

Scrutiny Panel's Recommendation	Formal Management response	Recommended decision
<b>1. Coordination and Communication</b>		
<p>The Panel welcomes some of the excellent working across the Council to support people with disabilities but recommends that ways are found to improve how this is coordinated and communicated.</p>	<p>The Diversity Peer Challenge review also identified this as an area for improvement. In order to address this, it is proposed to develop an internal equalities communication plan. This is set out in the Single Equalities Action Plan.</p> <p>In the last year, we have set up cross-council working groups bringing together a range of people with expertise to develop:</p> <ul style="list-style-type: none"> <li>• a Reasonable Adjustments Guide for Managers</li> <li>• an Assistive Technology User Site on The Wave.</li> </ul>	Agreed.
<b>2. Disabled Workers Forum</b>		
<p><b>a.</b> The Panel supports the DWF in its good work and recommends the DWF to continue actively to expand its membership with publicity, coordination and awareness raising and acting as standing consultee on Council Policy Equality Impact Assessments.</p>	<p>The council provides both practical and financial support to the Disabled Workers Forum (DWF). A member of the Equalities and Inclusion team not only provides support but also provides an informal route through which the Forum can raise issues of concern with the council.</p> <p>The council currently gives the Forum £5,000 per year to support its training and development, publicity and social networking activities. It is down to the Forum's Executive to decide how to use the funding and, each year, it produces a budget forecast that is signed off by the Equalities and Inclusion Team.</p> <p>The Staff Forums, including the DWF, will continue to be consultees on council Equality Impact Assessments.</p>	Agreed.

<p><b>b.</b> DWF is recommended to seek a disability champion, meanwhile to invite Directors/Commissioners in turn to meetings and support mentoring for disabled staff, building on the success of the Council's other mentoring and buddying schemes.</p>	<p>This is a matter for the DWF. However, the council would fully support the DWF in finding someone within the organisation to act as a Disability Champion.</p> <p>Managers, including some senior managers, already attend Forum meetings by invitation.</p> <p>The council's mentoring scheme is open to all staff including disabled employees.</p>	<p>Agreed.</p>
<p><b>3. Communications Campaign</b></p>		
<p>The Panel recommends a communications campaign on disabilities including information for managers, recruiting officers and staff, linked with the Social Model of Disability in the city as a whole.</p>	<p>We will continue to provide information to managers and staff on disability issues through the council's magazine and the HR site on the intranet. This will include information on:</p> <ul style="list-style-type: none"> <li>• recruitment and selection including interviewing/testing of disabled candidates</li> <li>• making reasonable adjustments for employees in the workplace</li> <li>• useful contacts to approach for help and advice on disability issues.</li> </ul>	<p>Agreed.</p>
<p><b>4. Training</b></p>		
<p><b>a.</b> The Panel welcomes the DDA Masterclass event and recommends that similar sessions be kept updated and rolled out for both officers and Members more widely across the Council.</p>	<p>Subject to financial resources being available, the council intends to run similar sessions in the future.</p>	<p>Agreed.</p>

<p><b>b.</b> The Panel recommends compulsory staff disability training for all new and existing managers including senior managers, with line management and recruitment/selection responsibility. Delivering on disability equalities for employees/service users is recommended to be a key part of all Manager Personal Development Plans.</p>	<p>Equalities, including disability, issues will be embedded within the new corporate learning and development programme and will be delivered through:</p> <ul style="list-style-type: none"> <li>• e-learning</li> <li>• skills workshops</li> <li>• information toolkits</li> <li>• action learning sets.</li> </ul> <p>Due to the availability of resources, training will be targeted at those where a need has been identified through the PDP process.</p> <p>A foundation level diversity e-learning module is also being developed that will be mandatory for all new staff. New managers will also be required to complete a supplementary module.</p>	<p>Agreed.</p>
<p><b>5. Achieving Excellence</b></p>		
<p>The panel recommends that the Council better publicises the guidance produced by the Employers' Forum on Disability (EFD) and considers taking part in the EFD Disability Standard.</p>	<p>The Council has recently strengthened its links with the Employer's Forum on Disability (EFD) by inviting Bela Gor, its Legal Director, to speak on disability issues at the DDA Masterclass training session.</p> <p>We will continue to promote the EFD as a useful source of information on the HR site on the council's intranet.</p> <p>The Disability Standard is currently being redeveloped by the EFD. The council will consider participating in the new standard once it is available.</p>	<p>Agreed.</p>

