

**REVIEW OF DISABILITY EQUALITY SCHEME ACTION PLAN
NOVEMBER 2007**

Human Resources

ACTION	Review of action undertaken over 2006/7	RESPONSIBILITY	BY WHEN
Personnel Policies and Procedures			
<p>An Impact Assessment is a detailed, systematic analysis of the effects of a current or proposed policy, procedure, plan or practice to see whether it has or will have a differential impact on disabled people. The college will implement an effective Impact Assessment framework, produce a simple effective pro-forma that will be attached to new and revised policies and procedures before being submitted to the Committee for approval.</p> <p>All HR policies and procedures will need to be listed and prioritised in terms of impact on our disabled employees, learners and customers.</p>	<p>An impact assessment has now been produced and now needs to be implemented.</p> <p>A policy review will be carried out by the Personnel Manager in conjunction with the Clerk to the Corporation, listing in priority order which policy/procedure needs to be reviewed first. An impact assessment will then be attached to each revised policy.</p>	<p>Personnel Manager/Clerk to the Corporation</p> <p>Personnel Manager/Clerk to the Corporation</p>	<p>December 2007</p> <p>December 2007</p>
Recruitment and Selection			
<p>We currently have 1 disabled employee within the College's workforce. To reflect the disabled population of Sheffield, we need to attract disabled people to apply for jobs at the College and remove any existing barriers in the recruitment process. The College will therefore:</p> <p>Review the 'Two Ticks' usage and actively promote this in the recruitment material. Review all recruitment material (text and</p>	<p>We now currently have 3 disabled employees within the College's workforce.</p> <p>The 'Two Ticks' was reviewed and re-instated for a further 12 months.</p>	<p>Personnel Manager</p>	

ACTION	Review of action undertaken over 2006/7	RESPONSIBILITY	BY WHEN
<p>imagery), including the application form and that a statement regarding the two ticks is inserted, Insert positive action statements on all recruitment advertisements.</p> <p>Review provision of information to disabled applicants about rights and legislation and how this relates to the College recruitment processes. Publish the revised information.</p> <p>The College will strengthen working with outside agencies and organisations by reviewing where advertisements are placed and by using organisations such as 'Working for Opportunities' and 'Yes to Work' that support disabled people seeking employment.</p> <p>The College will implement a recruitment recording and monitoring system, so disabled applicants can be monitored and recorded effectively.</p>	<p>The symbol has been added to all recruitment advertisements and a relevant positive action statement is included for all advertisements.</p> <p>This has not been actioned.</p> <p>The College has actively promoted vacancies throughout 2006/7 with Jobcentre plus which works alongside external agencies such as these. Direct contact with the specific agencies will also be made.</p> <p>This has been achieved. The College advertised for 50 jobs during 2006/7 received 299 returned applications, 10 of these were from candidates with a disability. One candidate (out of the 10) was appointed.</p>	<p>Personnel Manager</p> <p>Personnel Manager</p> <p>Personnel Manager</p>	<p>January 2008</p> <p>December 2007</p> <p>Ongoing</p>
Aim to improve understanding of Disability Issues			
<p>Increase awareness of DDA compliance at all levels across the workforce and ensure support is provided at the earliest opportunity to remove barriers within the workplace. This can</p>	<p>This has been achieved. We have had several staff identify specific reasonable adjustments when completing the electronic risk</p>	<p>Personnel Manger in conjunction with Estates and</p>	<p>Ongoing</p>

ACTION	Review of action undertaken over 2006/7	RESPONSIBILITY	BY WHEN
<p>be achieved by ensuring all new members of staff are provided with information relating to reasonable adjustments in the workplace as part of their induction plans.</p>	<p>assessments (at induction stage). The College has then worked with the individual as well as external agencies such as 'Access to Work' (apart of the Disability Unit at JobCentre Plus) to meet the specific needs. This has often involved making changes to workstations and equipment. The College has also supported specific reasonable adjustments via Occupational Health intervention, through either the pre-employment health questionnaires or through management referrals.</p>	<p>Operations Manager, and specific Line Managers.</p>	
<p>Introduce Disability Equality training for all employees to help increase awareness and understanding. Also look at more focused training for staff with a 'frontline' responsibility e.g. working directly with learners, customers and visitors. Look at using specific training providers such as Inclusive Living Sheffield who have developed a 'Breaking Barriers Series'.</p>	<p>This has been identified to take place during the Staff Training Days (20&21st December 2007). The College is due to host a 'Celebrating Diversity' week during 4th-8th February 2008. The focus of which will be agreed and planned by staff beforehand. This week will be aimed at all staff and students. A questionnaire will be issued to staff on 21.12.07 and one to students at the end of the Diversity week.</p>	<p>Personnel Manager and DED Focus Group.</p>	<p>December 2007 & February 2008</p>
<p>Increase the awareness of employees of the range of hidden disabilities and assistance available to disabled employees through: electronic information, leaflets/posters, team meetings and specific training sessions (as above).</p>	<p>This has not been actioned.</p>	<p>Personnel Manager</p>	<p>January 2008</p>
<p>Learn from national and local best practice from other Sixth Form Colleges and other sectors by:</p>	<p>This has not been actioned.</p>	<p>Personnel Manager</p>	<p>July 2008</p>

ACTION	Review of action undertaken over 2006/7	RESPONSIBILITY	BY WHEN
<ul style="list-style-type: none"> • Undertaking research on other colleges that have a high number of disabled employees in their workforces and assess their approach to employing disabled persons. • Mapping local public, private and community voluntary sectors for good practice on recruitment and retention of disabled employees. • Report on findings. 			
<p>Monitoring Disability in Employment</p> <p>Monitoring data is important in analysing the impacts and efforts of our employment policies and practises on diverse sectors of our workforce. Our Disability Equality targets will be measured and monitored from the collection and analysis of key employment activities, by disability, on an annual basis, including:</p> <ul style="list-style-type: none"> • Our workforce profile • Recruitment and selection – including job application rates and selection success rates • Training • Promotion, application and success rates • Disciplinary proceedings • Grievance, Harassment and Bullying • Staff Leavers • Satisfaction surveys 	<p>This has been achieved with the introduction of the Equality and Diversity Report issued to Resources Committee at the end of the academic year.</p>	<p>Personnel Manager</p>	<p>May 2008</p>

ACTION	Review of action undertaken over 2006/7	RESPONSIBILITY	BY WHEN
The purpose of collating this data is to use this to help us tailor further actions and initiatives to improve our recruitment, development and retention of disabled people in our workforce.			