General toilet provision	Major review required*	1		2009 – 2010	
<i>Signage</i>	<i>Signage required -see Building for Everyone</i>	1		2009 – 2010	
<i>Floor finish</i>	<i>Review and upgrade as necessary</i>	1		2009 – 2010	
<i>Colour contrast</i>	<i>Provide colour contrast to background of whb's</i>	2		2011 - 2012	
<i>Lighting/light switches</i>	-	-			
Accessible toilet provision	None provided	-			
<i>WC</i>	<i>See regulations for guidance</i>	-			
<i>WHB</i>	<i>See regulations for guidance</i>	-			
<i>Hand dryer/Towel Dispenser</i>	<i>See regulations for guidance</i>	-			
<i>Grabrails</i>	<i>See regulations for guidance</i>	-			
<i>Mirror</i>	<i>See Building for Everyone</i>	-			
<i>Alarm</i>	<i>See Building for Everyone</i>	-			
<i>Bins/Waste containers</i>	<i>See Building for Everyone</i>	-			
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	
<b>*Note: provide facility – consider an alternative location</b>					



<b>B1. Sports Centre, Muirhevnamor, Dundalk</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Designate car parking and set down area – highlight bollards –highlight path junction with road and set back bicycle stand clear of path	<b>1</b>	Dundalk Town Clerk	2009 – 2010	completed
Entrance	Minor upgrade required	<b>1</b>		2009 – 2010	completed
Reception	Provide loop and visual markings on glass	<b>1</b>		2009 – 2010	completed
Corridors	Remove obstructions –lower phone	<b>1</b>		2009 – 2010	n/a
Lifts	Install a lift to first floor that is accessible to people with disabilities	<b>1</b>		2009 – 2010	Part of redevelopment 2011
Stairs	Extend handrails –provide a tactile approach –upgrade external stairs	<b>1</b>		2009 – 2010	Part of redevelopment 2011
Doorways	Adjust corridor/exit doors	<b>1</b>		2009 – 2010	completed
Individual Rooms	Attend to relatively minor issues throughout	<b>2</b>		2011 - 2012	Part of redevelopment 2011
Kitchen	Minor adjustments required	<b>2</b>		2011 - 2012	Part of redevelopment 2011
Toilets	Fittings to be repositioned	<b>1</b>		2009 – 2010	Part of redevelopment 2011
Signage	Minor upgrade required	<b>1</b>		2009 – 2010	Part of redevelopment 2011
Environment/Services	Provide seating with arm and back support in gallery area –general review required	<b>2</b>		2011 - 2012	Part of redevelopment 2011
Information and Controls	Minor issues throughout	<b>2</b>		2011 - 2012	Part of redevelopment 2011

Egress	Check with fire officer	1		2009 – 2010	Part of redevelopment 2011
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	ongoing
<b>B2. Dundalk Town Council Leisure Centre</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Provide a tactile approach to steps – consider removing step nosings –inhibit access in line of opening window	1	Dundalk Town Clerk	2009 – 2010	
Entrance	Adjust lobby –lower phone	1		2009 – 2010	
Reception	Provide a loop system	1		2009 – 2010	
Corridors	No immediate requirement	1		2009 – 2010	
Lifts	No lift available -alternative exists –ensure range of facilities are at lower level	2		2011 - 2012	Not part of plans
Stairs	Minor adjustments –provide tactile and visual indications –eliminate toe traps under steps –adjust handrails	1		2009 – 2010	
Doorways	Adjust door closers	1		2009 – 2010	New sliding doors- -in progress
Individual Rooms	General issues throughout –consider ease of access to pool –provide handrails in changing room –review access around equipment in gym –review access to steam room/sauna	1		2009 – 2010	New accessible changing room installed
Kitchen	Minor adjustments required	1		2009 – 2010	
Toilets	Range of minor issues –adjust fittings – raise whb –provide alarm –improve colour contrast	3		2013 - 2014	
Signage	Minor considerations	1		2009 – 2010	ongoing
Environment/Services	Minor considerations throughout	2		2011 - 2012	ongoing

