



## DISABILITY EQUALITY SCHEME ACTION PLAN FOR 2007 – 2009

This Action Plan is part of the City Council's Disability Equality Scheme. The priorities and actions have been identified by:

- Undertaking a process of consultation with local disabled groups and individuals
- Undertaking a review of council services already provided
- Responding to the general principles and specific requirements of the Disability Discrimination Act legislation

This Action Plan will be reviewed annually to check against progress and the progress indicators up-dated.

| <b>Priorities</b>    | <b>Issues arising from consultation and review</b>                     | <b>Council's planned actions in response</b>   | <b>Timescale</b> | <b>Lead officer</b>                               |
|----------------------|--|--|------------------|---|
| <b>Participation</b> | 1. Improve access to democracy<br>- Address access to polling stations | Undertake Electoral Administration Act survey and address issues by May 2008 elections | By May 2008      | DCEN  |
|                      | - Ensure all committee venues are disabled friendly and accessible     | Produce list of minimum access requirements for external venues                        | Summer 2007      | Committee Services, Mark Taylor and Jackie Hanson |
|                      | - Publicise events widely<br><br>- Use advocates where necessary       | Incorporate guidance in updated Diversity Guidelines book, supported by training       | April 2008       | Strategy and Partnerships (S&P)                   |

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|------------|--|---|---|--|
|            | 2. Develop methods of feeding back information from meetings, committees, Panels etc to the community, in accessible formats |   |   | Committee Services   |
|            | 3. Develop varied forms of consultation and meetings, eg. informal, go to where disabled people are, open sessions           | Develop best practice guidance, disseminate via briefing note/event   | December 2007                                 | S&P  |
|            | 4. Promote forums, panels etc, as ways for disabled people to get involved   | Develop best practice guidance, disseminate via briefing note/event<br><br>Provide accessible formats for consultation papers, with relevant disability groups encouraged to respond  | December 2007<br><br>On-going                 | Trevor Woollams<br><br>S&P/All Departments                         |
|            | 5. Examine ways of working and democratic processes to identify and tackle any barriers to participation                     | Produce accessible information for people with disabilities on how to become elected member, how to get involved<br><br>Address as part of Equality Impact Assessments<br><br>Support flexible working patterns so that disabled employees are able to act as councillors or volunteers | December 2007<br><br>On-going<br><br>On-going | Committee Services/S&P<br><br>Link Officers<br><br>All Departments |

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|-------------------|--|---|--|------------------------|
|                   | 6. Councillors to actively engage with minority groups   | Address as part of Equality Impact Assessment. Target Exec Councillors and Equalities Panel elected members   | By June 2007                           | Committee Services/S&P |
|                   | 7. Ensure staff are aware of best practice to ensure disabled people's capacity to participate in planned events   | Incorporate in Disability Awareness training for staff  | On-going                               | S&P/HR                 |
|                   | 8. Improve and update awareness around and use of specialist services eg induction loops, facilities at meetings   | Update 'Diversity - a guide to good practice'<br><br>Re-issue venue planning checklist to relevant staff      | By October 2007<br><br>By January 2007 | S&P/HR<br><br>S&P      |
|                   | 9. Identify and tackle barriers or discouragements for disabled people to volunteer or take up positions of responsibility in their communities<br><br>10. Seek to recruit disabled people to be members of advisory groups and panels | Identify opportunities in all departments. Publicise widely.  | On-going                               | Link Officers & DMTs   |
|                   | 11. Actively seek applications from disabled people to participate in community activities   | Consider use of Community Centres to advertise vacancies in places where they will be seen by disabled people |  | Community Development  |

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| <b>Employment</b> | 12. Improve access to buildings and offices for disabled employees, and notify this to prospective job applicants<br><br>13. Progressively make buildings more accessible even if not open to public | To be progressed through the Council's Accommodation Strategy                                    | March 2007       | DCEN/HoHR           |
|                   | 14. Develop, promote and offer flexible/home working practices to staff where possible   | Produce new Flexible Working Policy  | March 2007       | HR                  |
|                   | 15. Ensure that job descriptions, person specifications, employment terms are fully inclusive  | JDs and Person Specs will be checked to ensure that they are competency based and free from bias | On-going         | HR                  |
|                   | 16. Improve support at work for employees with disabilities, visible and hidden  | Provide information to staff and managers about how to initiate Access to Work schemes           | March 2007       | HR                  |
|                   | 17. Continue to develop and facilitate Disabled Staff Group and other staff support initiatives  | Issues raised by Groups are actioned through the Diversity Working Group                         | On-going         | S&P/HR/TU's         |
|                   |  | Complete a Staff Attitude Survey and identify actions to be progressed.                          | 2007 –08         | HR                  |

