

Disability Equality Scheme Action Plan



Corporate Actions
Disability Equality Scheme –Updated Action Plan

Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resource Implications	Progress
DES 1	Service Plan / Team Plans	Incorporate actions relating to equality (including disability equality) into the service planning process	Service and Team plans identify relevant equality actions relating to the service	M	Bev Noon	Sept 2007	April 2008	Within existing resources	Completed April 07. DES Actions and Vale Equality Standard Level ! included in Service Plans
DES 2	RES	Issue guidance to carry out equality impact assessments on relevant new and revised policies	Equality impact identified	H	Catrin Morgan/Linda Brown HOS & OM's to carry out EIA's	April 2007	Dec 2009	Within existing resources	Completed
DES 3		Identify and advertise what assistance is available for clients who cannot access services unaided	Information available to disabled people on the assistance available to access services	M	Catrin Morgan/Linda Brown	Dec 2007	April 2008	Within existing resources	Specific provision currently being offered by some service areas

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Chief Executive's Department

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DES 4	Communications Strategy	Promote guidelines on using 'Clear English' and 'Cymraeg Clir' in information documents	Improved information produced for members of the public.	M	Alison Cummins	May 2007	May 2008	Within existing resources	Achieved July 07
DES 5	Communications strategy	Improve navigation of the Council's Web-site to ensure disabled people can easily access information on disability issues e.g. under D for disability	Information aimed at disabled people easier to find	M	Angela Magee	Sept 2007	Sept 2008	Within existing resources	Completed September 07
DES 6		Ensure One-Stop shop and call centre being developed involves disabled people in its design	To ensure disability equality is considered in the new frontline services being set up.	M	Tony Curliss	Jan 2007	Dec 2008	Within existing resources	Critical Friends consultation sessions discuss access to services

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Learning and Development
Disability Equality Scheme – Draft Action Plan

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DES 7	HR & E Service Plan	Publish and promote Disability Equality Scheme	Availability and awareness of the scheme internally and externally	H	Catrin Morgan / Linda Brown	Feb 2007	April 2007	Within existing resources	Completed February 07
DES 8		Produce guidelines on producing accessible information and arranging accessible venues to ensure access needs of disabled people are taken into account	Guidelines on producing accessible information and arranging accessible venues available. Improved access to information and events	H	Catrin Morgan / Linda Brown	Jan 2007	April 2007	Within existing resources	Completed – guidelines on Intranet Equality pages
DES 9		Provide guidelines for managers in producing an access statement regarding where a service is located for promotional literature	Information on access readily available at point of enquiry	M	Catrin Morgan / Linda Brown	Dec 2007	March 2008	Within existing resources	
DES 10		Arrange and Promote Disability Equality Training for employees	Improved knowledge of disability equality among council employees	H	Catrin Morgan / Linda Brown	Jan 2007	Jan 2008 review	Within existing resources	Disability Equality Training currently running

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DES 11		Develop guidelines for improving consultation with disabled people and involving disabled people in the decision-making process	Improved access to services for disabled people	H	Tim Greaves/ Catrin Morgan / Linda Brown	May 2007	Sept 2007	Within existing resources	Completed – guidelines on Intranet Equality pages
DES 12		Include information on progress with the Disability Equality Scheme and Action Plan, including improvement to services to disabled people in the Council Improvement Plan.	Improved availability of information to disabled people	M	Bev Noon / Catrin Morgan / Linda Brown	Jan 2008	March 2008	Within existing resources	Progress update available on Council website
DES 13		Set up and promote BSL training courses for Council employees (subject to demand)	More effective communication with the deaf community	M	Diana Bianchi	Sept 2007	Sept 2008	Within existing resources	Completed September 2007
DES 14		Increase awareness of the Disabled Employees Support Group	Increased membership of the Disabled Employees Support Group	M	Catrin Morgan / Linda Brown	May 2007	Sept 2007	Within existing resources	Completed September 2007
DES 15		Produce guidelines on collecting and using equality monitoring for consultation and customer feedback exercises	Feedback encouraged and analysed from disabled employees and service users	M	Catrin Morgan / Linda Brown Consultation Officer	Sept 2007	Dec 2007	Within existing resources	Completed