Information and Controls	Review generally	2		2011 - 2012	ongoing
Egress	Consult with Fire Officer	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	Also, new hoist currently being installed
<b>B3. Lourdes Community Centre, Drogheda</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Highlight entrance and provide signage	1	Drogheda Town Clerk	2009 – 2010	No work carried out
Entrance	Upgrade steps and ramp –provide a ramp to the side of the entrance –upgrade all existing ramps –provide handrails –provide tactile and visual indicators to steps and upgrade handrails –designate parking spaces	1		2009 – 2010	
Reception	Provide signage	1		2009 – 2010	
Corridors	Provide a facility for wheelchair turning	2		2011 - 2012	
Lifts	Provide lift access to stage	1		2009 – 2010	
Stairs	Upgrade steps to stage –provide visual and tactile indicators and handrail support – ensure steps, riser and threads are uniform	1		2009 – 2010	
Ramps	External ramp – see Entrance	1		2009 – 2010	
Doorways	Minor adjustments required –remove thresholds	1		2009 – 2010	
Individual Rooms	A range of issues to be considered re: backstage rooms	2		2011 - 2012	
Canteen	Relocation to be considered	3		2013 - 2014	
Toilets	Upgrade required –reposition wc –adjust door –upgrade generally	1		2009 – 2010	
Signage	A range of signage required throughout	1		2009 – 2010	
Environment/Services	General upgrade required	2		2011 - 2012	
Fixtures/Fittings/Equipment	General upgrade required	2		2011 - 2012	

Information & Controls	General upgrade required	2		2011 - 2012	
Egress	Egress from meeting room and back yard area required	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	
<b>B4. Library, Drogheda</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Review generally –see Art Centre Report – review access to local paths –provide parking/set-down area –highlight kerb edge	1	County Librarian	2009 – 2010	
Entrance	Minor issues –relocate book scanning machine	1		2009 – 2010	
Reception	Minor adjustments required	2		2011 - 2012	
Corridors	Review generally and in particular the practice of locking doors	1		2009 – 2010	
Stairs	Remove storage, provide visual/tactile warnings	1		2009 – 2010	
Doorways	Adjustment of door closer pressures is main issue	1		2009 – 2010	
Individual Rooms	Aisle width and height of shelves to be adjusted	1		2009 – 2010	
Canteen	Upgrade, ideally relocate	2		2011 - 2012	
Toilets	Significant adjustments required – reposition wc, handrails and dryer –replace mirror and fit alarm	1		2009 – 2010	
Signage	Upgrade generally	1		2009 – 2010	Braille & tactile signs on order
Environment/Services	General upgrade required	2		2011 - 2012	
Fixtures/Fittings/Equipment	General upgrade required	2		2011 - 2012	
Information & Controls	Review generally	2		2011 - 2012	
Egress	Provide evac chair and upgrade generally	1		2009 – 2010	

Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	
<b>B5. Library, Ardee</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Adjust footpath –provide dished kerb – highlight road gully positions consider installing a set-down area	1	County Librarian	2009 – 2010	
Entrance	Minor adjustment required –provide sign to indicate location of parking fines office	1		2009 – 2010	N/A as offices relocated
Reception	No action required	X			
Corridors	Reverse door swing to lobby	1		2009 – 2010	
Ramps	Install ramp at side entrance	1		2009 – 2010	
Doorways	General upgrade –reduce door closing pressures	1		2009 – 2010	
Individual Rooms	Minor issues throughout –review height of shelves –provide loop system in meeting room –adjust counter in parking fines office and provide loop system	2		2011 - 2012	
Canteen	General upgrade required when employing a person with a disability	3		2013 - 2014	
Toilets	Work in progress –review new toilet layout for compliance with regulations	1		2009 – 2010	
Signage	General upgrade –provide additional directional signs	1		2009 – 2010	External signs on order
Environment/Services	General review	2		2011 - 2012	
Fixtures/Fittings/Equipment	General review -review assistive technologies available for people with disabilities and install as appropriate	2		2011 - 2012	
Information & Controls	General review	2		2011 - 2012	
Egress	General considerations –consider the store exit –consult the Fire Officer	1		2009 – 2010	

Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	
<b>B6. Library, Dunleer</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Upgrade path –form passing bays Define pedestrian route	1	County Librarian	2009 – 2010	No work carried out
Entrance	Prohibit parking at ramp and steps –provide second handrail to both ramp and steps also visual and tactile warnings to steps	1		2009 – 2010	
Corridors	Protect headroom under stairs –review space at leading edge of doors	1		2009 – 2010	
Lifts	Consider and install lift if practical	1		2009 – 2010	
Stairs	Upgrade where practical to comply with regulations	1		2009 – 2010	
Ramps	Minor adjustments required	1		2009 – 2010	
Doorways	Minor adjustments required-remove thresholds	1		2009 – 2010	
Individual Rooms	More space required throughout-appears impractical	1		2009 – 2010	
Canteen	Minor adjustments if employing a person with a disability	3		2013 - 2014	
Toilets	Major structural alterations required to layout and additional fittings required	1		2009 – 2010	
Signage	Minor adjustments required	1		2009 – 2010	
Environment/Services	General upgrade –provide street lighting	2		2011 - 2012	
Fixtures/Fittings/Equipment	General upgrade –provide facilities for visually impaired people	2		2011 - 2012	
Information & Controls	Minor adjustments required	2		2011 - 2012	
Egress	Provide audio alarm and review system	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	

<b>B7. Library, Carlingford</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Major adjustments required –adjust paths and provide parking	1*	County Librarian	2009 – 2010	No work carried out
Entrance	External lift required as it appears impractical to provide a stepped/ramped approach due to the lack of space	1*		2009 – 2010	
Reception	Provide a loop system	1*		2009 – 2010	
Corridors	Enlarge lobby	1*		2009 – 2010	
Lifts	Provide lift at entrance	1*		2009 – 2010	
Ramps	Remove existing-replace with lift	1*		2009 – 2010	
Doorways	Minor adjustments –remove thresholds – reduce door closing pressures	1*		2009 – 2010	
Individual Rooms	General review –inadequate room for wheelchair circulation	1*		2009 – 2010	
Tea Station	General considerations	3*		2013 - 2014	
Toilets	Provide a facility for people with disabilities	1*		2009 – 2010	
Signage	Minor provisions required	2*		2011 - 2012	
Environment/Services	General upgrade	2*		2011 - 2012	
Fixtures/Fittings/Equipment	General upgrade	2*		2011 - 2012	
Information & Controls	General considerations	2*		2011 - 2012	
Egress	No access likely to be available -Consult with Fire Officer	1*		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1*		2009 – 2010	
<b>*Note: All work conditional to an overall review as collectively it appears impractical to adjust</b>					Extension & refurbishment of library currently at Part 8 planning stage

























<b>C1. Community House Rathmullan, Drogheda</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Review street access and repair footpath-upgrade ramp	1	Drogheda Town Clerk	2009 – 2010	No work carried out
Entrances	Remove flowerpot. Relocate bell push	1		2009 – 2010	
Entrance Hall/Lobby	Relocate entrance door-provide a loop system	2		2011 - 2012	
Corridors/Circulation	Provide a strategy to relocate services to Ground Floor when required	1		2009 – 2010	
Lifts	Ideally provide a lift or alternatively arrange to have services interchangeable between floors when the need arises	2		2011 - 2012	
Stairs	Monitor use and upgrade as necessary-see Corridors	2		2011 - 2012	
Ramps	See entrance re: external ramps	1		2009 – 2010	
Doorways	Widen doors on ground floor and remove thresholds	1		2009 – 2010	
Individual Rooms	Adjust to suit people with disabilities	2		2011 - 2012	
Kitchen/Canteen	Adjust to suit people with disabilities	2		2011 - 2012	
Toilets	Provide accessible toilet on Ground floor	1		2009 – 2010	
Signage	Review need for sign indicating services/times	1		2009 – 2010	
Environment/Services	General upgrade	3		2013 - 2014	
Fixtures/Fittings/Equipment	General upgrade-provide a loop system	2		2011 - 2012	
Information & Controls	General upgrade	3		2013 - 2014	
Egress	Review provision and upgrade	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	

