

	A	B	C
1	Action	By whom	Updated June 2010
2	To improve the information for and about disabled people 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	Information from the Worcestershire County Economic Assessment 2009/10 shows that 4.4% of the local population is claiming disability living allowance; HESA data shows that 2.7% of staff in HE disclose a disability, and 4% of UW staff are disabled
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	The Two Ticks symbol has been added to the website and we have continued to attract applications from disabled people - 4% of all applicants disclosed a disability in 2008/09. The overall number of applicants has risen by over 50% in the last 12 months so it is encouraging to note that the % of disabled has not decreased. To date in 2009/10, nearly 5% of applicants have disclosed a disability. We have participated in local community based networks and careers fairs where disabled people have been present and we have provided information and advice about employment and study opportunities.
5	To offer work experience placements to disabled people.	Personnel Advisers and relevant line managers	We have yet to identify appropriate work experience placements as part of the Mental Health Exemplar Employer scheme; this has been discussed within the 'Worcester Library and History Centre' (WLHC) Staffing and Volunteering Work Project Team and it will be included in the volunteering portfolio.
6	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	The symbols for Two Ticks, liP and Stonewall have been added to the staff recruitment website as indications of the inclusive approach to recruitment. We have yet to evaluate the impact of these in attracting applicants.
7	To ensure that plans for second site and joint library take into account the needs of disabled staff; and that this is communicated to disabled people and groups who represent disabled people.	City Centre Campus team	Detailed planning for the WLHC in the various project work streams is addressing the needs of disabled people, as users and as employees of the service. The city centre site - Charles Hastings Building and Mulberry House - will be occupied from September 2010 and staff and students will be using the refurbished space; the needs of disabled people have been considered at all stages
8	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 web content authors	A report on access issues related to website is being considered by Communications and Development and Information and Learning Services; the outcome will be a protocol for regular testing by disabled people, and feedback to those with the technical remit.
9	To ensure that the content of the website/information pack is relevant and informative for disabled people; develop an information pack of pages that can be reached from the front page and show facilities that are supportive to include access to buildings, parking, health and safety, catering and childcare.	Marketing/ILS/Personnel	Guidance for disabled applicants is available from the vacancy site as part of the guidance for all applicants; it was decided that this would be a more inclusive approach than having a separate document, and the sections relevant to disabled people are identified using the two ticks symbol. Information about working in the University and living in Worcester has also been updated and includes references to support for disability related issues, in the context of diversity and inclusion

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10	To increase the potential for disabled people to be appointed to posts within UW.		
11	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.
12	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	The new -on-line application system has been live since March 2010 and provides greater security and control for applicants; it requires personal registration and is password protected. There is also a facility for uploading additional documents so applicants can provide further information, or provide a supporting statement as a separate document . All correspondence with applicants is via email, unless other forms are requested.
13	Job Descriptions and person specifications - for all posts will be checked/discussed with a personnel adviser to identify and eradicate potential barriers for disabled applicants. Person specifications will be clear and realistic so that applicants can make an informed choice as to whether they have the required skills and experience.	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. Consideration of how the recently adopted 'professional behaviours' within the staff professional development framework can be incorporated into the person specifications is underway; this will assist with articulating the values of the institution and the expectations of staff.
14	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 and is proving very effective.
15	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	These are clearly identified in the job descriptions so that applicants can decide if they wish to continue to make an application.
16	Monitoring at all stages of the recruitment and selection process will be undertaken; applicants, short listed, regrets, interviews, no shows, appointments	Personnel staff	This process is continuing and will be automated in due course as the on-line system is further developed; this will provide heads of departments and services with information for posts in their areas. The % of disabled applicants for 2008/09 was 4% and for the current year is approx 5%; those shortlisted in 08/09 were 5%.
17	Feedback - will be available at all stages of the recruitment and selection process for all disabled applicants.	Personnel staff	on-going