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DES 16		Arrange for pre-interview visits to be available to all disabled applicants for posts (subject to the agreement of recruiting officer)	Disabled applicants able to know in advance of working environment and able to be more confident at interview	M	Alyson Watkins Peter Hyett	Sept 07	Dec 07	Within existing resources	AW to amend policy letter to candidates and flow process To be added to the recruitment and selection training AW to include in R and S policy
DES 17		Guidance to be provided within the Recruitment and Selection Policy regarding the suitability of essential job requirements (e.g. driving)	More disabled applicants will meet essential criteria	H	Alyson Watkins/Peter Hyett/LB/Cm	Sept 07	Dec 07	Within existing resources	Completed - guidelines available from Equalities Section Current R&S training reviewed by Equality Section
DES 18		Ensure that successes are highlighted in recruitment by production of promotional material	Prospective applicants are aware of the culture within the Council and are encouraged to apply for posts	M	Catrin Morgan / Linda Brown / Trans act team	Oct 2007	Dec 2007	Within existing resources	Not complete – low number of successful disabled candidates – information to be reviewed
DES 19		Amend PDRS programme to Identify Disability Equality Training as a training need for relevant staff and arrange attendance on training courses	Disability Equality identified as a training requirement for all relevant employees.	M	Allan Williams /Peter Hyett	April 07	July 07	Within existing resources	List of courses to be added to PDR template. Managers to identify where training required

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DES 20		Review of Recruitment and Selection Policy to ensure that all recruiting officers are trained in Disability awareness	Recruiting officers will be aware of the issues faced by disabled applicants	M	Allan Williams/ Peter Hyett	Sept 07	Nov 07	Within existing resources	Completed Nov 07 – Equalities Section invited recruitment & selection training attendees to disability equality training
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DES 21		Review recruitment procedures with involvement of disabled people to ensure barriers are removed	Disabled people are given an opportunity to comment on current recruitment procedures	M	Alyson Watkins/Peter Hyett	Sept 07	Dec 07	Within existing resources	AW to attend Disabled Employees group
DES 22		Review Sickness and absence Policy to carry out impact equality assessment regarding disabled employees	The Council will be able to asses the effect on disabled employees	H	J Ballantine	Sept 07	Mar 2008	Within existing resources	Sickness absence policy to have equality impact assessment Feb 08
DES 23		Produce information for the internet and Intranet on the procedure for applying for Access to Work	More awareness within the Council of the scheme and an increased ability to advise on opportunities	M	Adrian Unsworth	Sept 07	Dec 07	Within existing resources	
DES 24		Include training on the Social Model of Disability within the SLA for counsellors employed by the Council	Counsellors will be aware of the model	M	John Brett	Sept 2008	Sept 2009	Within existing resources	
DES 25		Provide advice and guidance to schools on developing Disability Equality Schemes	Schemes in place by April 2007	H	Sheila Kelly / Catrin Morgan / Linda Brown	Dec 2006	April 2007	Within existing resources	Completed April 07 - DES template provided to schools
DES 26		Implement and monitor LEA Accessibility Strat	Progress with actions within the strategy	M	Sheila Kelly	Review Dec 2006	March 2010	Within existing resources	Completed - first access strategy implemented and revised.

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DES 27		Implement programme of improvements for school buildings	Access improvements prioritised and carried out	M	Marty Donovan / Mark Haynes	April 2007	April 2010	Within existing resources	Access audits completed. Some access work carried out in previous years
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DRAFT - Community Services
Disability Equality Scheme – Updated Action Plan

Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resource Implications	Progress
DES 28		Conduct research to evidence base the provision of services (provided by Community Services) by impairment group and geography	Evidence base available to establish the availability of the advocacy services		To be confirmed	To be confirmed	To be confirmed	Within existing resources	Action to be reviewed – suggest replacement with Change Plan SB7: ensure that charges are consistently applied and reviewed, and SP14: review the home care service around the reablement agenda in partnership with Health Services
DES 29		Include information relating to disability facility grants on the Council's web site	Increased awareness of disability facility grants	H	John Hardy	Sept 07	Dec 07	Within existing resources	Action to be reviewed. Suggest replacement with Change Plan SP15: increase uptake of welfare benefits

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DES 30		Develop a housing register for suitably adapted properties	Improved information available on adapted properties	H	Alun Billingham	Sept 07	Dec 07	TBC	AB to appoint a part-time occupational therapist through a public/private partnership to take charge of this project
DES 31		Provide disability equality training (including information on the social model) to frontline Community Services and Housing staff	Improved awareness of disability equality issues		Simon Salter	Sept 07	Dec 07	WIR	Completed Info on DET included in Induction Packs
DES 32		Review information available and the way information is communicated to disabled people relating to community services and housing	Any gaps in information identified. Improved awareness of service for disabled people		To be confirmed	To be confirmed	To be confirmed	Within existing resources	Action to be reviewed

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DRAFT - Finance ICT and Property

