

## Revision of Disability Equality Scheme ACTION PLAN 2006 - 07

### 1. Involving a range of stakeholders in the Formulation of the College's Disability Equality Scheme.

Stakeholders are defines as Disabled Staff, Students and Service Users including people with long-term health conditions

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Continue to establish Key Focus Groups from identified stakeholders for their Involvement in the revised Scheme Formulation	August 2007	Support for Learners Co-ordinator	Expanded focus group list and notes of the outcomes of meetings held	Commenced
Design and issue to relevant stakeholder groups a new questionnaire regarding disabilities and peoples ability to access the college and the services it provides (electronic and paper format)	August 2007	Support for Learners Co-ordinator	Questionnaire issued and responses obtained	Completed
Using the Impact Assessment template consult with the stakeholders its appropriateness and make amendments as recommended	September 2007	Support for Learners Co-ordinator	Impact Assessment template through consultation process and ammended if appropriate	Commenced
Issue of questionnaire to new students Analysis of curriculum support plans	September 2007 and annually thereafter	Support for Learners Co-ordinator	Questionnaire issued and responses obtained	Questionnaire Issued Responses being Collated and Analysed
Issue of questionnaire to existing staff	September 2007 and annually thereafter	HR Manager	Questionnaire issued and responses obtained	Questionnaire Issued Responses being Collated and Analysed
Issue of questionnaire to new staff	September 2007 annually	HR Manager	Questionnaire issued and responses obtained	Questionnaire Issued Responses being Collated and Analysed
College Equalities committee to analyse and publish results.	December 2007	Equalities Committee	Report produced and published on the College website issued to stakeholders.	Ongoing: Revised date for Report of Analysed Data is January 08

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Redraft Scheme and Action plan to ensure compliance with the duty	October 2007	Assistant Principal M Mennie	Revised document produced which has been audited against "doing the duty checklist"	Completed
Review complete scheme and action plan with a fully revised plan	December 2007	Assistant Principal M Mennie	New Scheme and Action Plan Produced	Commenced Revision of Scheme Action Plan Revised and will be updated in January 08
Continue involvement with the identified focus groups on all aspects of the evolution of the scheme on a bi-annual basis which will feed into the redrafting of our Action Plan on an annual basis and the revising of the Scheme on a 3 year basis	January and July of each year	Support for Learners Co-ordinator	Record of meetings and actions required as a result of the consultation process.  Future revised schemes will reflect our involvement with the stakeholders.	Ongoing  Ongoing

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### 2. Making sure the College Disability Equality Scheme is put into practice.

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Define roles & responsibilities for implementation of plan.	June 2006	Assistant Principal M Mennie	Flow Chart Terms of Reference Minutes of various committees.	Completed
Identify lead member of SMT with responsibility for DES & Action Plan	June 2006	Assistant Principal M Mennie	SMT minutes, BoM Minutes. Named Person M Mennie	Completed
Set Up Tier 1 Task Team with Responsibility to carry out the required functions.	June 2006	Assistant Principal M Mennie	Named Team Members Terms of Reference	Completed
Set Up Tier 2 Task Team with Responsibility to carry out the required functions.	August 2006	Support for Learners Co-ordinator	Named Team Members Terms of Reference	Completed
Draw Up and Consult on Initial Scheme Content and Form for December 2006 Implementation Date	October 2006	Assistant Principal M Mennie	Finalised Scheme published as a result of consultation process	Completed
Review DES 2006 & implement revised DES for 2007-2010.	December 2007	Task Teams BoM SMT Asst Prin.	Reviewed Document Annual report to BoM, Strategic Plan, Task Group & SMT Minutes.	Review of DES to go to BOM meeting in Feb 08 for approval

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### 2. Identification of the relevant functions

<b>Key Task</b>	<b>Target date</b>	<b>Who is responsible</b>	<b>How will we know it has been done</b>	<b>Progress</b>
Identify list of functions & policies by relevance to Disability Equality.	September 2006	Tier 1 Task Team	List of prioritised functions & policies within DES.	Impact assess for all equality schemes.
Prioritise list for action in 2007	December 2007	AP Tier 1 Task Team	List of prioritised functions & policies within DES.	Impact assess for all equality schemes.
Review functions, policies and procedures identified for action in year 1 and take action as appropriate. (Including involvement of stakeholders in this process)	December 2008	Key staff identified with responsibility for individual functions & policies	Revised Policies & Procedures Published on College Intranet. Summary of progress published in annual document	Commenced

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### 3. Assessing & consulting on the likely impact of new and existing policies