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|------------|---|---|------------|--------------|
|            | 18. Develop council-wide workplace bullying and safe contacts for all equality strands, including disabled staff  | Dignity at Work Policy to be revised and re-launched, alongside Anti-harassment publicity campaign                      | March 2007 | HR           |
|            | 19. Develop shadowing/mentoring schemes for disabled people seeking promotion or development opportunities  | Shadowing/Coaching/Mentoring schemes to be incorporated into new Organisational Development Plan within People Strategy | 2007       | HR           |
|            | <p>20. Continue to collect and evaluate statistical and qualitative information on recruitment development and retention of disabled staff, monitor progress of disabled people once employed by grade, monitor representation at higher grades</p> <p>21. Continue to measure how many disabled people work for the organisation and does this represent a proportionate number relative to the local community</p> <p>22. Monitor take up of training and development opportunities, career progression and promotion by disabled staff and compare with non disabled staff</p> | Use Resourcelink and the HR Payroll system to ensure that all equality monitoring is conducted promptly and accurately. | On-going   | HR           |

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|-------------------|---|---|----------------------------------|---------------------|
|                   | 23. Check the disability content of existing policies for recruitment development and retention against actual working practices        | Recruitment and Selection processes to be scrutinised for any hidden bias and policy revised to include new Application Pack and Guidance for Applicants.   | January 2007                     | HR                  |
|                   | 24. Develop a policy of encouraging recruitment of disabled people, and plan how to make this known to disabled people in the community | New Recruitment Procedure will include specific section for people with disabilities. Attendance at community Job Fairs will reinforce this message.<br><br>Continue to subscribe to 'two ticks' scheme (compliance with good practice standards for employing disabled people) | January 2007<br><br>On-going     | HR<br><br>HR        |
|                   | 25. Review recruitment process and materials to ensure they do not discriminate   | Review currently underway.<br><br>New centralised recruitment team in HR to receive equalities and diversity training   | January 2007<br><br>By June 2007 | HR<br><br>HR/S&P    |
|                   | 26. Ensure performance schemes take into account issues such as support adjustments needed by some disabled workers                     | Ensure Performance Review process includes opportunity for employees to identify and request any support required   | On-going                         | HR                  |
|                   | 27. Ensure attendance management processes do not discriminate against disabled staff   | Revise and re-launch Management of Attendance and Disability Related Leave policies   | January 2007                     | HR                  |

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|                   | 28. Evaluate grievance, disciplinary procedures and capability procedures in relation to disability   | All procedures have been scrutinised for any hidden bias. Ensure that any discriminatory practices identified during employment are promptly and consistently acted upon. | On-going         | HR                        |
|                   | 29. Compare early retirement, redundancy and redeployment data in relation to disability  | Use Resourcelink and the HR Payroll system to ensure that all equality monitoring is conducted promptly and accurately.   | On-going         | HR                        |
|                   | 30. Establish clear procedures for developing actions, priorities, targets, tackling discrimination, training, new policies, as a result of evaluation of disability-related data | Ensure that any actions/priorities/targets identified are incorporated into the HR Service Plan and Corporate Equalities Programme  | On-going         | HR/Joint Equalities Group |
| <b>Services</b>   | 31. Identify any difficulties relating to movement around city of pedestrians, wheelchairs, bikes and motorised vehicles  | Discuss possibility of joint work with the County Council on this, possibly through the County Council's Physical and Sensory Impairment Board                            |                  | DEP                       |
|                   | 32. Address issues of safety relating to street lighting provision  | Refer issue to County Council as this is a County function  | November 2006    | S&P                       |