<b>6. Physical Accessibility</b>		
<p><b>a.</b> The Panel recommends that to make good use of resources accessibility for disabled staff to Council-owned buildings is considered when carrying out routine maintenance or upgrade work even if not specifically required by a member of staff and that a cross-Council process be developed to expedite this.</p>	<p>The council's Health, Safety &amp; Wellbeing team already work with Architects when work is being planned to ensure this happens.</p>	<p>Agreed.</p>
<p><b>b.</b> The Panel recommends that when staff accommodation strategies and changes to work practices are being developed, the needs of disabled staff are sought and taken into consideration and that a cross-Council process be developed to expedite this.</p>	<p>The needs of staff, including those with disabilities, is assessed at the time any new accommodation layout is being designed or working practices changed.</p>	<p>Agreed.</p>
<p><b>c.</b> The panel requests that compliance with personal evacuation policy be checked as a matter of priority.</p>	<p>Compliance with the personal evacuation policy has been checked and is fine.</p>	<p>Agreed.</p>
<b>7. Monitoring and Evaluation</b>		
<p><b>a.</b> The Panel recommends to progress monitoring and evaluation that when job applicants or staff are asked their disability status, the implications of 'ticking the box' are set out and where to get further advice.</p>	<p>Whilst we try to encourage as many job applicants and employees as possible to provide this data, we must recognise that they are under no obligation to do so.</p> <p>The roll out of employee self-service will enable individuals to update their own personal information directly onto the system. This may encourage individuals who have not yet provided this information, to do so.</p> <p>We also send a Workplace Adjustments Form to all prospective employees so that they can let us know, before they join us, if they need any reasonable adjustments to carry out their job.</p>	<p>Agreed.</p>

<p><b>b.</b> The Panel recommend that disability monitoring regarding staff and job applicants be reported to Panel’s parent committee OSC.</p>	<p>This information is already available to the Overview and Scrutiny Commission as part of the Head of Communities and Equality’s Single Equality Scheme update report.</p>	<p>Agreed.</p>
<p><b>8. Recruitment and Selection</b></p>		
<p><b>a.</b> The Panel recommends the outcome of the review of the recruitment and selection process and training, taking into account suggestions to remove potential blocks for disabled applicants, be reported to Overview and Scrutiny Commission.</p>		<p>Agreed.</p>
<p><b>b.</b> The panel recommends a question on career progression be added to the annual staff survey to help inform future good practice.</p>	<p>The staff survey has asked staff, for some time now, about how they rate opportunities for career progression within the organisation.</p>	<p>Agreed.</p>
<p><b>9. Equalities Impact Assessments</b></p>		
<p>The Panel recommends that progress on Equalities Impact Assessment of policies, consultation and communication be reported back to the Overview and Scrutiny Commission.</p>	<p>The Overview &amp; Scrutiny Panel will receive progress reports as appropriate from the Head of Communities and Equality.</p>	<p>Agreed.</p>
<p><b>10. Partnership Working</b></p>		
<p>The Panel recommends that the Council in its new Intelligent Commissioning structure continues to develop its role as city-wide Leader in disability and equalities in partnership across the City.</p>	<p>The council will continue to work with other organisations both within and outside the City to promote and share best practice on equalities, including disability, issues.</p>	<p>Agreed.</p>