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18	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. Disabled staff were asked to comment on aspects of the selection process in the survey; a majority had felt able to disclose during the selection process and a significant proportion were of the view that the application process was supportive of disabled people.
19	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
20	To ensure the successful completion of probation by disabled employees		
21	To review the induction, probation, and mentoring and coaching policies and procedures to include support for disabled staff and development for line managers.	Personnel/E G	Further changes have been made to induction as a result of feedback gathered. Probation has also been revised and the timescales for each level of appointment have been harmonised. Mentoring continues to be provided and feedback about this from several disabled staff has been very positive. A group of internal coaches is providing support to individuals, on request. The survey of disabled staff views in 2010 identified that support from line managers and Personnel Dept was considered to be important, closely followed by that of colleagues.
22	To review pre employment checks to ensure that relevant information is available to include occupational health, CRB clearance, references (sickness data), proof of qualifications,	Personnel	The new Equality Act introduces provisions which make it unlawful for an employer to ask about the health of a job applicant either before offering work to an applicant, or before including an applicant in a pool of shortlisted candidates from whom the employer intends to select a person to whom to offer work. It has always been UW policy to make an offer of appointment first, and then to seek health-related information.
23	Review of support for relocation for disabled people.	Personnel	There has been a review of relocation support through a staff focus group and this has produced some proposals for additional information to be made available about the region, housing, schools and communities. We will include addresses of relevant websites on the staff recruitment website.
24	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.
25	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. The survey of disabled staff views in 2010 identified induction as being broadly supportive; some had expressed reservations about the arrangements and these will be explored further. The probation process was also considered to be supportive, but several respondents were 'unsure' about how supportive so we will seek their views about the proposed revisions in a focus group.
26	Equipment - to ensure that standard support programmes are available and training can be provided, e.g. texthelp, VR software.	Personnel/IL S	We have provided technical support to several members of staff with short term and longer term disabilities; this has included purchase of laptops and specialist software. We will continue to offer this service.

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27	To ensure that the appraisal process is supportive of and accessible to disabled employees and that staff development participation is relevant to their needs.		
28	Seek input from disabled staff of their views and experiences to date. Revise the review and development scheme, possible 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	The adopting of the staff professional development framework means that the appraisal scheme will be revised. The process of revision will include seeking the views of disabled people. Information from the survey of disabled staff identified staff development as an area where the majority were 'unsure' about the level of support provided; this will be one of the topics to be explored in the focus group.
29	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	This is on-going and will be revised to reflect changes to the appraisal scheme.
30	Revise briefings for all employees prior to R and D meetings	Personnel	Briefings are on-going and will be revised when new scheme implemented
31	Measure through staff surveys, and 2 yearly request for update of personal information which includes disability question	Personnel	A survey was conducted in early 2010 and the level of response was approx 40% of disabled staff. The results have been collated and are being used to update the DES, to inform other changes and as the agenda for a focus group. A full staff survey of personal information was carried out in 2009 and this has been used to update the personal records.
32	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	Participation levels for disabled staff in internally arranged staff development in 2008/09 was approx 5% of the total attendees, this is in proportion to the % of disabled people in the workforce. Within the group of disabled people, over half of them had attended some staff development, this was slightly lower than within the non-disabled group where the participation level was 60%. This will be explored further in the focus group.
33	To ensure CPD framework and supporting processes are inclusive of disabled people and make transparent the institutional expectations	ADP/Personnel	A CPD framework is under development and will include expectations for staff to undergo diversity training relevant their roles.
34	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.
35	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	The survey of views showed this to be a high level of 'unsure' so further exploration in the focus group will be undertaken.
36	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 whom	Updated June 2010
37	To ensure that the schemes that reward exceptional performance, promotion and other forms of recognition are accessible to disabled staff		
38	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. However, the survey has identified this as a high level of 'unsure' so further investigation will be conducted.
39	To ensure that the information on the schemes is available in a variety of formats to address a range of 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
40	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.
41	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.
42	To ensure that health, well being, absence and flexible working practices take into account the working lives of disabled employees		
43	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	The survey identified that the flexible working provisions are the most important feature in supporting disabled people in participating in the organisation. We have adopted the 'Bradford Index' for occupational health referrals for all staff.
44	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. The review mentioned above about communications will include this.
45	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	This has been revised and re-titled as 'Dealing with bullying and harassment', the views of disabled staff were sought and have been incorporated into the new documents. Initial advisers have been provided with training across a broad range of issues.
46	To ensure that managers receive training to interpret and apply these policies and procedures on a regular basis.	Personnel	Training for managers has been provided in dealing with bullying and harassment, and approx 40 staff have attended mediation awareness training; seven internal mediators are being trained.