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|            | <p>33. Gather data to identify whether disabled citizens</p> <ul style="list-style-type: none"> <li>-are taking up services offered by departments</li> <li>-are using services as well as non- disabled</li> <li>-are achieving same outcomes as non disabled citizens</li> <li>-are as satisfied as non disabled people with the services they are receiving</li> <li>-and can services be offered in new ways that are more widely accessible</li> </ul> | <p>Continue to ensure that all council surveys are analysed by disability and results provided to service managers to inform EIAs</p>  | <p>On-going</p>   | <p>S&amp;P/All departments</p>           |
|            | <p>34. Ensure that the development of the Customer Service Centre responds to needs of people with visible and hidden disabilities, including capacity to access the web</p>  | <p>Consideration of the needs of disabled people (including staff) to be incorporated in the design stage of the Customer Service Centre and reviewed at regular intervals</p>   | <p>By February 2008 and ongoing</p>                                 | <p>S&amp;P/Head of Customer Services</p> |
|            | <p>35. Establish DES working group to implement action plan, review progress and continue community consultation</p>  | <p>Set up working group to progress and monitor implementation of the action plan</p> <p>Report progress against the action plan annually in the Annual Review of Equalities</p> | <p>From January 2007 and on-going</p> <p>July 2007 and annually</p> | <p>S&amp;P/JEG</p> <p>S&amp;P</p>        |



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|---|--|---|---------------------------------|-------------------|
| <b>Promoting positive attitudes towards disabled people</b> | 36. Investigate opportunities for partnership work for a public disability awareness campaign aimed at motorists, pedestrians, cyclists, coaches, taxis, shops – including around hidden disabilities and equipment                              | Discuss possibility of joint work with the County Council on this possibly through the County Council's Physical and Sensory Impairment board   |                                 | DEP               |
|   | 37. Increase and promote resources on disability equality eg training videos   | Develop an Equalities Resources Library<br><br>All opportunities to be taken to train managers and staff, e.g. dissemination of Disability Rights Commission media to all departments | July 2007<br><br>On-going       | JEG<br><br>S&P/HR |
|   | 38. Make training programmes available to staff and councillors to understand the principles behind the new duties, to understand the roots of discrimination, and to challenge attitudes and behaviour (should be delivered by disabled people) | Initial courses to be provided in partnership with Cambs County Council.  | 8 December 2006/17 January 2007 | S&P/HR            |

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|                            | 39. Create opportunities to raise awareness of and support for people with multiple disabilities, and disabled staff who suffer additional illnesses   | Use training and awareness raising events to highlight this issue  | On-going         | S&P/HR/TU's                              |
|                            | 40. Raise awareness of disability issues and the needs of disabled people across the council, challenge negative attitudes towards or ignorance around disability and people with disabilities | Continue to support and promote the council's Disabled Staff Group<br><br>Ensure that assessment of disability issues is effectively incorporated in the council's Equalities Impact Assessments | On-going         | S&P<br><br>All Departments/Link Officers |
|                            | 39. Promote the social model of disability   | Organise a 'What is...' session for staff on the social model of disability.   | By June 2007     | S&P/Community Development                |
| <b>Positive visibility</b> | 40. Publicise/market relevant policies to disabled people, in a way that is understandable and explains why they are appropriate   | Review as part of implementation of Customer Access Strategy   | By October 2009  | Head of Customer Services                |
|                            | 41. Produce Plain English and accessible versions of key council documents for those with learning disabilities  | Link Officers Group to identify relevant documents within their departments and agree a timetable for their production   | By March 2007    | S&P/Link Officers                        |

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|            | 42. Incorporate disabled people in marketing material, and celebrate lives of disabled staff in staff communications<br><a href="http://www.imagesofdisability.gov.uk">www.imagesofdisability.gov.uk</a> | Ensure that the council's 'Picture Library' contains up-to-date relevant images and promote their use<br><br>Identify opportunities to celebrate lives of disabled staff e.g. include a 'Day in the Life of...' article in City Scene on a disabled member of staff | By March 2007<br><br>On-going          | S&P<br><br>All Departments   |
|            | 43. Continue to develop events for annual International Day for Disabled People  | Launch DES and Action Plan<br><br>Launch new Guide to Services: For Older and Disabled People 2006-2008   | 4 December 2006<br><br>4 December 2006 | S&P/Community Development/HR |