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Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	Priority	Officer Responsible	Start Date	Finish Date	Resource Implications	Progress
DES 33		Develop an annual prioritisation programme of work to develop accessibility of public buildings	Progress with access work on public buildings	H	Catrin Morgan / Chris Williams / Paul Scourfield	April 2007	Sept 2007	Within existing resources	Completed Sept 07
DES 34		Provide advice to building managers on complying with part M of the building regulations and regulation BS8300	Continued improvement with access to buildings	H	Chris Williams / Paul Scourfield	Sept 2007	Dec 2007	Within existing resources	Guidelines completed Dec 07 – to be distributed March 08
DES 35		Develop Access statements based on impact assessments for key Council buildings	To provide improved advice to disabled people about access to Council buildings	M	Chris Williams / Paul Scourfield	Dec 2007	April 2008	Within existing resources	
DES 36		Review Council web site to ensure accessibility to disabled people	Compliance with 'Bobby standard' (or similar)	H	Dave Vining	Jan 2007	Dec 2009	Within existing resources	Action commenced

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DES 37		Provide advice where requested on IT equipment available to assist with specific access needs identified by employees	Advice on auxiliary aids available when requested	H	Dave Vining	April 2007	Dec 2009	Within existing resources	Include in Service Plan
DES 38		Include requirements and audit measures in the procurement process to ensure that third party contractors comply with the Council's commitment to disability equality	Improved service from contractors in relation to disability equality	M	Allan Jenkins	April 2008	April 2009	Within existing resources	
DES 39		Update information appointment form to include disability and ensure that appointment info is entered onto system	Updated, accurate information available	H	Gill Howells	Mar 2007	April 2007	Within existing resources	Completed April 07
DES 40		Produce list of information currently held on Disabled Employees	Info ready for review	H	Gill Howells	Mar 2007	May 2007	Within existing resources	Completed May 07
DES 41		Update current list of employees to ensure that information held on Oracle is correct	Accurate information available	M	Gill Howells/Linda Brown	Jun 2007	Dec 2007	Within existing resources	Commenced Jan 08

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DRAFT - Legal & Regulatory

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DES 42		Ensure all relevant staff in the legal division attend disability equality training (including information on the social model of disability)	Improved awareness of disability equality issues	H	Debbie Marles	April 2007	Sept 2007	Within existing resources	% of staff attending training recorded as part of the Equality Standard
DES 43		Develop information aimed at disabled people about the role of a Councillor and how to become a councillor and publish in relevant locations/formats	Improved information to disabled people on becoming a Councillor leading to improved representation	M	Jeff Wyatt	Sep 2007	Dec 2007	Within existing resources	Completed November 07
DES 44		Carry out a baseline assessment to ascertain the number (and %) of hackney carriages and private hire vehicles that are wheelchair accessible in the Vale of Glamorgan	Improve information on available services for disabled people	H	Yvonne Lewis	Jun 2007	Sept 2007	Within existing resources	Completed - 2.4% wheelchair accessible as at August 2007

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DES 45		Take action to raise awareness of Part v of the DDA in respect of accessibility amongst hackney carriage and private hire vehicle operators	Makes operators aware of legal requirements	H	Yvonne Lewis	Sept 2007	Dec 2007	Within existing resources	Completed Dec 07 - article in 'The Knowledge' newsletter that reaches all taxi drivers/proprietors/operators
DES 46		Provide an information report to the Council's Licensing Committee with the aim of (i) setting out the governments plans and timescales in respect of section 32 of DDA (power to make taxi accessibility regulations) and (ii) seeking their views on introducing a policy in VOG requiring vehicles to be wheelchair accessible in advance of the regulations (currently the case in some parts of UK)	Licensing Committee made aware of the issues	H	Yvonne Lewis	Dec 2007	Dec 20 08	Within existing resources	

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Environmental and Economic Development
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DES 47		Meet with Network Rail as part of wider project to advise them on making platforms accessible	Improved access to rail platforms	M	Emma Harvey and relevant Project Managers	To be confirmed	To be confirmed	Within existing resources	
DES 48		Develop a policy for managing accessible parking spaces at council premises for disabled employees and visitors	Improved management of disabled parking bays	M	Miles Punter	To be confirmed	To be confirmed	Within existing resources	
DES 49		Promote activities provided by the Council's Disability Sports Initiative to attract new disabled service users	Increased participation in the Disability Sports Initiatives	M	Karen Davies	April 2007	Dec 2009	Within existing resources	
DES 50		Promote the availability of accessible sports facilities e.g. accessible gyms and swimming pools	More disabled people aware of services available in leisure centres	M	Dave Knevett	April 2007	Dec 2009	Within existing resources	