

	A	B	C
1	Action	By who	Progress at 31 May 2009
2	To improve the information available at pre- employment stage		
3	Collect data on disability issues to establish benchmark and baseline. Establish % of people with disabilities (employed/seeking employment/not seeking) in national/HE/regional/local population	Head of Personnel	Data is unreliable due to low levels of disclosure. National HESA data for 2006/07 shows approx 3% of staff in HE disclose a disability compared with 4% in UW.
4	Develop 'out reach' activity by establishing links with community groups that represent disabled people in order to provide information about employment opportunities within UW and to increase understanding of expectations and needs of disabled people. To provide information and advice about job search and best practice in making applications and attending interviews.	Personnel Advisers and relevant line managers	We adopted the two ticks Disability symbol in order to increase visibility of employment opportunities. We have developed guidance to applicants that includes those with disabilities. We have also joined a local EO network to provide increased networking and information sources.
5	Extend off-campus careers fairs to target groups that represent disabled people. To ensure that groups that represent disabled people are notified of careers fairs and that venues are accessible;	Personnel Advisers and relevant line managers	We have continued to attend careers fairs in various locations; some attendees have disclosed a disability at this stage.
6	Extend work experience placements and to offer work experience placements to disabled people. Offer on-site open days and taster days to groups that represent disabled people; invite groups to visit campus, tour facilities and meet disabled employees in work settings; offer taster days in key areas e.g. ILS, ASU, Registry	Personnel Advisers and relevant line managers	We have participated in the launch of the Mental Health Trust Exemplar Employers scheme; one if its aims is to provide work placements and we are actively seeking placements for participants who are 'job ready'.
7	Consider aspects of UW image that portray positive view of employment for disabled people. Re-institute liP logo on adverts and policy commitment strap-line; adopt 2 ticks symbol	Personnel and Comms and Dev	Two ticks symbol is incorporated into the new on-line application system and will appear on the website. Reduction in the use of print based media for adverts means that there is less opportunity for this type of exposure and more will be provided via the website.
8	To ensure that plans for second site and joint library take into account the needs of disabled staff; and that this is communicated to groups who represent disabled people and to disabled	City Centre Campus team	The contractors have been chosen and all plans have been developed with access issues addressed.
9	To ensure that the website is accessible and can be adapted for use with assistive technologies used by disabled people.	Comms and Dev/ILS/all webcontent authors	Development of the website has continued and the access issues are an integral part of this process.
10	To ensure that the content of the website/information pack is relevant and informative for disabled people; develop a micro site/information pack of pages that can be reached from the front page and show facilities that are supportive and cites case studies of current disabled employees. Facilities to include access to buildings, parking, health and safety, catering and childcare.	Marketing/ILS/Personnel	To be implemented alongside the new on-line application form due for later in 2009. This provides the opportunity to review and revise all the information provided to applicants.

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1	Action	By who	Progress at 31 May 2009
11	To increase the potential for disabled people to be appointed to posts within UW.		
12	To ensure that all managers who are involved in recruitment and selection of staff attend training in disability awareness as part of recruitment and selection training, this should be repeated every three years	Personnel to arrange training/managers to attend	We have continued to provide face to face training for managers in recruitment and selection and this includes issues relating to disability. We have also purchased an on-line training programme that will provide refresher training for those who do not recruit frequently.
13	Information for applicants - will be reviewed to remove potential barriers to disabled applicants including sign posting to disability micro site, and named contact (personnel@worc.ac.uk) to whom queries may be addressed. Minicom and braille to be available	Personnel/Marketing	see 4 and 10 above
14	Application forms - will be available in a variety of formats and will encourage disability disclosure. Supporting statement section will give a clear link to the person specification that needs to be addressed for short listing purposes.	Personnel staff	a new on-line application system to go live later in 2009 and has been subject to testing by a member of staff who has a disability in the form of a visual impairment.
15	Job Descriptions and person specifications - for all posts will be checked/discussed with a personnel adviser to identify potential barriers for disabled applicants.	Personnel staff	Personnel Advisers continue to undertake this and changes have been made to criteria such as the requirement to be able to drive being replaced with more general requirements re travelling. For academic staff we have developed a generic job description that has provided a more consistent approach to recruitment.
16	Person specifications will indicate: a hierarchy of the essential elements and also which will be included in the short listing process and how each element will be tested for evidence (AF = Application Form, I = Interview, WRT = Work related task, P = presentation) thus providing candidates with ample notice of work related tasks in the selection process and time to think through any adjustments they may need.	Personnel staff	New system to go live later in 2009.
17	Short listing - a standardised short listing process will be introduced to ensure equity and consistency. 0 = not mentioned at all; 1 = mentioned; 2 = mentioned with examples; 3 = mentioned with lots of examples + could include relevant qualification. Short listing will always be conducted by a panel and will be checked by a personnel adviser who will confirm/check reasons for rejection of any disabled applicant.	Personnel staff	This has been implemented. The Two Ticks symbol has required that all disabled applicants who meet the specification above a certain level be invited to interview.
18	Timescales between closing dates and interview dates will be adhered to.	Personnel staff	on-going

