

Document Reference Number	1.2 The Organisational Structure and Services Provided (Introduction)		
Document developed by	Manager & Support and Development Team	Document approved by	CEO & DCIL Board Members
Approval Date	May 2021	Revised: Next Revision Date	January 2023 January 2025
Responsibility for Implementation	DCIL Staff	Responsibility for Review and Audit	DCIL Support & Development Team

POLICY STATEMENT:

The Organisational structure and services provided by DCIL should be clear and comprehensible to all Staff and Service Users.

PURPOSE:

To ensure that all DCIL staff and service users (Leaders) have a clear understanding of the Organisational Structure of the DCIL service, and the services provided.

SCOPE:

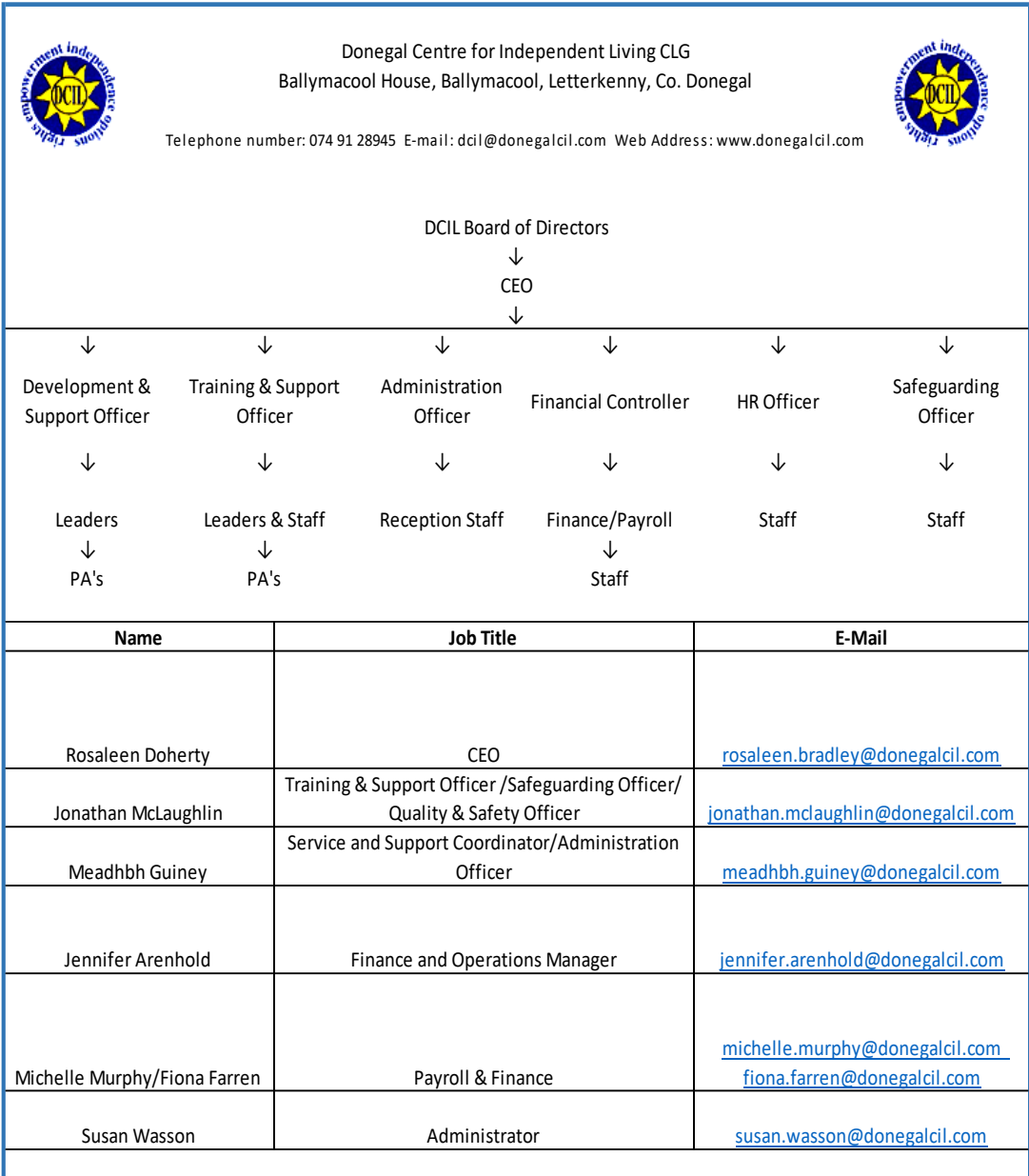
This policy refers to all staff working within the Donegal Centre for Independent Living, as well as Leaders accessing our services.

PROCEDURE:

- 1.1.1 DCIL was established in 1999 as a Centre for Independent Living (CIL) to support the needs of disabled people within Donegal County.
- 1.1.2 DCIL is a registered charity that operates on a not-for-profit basis.
- 1.1.3 DCIL is one of 27 CIL's nationwide, which play a vital role in representing its members and supporting disabled people with integration into mainstream and independent Living.
- 1.1.4 Funding for the services provided by DCIL is mainly through the Health Service Executive (HSE) and also through the Community Employment (CE) Schemes funded by Dept Social Protection.
- 1.1.5 The main support services provided by DCIL are the Personal Assistant Service to People with Physical and / or Sensory disabilities, which aim to enable disabled people to achieve independent living within their local community.
- 1.1.6 A Personal Assistant (PA) is someone who provides a person with a disability (referred to as a Leader) with physical assistance to help them in aspects of daily life such as personal care, household tasks, assistance in college or work, driving etc.

- 1.1.7 The service provider and employer is DCIL, the leader is the Employee line Management, determining and directing the work to be done and the hours of duty.
- 1.1.8 The Leader will provide the day-to-day support and training to their PA regarding Leaders individual needs. Essential health & safety and hygiene training is provided by DCIL.
- 1.1.9 The DCIL is set up as a company that is limited by guarantee and was registered as a charity in 2002.
- 1.1.10 It is run by a Board of Directors, which consists of volunteer members from the community. Board members do not participate in daily operational matters and day-to-day responsibility for the running of the DCIL rests with the CEO appointed by the Board.
- 1.1.11 The Board has responsibility for overseeing the work of the association and the CEO reports to the Board on a monthly basis. The Board is responsible for decision making in areas such as strategy, funding, large capital expenditure etc.
- 1.1.12 On employment matters, the Board may be involved as an appeal mechanism in disciplinary matters or grievances or in situations that may involve the Management directly.

Organisational Chart



LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:

Centre for Independent Living, Carmichael House, Dublin
Donegal Centre for Independent Living, Donegal

ROLES AND RESPONSIBILITIES:

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

IMPLEMENTATION PLAN:

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

REVISION AND AUDIT:

This policy will be reviewed in May 2023 by the DCIL Support & Development Team and CEO of DCIL.