<b>C2. Community House Moneymore, Drogheda</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Erect bollard to maintain unobstructed passage-upgrade local paths	1	Drogheda Town Clerk	2009 – 2010	No work carried out
Entrances	Provide a stepped/ramped approach to each entrance-relocate intercom –provide loop system	1		2009 – 2010	
Entrance Hall/Lobby	Adjust to provide wheelchair manoeuvring space	2		2011 - 2012	
Corridors/Circulation	Provide a strategy to relocate services to Ground Floor when required	1		2009 – 2010	
Lifts	Ideally provide a lift or alternatively arrange to have services interchangeable between floors when the need arises	2		2011 - 2012	
Stairs	Monitor use and upgrade as necessary-see Corridors	2		2011 - 2012	
Ramps	See entrance re: external ramps	1		2009 – 2010	
Doorways	Widen doors on ground floor and remove thresholds	1		2009 – 2010	
Individual Rooms	Adjust to suit people with disabilities	2		2011 - 2012	
Kitchen/Canteen	Adjust to suit people with disabilities	2		2011 - 2012	
Toilets	Provide accessible toilet on Ground floor	1		2009 – 2010	
Signage	Review need for sign indicating services/times	1		2009 – 2010	
Environment/Services	General upgrade required	3		2013 - 2014	
Fixtures/Fittings/Equipment	General upgrade-provide a loop system	2		2011 - 2012	
Information & Controls	General upgrade required	3		2013 - 2014	
Egress	Review provision and upgrade	1		2009 – 2010	
Management Considerations	Use the audit report as a basis to develop an inclusion policy	1		2009 – 2010	

<b>C3. Community House Muirhevnamor, Dundalk</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Erect bollard to maintain unobstructed passage-remove concrete ledge	1	Dundalk Town Clerk	2009 – 2010	No works have been carried out.
Entrances	Provide a stepped/ramped approach to each entrance	1		2009 – 2010	
Entrance Hall/Lobby	Provide space at the leading edge of the door-provide loop system	2		2011 - 2012	
Corridors/Circulation	Provide a strategy to relocate services to Ground Floor when required	1		2009 – 2010	
Lifts	Ideally provide a lift or alternatively arrange to have services interchangeable between floors when the need arises	2		2011 - 2012	
Stairs	Monitor use and upgrade as necessary-see Corridors	2		2011 - 2012	
Ramps	See entrance re: external ramps	1		2009 – 2010	
Doorways	Widen doors on ground floor and remove thresholds	1		2009 – 2010	
Individual Rooms	Adjust to suit people with disabilities	2		2011 - 2012	
Kitchen/Canteen	Adjust to suit people with disabilities	2		2011 - 2012	
Toilets	Provide accessible toilet on Ground floor	1		2009 – 2010	
Signage	Review need for sign indicating services/times	1		2009 – 2010	
Environment/Services	General upgrade required	3		2013 - 2014	
Fixtures/Fittings/Equipment	General upgrade required	2		2011 - 2012	
Information & Controls	General upgrade required	3		2013 - 2014	
Egress	Review provision-provide a suitable alarm	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	