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19	Work Related Tasks - these will be agreed in advance with the Personnel Adviser and will be reviewed to avoid potential barriers for disabled applicants. Correspondence will indicate that a range of equipment/software is acceptable and available to use to avoid potential barriers for disabled candidates e.g. presentations - candidates don't have to use PowerPoint. Clear assessment criteria will be identified and agreed for all work related tasks.	Personnel staff	on-going
20	Monitoring at all stages of the recruitment and selection process will be undertaken; applicants, short listed, regrets, interviews, no shows, appointments	Personnel staff	The information from the current system shows that the percentage of applicants disclosing a disability is 4% for the period Aug 08- May 09; this is the same % as that for Aug 07 to July 08 but it may increase as the year has not yet finished. Of all those invited to interview, 5% had disclosed a disability which is the same as the previous year. Over the last 2 years of all the known disabled applicants 38% (37 out of 97) were invited to a selection event , this compares with 30% of non-disabled (684 out of 2261). The new application system will improve monitoring capability for the future.
21	Feedback - will be available at all stages of the recruitment and selection process for all disabled applicants.	Personnel staff	on-going
22	Seek feedback from disabled applicants and disabled appointees about their experience of the recruitment and selection process.	Personnel staff	New staff are asked during the corporate induction programme to provide feedback to Personnel staff, in confidence if required.
23	Interviews will include tours of campus, facilities, and work place (including teaching rooms environment) for all groups, meetings, travel requirements within post, equipment used and available.	Personnel staff	on-going
24	To ensure the successful completion of probation by disabled employees		
25	To review the induction, probation, and mentoring and coaching policies and procedures to include support for disabled staff and development for line managers.	Personnel/EG	Induction has been revised and more information is now provided by the web as face to face. Coaching skills programmes for managers have been developed this year.
26	To review pre employment checks to ensure that full information is available to include occupational health, CRB clearance, references (sickness data), proof of qualifications,	Personnel	on-going
27	Review of support for relocation for disabled people.	Personnel	Relocation support is provided based on the needs of the individual who is moving.
28	Raise awareness through induction, probation, of support available to employees and managers for supporting disabled employees. To provide managers/staff with flow chart which details Access to Work procedures	Personnel	The content of the induction programme has included this and initial advisers have also attended the programme to brief participants. The probation policy is to be reviewed and will be subject to consultation with disabled staff.
29	Seek the views of disabled staff about their experience of induction and probation.	Personnel	Survey of all new staff is conducted about their experience of induction; to date no specific issues have arisen re disability.