<b>Key Task</b>	<b>Target date</b>	<b>Who is responsible</b>	<b>How will we know it has been done</b>	<b>Progress</b>
Identify relevant areas for assessing & consulting on impact from a Disability Equality perspective.	June 2007	Tier 1 and Tier 2 Task Groups	Prepare a lists of areas Incorporate into Revised Disability Equality Scheme	Completed
Identify existing and emerging policies for assessment & consultation regarding likely impact.	June 2007	Tier 1 and Tier 2 Task Groups	Existing policies listed in appendix 2. New policies as they are ratified.	Completed for 2007 & now on-going.
Allocate responsibility for assessing & consulting on impact.	June 2007	Assistant Principal	Matrix developed, SMT & BoM Minutes.	In progress. Completion date: August 2007.
Agree cross-college procedure for assessing & consulting on impact review policies.	April 2007	Senior Management Team & Board of Management	Procedure Produced BOM Agreement	Review in light of additional information/training received as part of Gender Equality Scheme.
Assess & consult on impact of policies and Procedures identified in Year 1. . (Including involvement of stakeholders in this process)	January 2007 - November 2008	Key staff identified with responsibility for individual functions & policies	Policies addressing Race Equality issues revised. Publish results of reviews.	Ongoing

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### 4. Monitoring for Adverse Impact

<b>Key Task</b>	<b>Target date</b>	<b>Who is responsible</b>	<b>How will we know it has been done</b>	<b>Progress</b>
Devise a pro-forma for assessing impact on policies, procedures etc	August 2006	Assistant Principal	Produce Pro-forma Agree via Task Force Minute Decision	Completed
Identify baseline data for analysis	August 2006	Assistant Principal	Produce data list Agree via Task Force Minute Decision	Completed
Collect, report on baseline data analysed	March 2007	Tier 1 and Tier 2 Task Groups	Reports Produced	Completed for Tier 1. Tier 2 - December 2007
Report and publish annually on results.	December 2007	Assistant Principal	Annual publication	Completed

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### 5. Publishing the Results

<b>Key Task</b>	<b>Target date</b>	<b>Who is responsible</b>	<b>How will we know it has been done</b>	<b>Progress</b>
Publish summary reports & make these available to stakeholders.	Dec annually	Assistant Principal	Annual publication produced Report to BOM. Report produced and published on the College website issued to stakeholders	Incorporate into wider equalities schemes. Revising College website on Equalities issues Proposing to have designed new pages by March 08

### 6. Access to Information

<b>Key Task</b>	<b>Target date</b>	<b>Who is responsible</b>	<b>How will we know it has been done</b>	<b>Progress</b>
Ensuring that the College is an open, accessible and transparent organisation.	Jan 2006	Assistant Principal & BoM	College Freedom of Information Scheme	Completed

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### 7. Staff Training & Development

<b>Key Task</b>	<b>Target date</b>	<b>Who is responsible</b>	<b>How will we know it has been done</b>	<b>Progress</b>
Basic awareness training for BoM, SMT & all other staff	October 2006	Assistant Principal	Timetabled Staff Development Sessions	BoM & SMT completed. All other staff completion by December 07.
Development of Staff Development Materials for a range of Staff & BOM	October 2006	Assistant Principal	Production of Material	Completed
Incorporate Disability Equality training within staff induction programme.	August & Jan of each year	Assistant Principal HR Manager	Register of Attendees at planned staff development sessions	Completed and on-going as required.
Identify and deliver specialist training for staff who are monitoring/carrying out impact assessments.	January 2007	Assistant Principal HR Manager	Register of Attendees at planned staff development sessions	Incomplete. Review target date August 08
Identify and delivery specialist training for staff involved in recruitment & selection of both staff and students.	August of each year	Assistant Principal HR Manager	Register of Attendees at planned staff development sessions	On-going Annually

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### 8. Meeting the Specific Duties for Employment - Monitoring employment

<b>Key Task</b>	<b>Target date</b>	<b>Who is responsible</b>	<b>How will we know it has been done</b>	<b>Progress</b>
Devise a college wide staff disability equality monitoring form	August 2006	Assistant Principal HR Manager	Produce Pro-forma Agree via Task Force Minute Decision	Completed.
Identify baseline data for analysis	January 2007 & Annually	HR Manager	Produce data list Agree via Task Force Minute Decision	August 2007
Collect, report on baseline data analysed	January 2007 & Annually	HR Manager	Reports Produced	On-going.
Publish results of monitoring annually	December 2007 & Annually	Assistant Principal HR Manager	Report produced and published on the College website issued to stakeholders	Full Report Available January 08