<b>C5. Civic Amenity Centre Drogheda</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
Approach	Dish kerbs at entrance and adjust slope leading to ramp	2	Drogheda Town Clerk	2011 - 2012	
Entrance	Provide a stepped/ramped approach to Enquiry office –highlight door	1		2009 – 2010	Completed
Reception	Provide access to hatch at the Enquiry office	1		2009 – 2010	
Corridors	Adjust to suit staff if required	3		2013 - 2014	
Lifts	-	-			
Stairs	Adjust for staff if needed	3		2013 - 2014	
Ramps-external	Adjust ramp at Security office – provide/adjust handrails –install curb	1			
Doorways	Adjust doors for staff if needed and entry door to Security office	3		2013 - 2014	
Individual Rooms	Minor adjustments to be considered	3		2013 - 2014	
Canteen	Adjust to suit staff if required	3		2013 - 2014	
Toilets	Relocate the hand dryer and adjust flush handle-adjust shower for staff if needed	1		2009 – 2010	
Recycling Yard	Provide dishing to kerbs to access recycling facilities –provide signage re: the availability of staff to assist	1		2009 – 2010	
Signage	Review generally & adjust as necessary	1		2009 – 2010	
Environment/Services	Review generally & adjust as necessary	2		2011 - 2012	
Fixtures/Fittings/Equipment	Provide a loop system at reception – consider installing a video facility on the intercom for communication for hearing impaired people	1		2009 – 2010	
Information & Controls	Review generally	2		2011 - 2012	
Egress	Review generally	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	

<b>C6. Whiteriver landfill</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
Approach	Provide signage + adjust pedestrian gate –upgrade dishing at entrance –adjust gate –review need to provide pedestrian crossing	<b>1</b>	Director of Services, Water & Environment	2009 – 2010	
Entrance	Provide new step/ramped approach + upgrade others	<b>1</b>		2009 – 2010	
Reception	Upgrade hatch and install loop system	<b>1</b>		2009 – 2010	
Corridors	Major adjustments required if employing a wheelchair user	<b>3</b>		2013 - 2014	
Lifts	N/A	<b>X</b>			
Stairs	N/A	<b>X</b>			
Ramps-external	Provide See entrance	<b>1</b>		2009 – 2010	
Doorways	Adjust main door + others on basis of need	<b>1</b>		2009 – 2010	
Individual Rooms	Upgrade to suit staff if required	<b>3</b>		2013 - 2014	
Canteen	Upgrade to suit staff if required	<b>3</b>		2013 - 2014	
Toilets	Review and provide toilet facilities for people with disabilities if appropriate	<b>2</b>		2011 - 2012	
Signage	Provide additional signs to indicate procedures	<b>1</b>		2009 – 2010	
Environment/Services	Review and upgrade as appropriate	<b>3</b>		2013 - 2014	
Fixtures/Fittings/Equipment	Review and upgrade as appropriate	<b>3</b>		2013 - 2014	
Information & Controls	Review and upgrade as appropriate	<b>3</b>		2013 - 2014	
Egress	Review generally and upgrade as necessary	<b>1</b>		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	<b>1</b>		2009 – 2010	

<b>C7. Woodland Halting Site</b>	<b>Summary of Action &amp; Sub-tasks</b>	<b>Priority</b>	<b>Lead Department</b>	<b>Time Schedule</b>	<b>Progress to date</b>
External Approach	Upgrade path at site entrance –cut back vegetation –dish kerb –upgrade path and provide a means of securing outward door	1	Dundalk Town Clerk	2009 – 2010	No works have been carried out.
Entrance	Provide a stepped/ramped approach to Admin building	1		2009 – 2010	
Reception/Lobby	No action required	X			
Corridors/Lobby	No action required	X			
Doorways	Adjustments required –remove stops at thresholds and provide a stepped ramped approach	1		2009 – 2010	
Individual Rooms	Consider providing a loop in meeting room –install lever taps and general upgrade	1		2009 – 2010	
Canteen	Minor adjustments required if employing a person with a disability or if a resident has a disability	3		2013 - 2014	
Toilets	Provide an accessible toilet for people with disabilities	1		2009 – 2010	
Signage	Ideally provide an extra sign at site entrance	1		2009 – 2010	
Environment/Services	General upgrade	2		2011 - 2012	
Fixtures/Fittings/Equipment	General upgrade	2		2011 - 2012	
Information & Controls	Adjust to suit employee if required	3		2013 - 2014	
Egress	Review provision generally	1		2009 – 2010	
Management Considerations	Use this report as a basis to develop an inclusion policy	1		2009 – 2010	