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30	Equipment - to ensure that standard support programmes are available and training can be provided, e.g. texthelp, VR software.	Personnel/ILS	on-going
31	To ensure that the appraisal process is supportive of and accessible to disabled employees and that staff development participation is relevant to their needs.		
32	Seek input from disabled staff of their views and experiences to date. Revise the review and development scheme, amendments to include section/questions on disability and specific support needs e.g. equipment, impact on work to encourage disclosure, and ongoing review of support required and available.	Personnel	Changes were made to the current scheme to provide increased clarity of the purpose of the scheme and the links to departmental and institutional objectives. The development of a CPD framework during 2009/10 will require further changes to be made to the scheme and we will consult on this with a group of disabled staff.
33	Revise training for those undertaking appraisal of staff and to include disability awareness section. Training to be updated every 3 years or upon request.	Personnel	on-going
34	Revise briefings for all employees prior to R and D meetings	Personnel	Briefings are on-going and will be revised when new scheme implemented
35	Measure through staff surveys, and 2 yearly request for update of personal information which includes disability question	Personnel	The staff portal as a means for individuals to update own personal data has been purchased and is being developed; this will give individuals the opportunity to update their own personal details. There is a paper based survey underway to seek information about disability and other personal characteristics.
36	Seek feedback from disabled staff about their experience of training and development and use this to undertake a review of the current policy and practice. Review current take up of staff development by disabled people for any trends.	Personnel	The current survey will provide information about disability that will assist in this process. Improved management information will be available through the 'Link' software that will enable datasets from various systems to be combined so we can view staff development activity by different staff groups including disability.
37	To ensure CPD framework and supporting processes are inclusive of disabled people and make transparent the institutional expectations	LTC/Personnel	A CPD framework is under development and will include expectations for staff to undergo diversity training relevant their roles.
38	UW staff and contractors delivering training and support will receive disability awareness training, contractors to provide evidence of this as part of our contractual agreement.	Personnel	Trainers are briefed about the need to provide an inclusive environment for all groups of staff and made aware if any people with disabilities are present in the group.
39	To invite and include disabled staff to participate in organisational events, meetings, working groups and to provide sufficient notice and information in a suitable format to ensure full participation.	All convenors of such activities	Accessible venues are provided for 'all staff' events and we seek feedback from staff on the suitability of the arrangements. Podcasts are made of major lectures e.g. professorial inaugural lectures for those unable to attend.
40	To ensure that information on training and development opportunities is accessible to disabled staff across range of disabilities	Personnel	A central register of events arranged by internal agencies has been operating and is accessible to the majority of staff. The CPD framework will have an impact on the nature and scope of the internal offer in the future.

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1	Action	By who	Progress at 31 May 2009
41	To ensure that the schemes that reward exceptional performance, promotion and other forms of recognition are accessible to disabled staff		
42	To monitor the outcomes of the schemes to identify the impact on disabled staff	Personnel and chairs/members of scheme panels	Analysis of the applications and awards made each year show that these are proportionate for all minority groups.
43	To ensure that the information on the schemes is available in a variety of formats to address a range disabilities; that application processes and closing dates are reasonable and that heads of departments attend briefings on the operation of the scheme	Personnel	Schemes are available via the web and in paper format; managers have been briefed on the operation of the schemes
44	To conduct a pay audit to identify salary and other conditions of disabled staff	Personnel	Joint Equal Pay Group continues to meet to review the pay of all minority groups.
45	All members of staff who are involved in assessing applications for additional increments, promotion will receive disability awareness training	Personnel	This has been included in the briefings above.
46	To ensure that health, well being, absence and flexible working practices take into account the working lives of disabled employees		
47	Measure activity levels of disabled people in absence, accidents, sickness, occupational health contract maternity, paternity, adoption, flexible working (including home working) policies and procedures.	Personnel	Proposals to adopt a standard level of sickness absence above which referrals will be made to occupational health are being progressed. The effect of sickness absence that is disability- related is under review in these discussions and is being recorded separately in the reporting system.
48	To ensure that policies and procedures regarding all the above are readily and easily available and included on induction programmes	Personnel	These are available via the website and staff alerted to changes by email. There will be a newsletter setting out the main changes to be published in September 2009.
49	To ensure that the policies for enhancing dignity at work and study are supportive of disabled people. To ensure that the initial advisers receive training relating to disability issues.	Personnel	A review of the dignity at work and study policy has been undertaken and disabled people have been consulted as part of this process. Training has been provided for initial advisers.
50	To ensure that managers receive training to interpret and apply these policies and procedures on a regular basis.	Personnel	This is on-going.