

Agenda Item 75 Appendix 1

Monitoring Outcomes of the Staff Disabilities Scrutiny Review

Rec Number	Scrutiny Recommendation	16 December 2010 Cabinet Response	Action taken or likely date of action
1	<p><i>Coordination and Communication</i></p> <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"> ▪ a Reasonable Adjustments Guide for Managers ▪ an Assistive Technology User Site on The Wave. 	<p>The DWF has produced an Annual Report for 2010/11. This is a new initiative for the Forum and the report will be published in April.</p> <p>Improvement in the co-ordination and dissemination of key information will be achieved through the greater use of The Channel magazine, the Wave, the council's website etc.. These media will be used to promote Forum meetings, events and initiatives aimed at supporting disabled employees in employment.</p> <p>Examples of information that has been publicised on the Wave include:</p> <ul style="list-style-type: none"> ▪ A Reasonable Adjustments Guide for Managers ▪ Accessible Workstation Equipment Loans Procedure publicised ▪ Implications for recruitment and employment of the Equality Act 2010

			<ul style="list-style-type: none"> ▪ Messages relating to the equalities e-learning <p>A peer support site to enable users of assistive technology to share expertise and information is currently in development.</p>
2	<p><i>Disabled Workers Forum</i></p> <p>a. 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>a. 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>	<p>a. In line with the other Workers' Forums, the DWF budget will be reduced to £4,700 per year from 1 April 2011. The Forum will continue to provide a budget forecast of annual expenditure.</p> <p>The Forum is in the process of introducing a number of initiatives designed to expand its membership:</p> <ul style="list-style-type: none"> ▪ In January 2011 the DWF signed up to "Thumbs Up" project to help make the Forum more accessible and supportive to staff with learning difficulties. ▪ In the Summer, the DWF will be setting up a befriending scheme to support and encourage new members to attend the Forum. Training will be provided.

			<p>In the last six months representatives of the DWF has been involved in the following:</p> <ul style="list-style-type: none">▪ the review of the council's "Two Ticks" accreditation including participating in the assessment process with JobCentre Plus▪ meeting the Diversity Peer Assessors as part of the council's recent assessment for "excellence" under the Equality Framework for Local Government.▪ the development of the new Equalities & Diversity e-learning modules for staff and managers.▪ a review of the DSE Standard & associated forms▪ a review of the Personal Safety Standard▪ a review of the Lone Working Guidance▪ a review of the Work-related Violence and Aggression Guidance▪ development of a disability hate incidents poster campaign and reporting forms
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	<p>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>b. 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>We will continue to involve the DWF in future equality impact assessments.</p> <p>b. In October 2010, both the Chief Executive and Cllr. Watkins spoke at the DWF's Empowerment Day.</p> <p>The Chief Executive will be attending the next DWF meeting on 31 March.</p> <p>Dates are being arranged for members of the Strategic Leadership Board to attend future DWF meetings.</p> <p>Access to the council's mentoring/shadowing/ "back to the floor" development initiatives will be monitored by equalities. This will enable the council to establish the take up by disabled staff.</p>
3	<p>Communications Campaign 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</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"> recruitment and selection including interviewing/testing of disabled 	<p>An article was placed in The Channel / on the Wave publicising the DWF's annual Empowerment Day in October 2010.</p> <p>Guidance for recruiting managers on the implications of the Equality Act for shortlisting/interviewing applicants with disabilities was published on the Wave in September 2010.</p>

	whole.	<p>candidates</p> <ul style="list-style-type: none"> • making reasonable adjustments for employees in the workplace • useful contacts to approach for help and advice on disability issues. 	<p>A peer support site to enable users of assistive technology to share expertise and information is currently in development.</p> <p>Greater use will be made of the The Channel magazine, the Wave and the council's external website to demonstrate our commitment to recruiting more people with disabilities and to providing a supportive environment in which they can flourish and reach their full potential.</p> <p>Key information and best practice is also being disseminated through a series of e-learning modules (see Section 4 below).</p>
4	<p>Training</p> <p>a. 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>b. The Panel recommends compulsory staff disability training for all new and existing managers including senior managers, with line management and</p>	<p>a. Subject to financial resources being available, the council intends to run similar sessions in the future.</p> <p>b. 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"> • e-learning 	<p>a. Subject to financial resources being available, the council intends to run similar sessions in the future.</p> <p>b. DWF members were included in the steering group that led on the development of the new Equalities & Diversity e-learning modules.</p> <p>The first module, which was mandatory for</p>

	<p>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>	<ul style="list-style-type: none"> • skills workshops • information toolkits • action learning sets. <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>all staff to complete, was launched in October 2010. It specifically covered disability discrimination and other employment issues. The e-learning module was available in different formats to cater for the different requirements of the target group e.g. those without computer access. The latest position is that 73% of staff have completed the course.</p> <p>The second module, specifically aimed at managers, will be launched shortly.</p> <p>To supplement the e-learning, a two day equality & diversity course was launched in January 2011 as part of the council's corporate Learning & Development Programme. This is an open course for any member of staff to attend.</p> <p>A new e-learning package, "Attendance Management for Managers" was launched on 15 March 2011. The course, amongst other things, is designed to ensure managers are aware of, and comply with their legal obligations when managing employees with disabilities and it signposts them to sources of support and expert advice.</p> <p>The e-learning will be supported by a series of:</p>
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			<ul style="list-style-type: none"> ▪ skills workshops that are set to be delivered during April and May 2011. ▪ factsheets including one specifically focussing on absence and disability. <p>The following wellbeing courses are being run:</p> <ul style="list-style-type: none"> ▪ stress and anxiety workshops to support individuals who may have mental health issues. These sessions are being run in conjunction with Sussex NHS Partnership ▪ training sessions to help managers support employees who have cancer. These are being run by MacMillan Cancer Support. <p>A new recruitment and selection e-learning module is also being developed (see Section 8 below).</p> <p>The e-induction package for new staff is currently being revised. There will continue to be a strong emphasis on equalities issues</p>
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			but it will also include information on key HR policies such as dignity and respect at work.
5	<p><i>Achieving Excellence</i></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>The EFD provided a senior disability consultant to be the key note speaker at the DWF empowerment day in October 2010. Kerry Smith gave an informative presentation accompanied by an interesting case study on the new Equality Act 2010.</p> <p>We will continue to promote the EFD as a useful source of information via The Channel magazine and the Wave.</p> <p>The EFD Disability Standard is still in the process of being reviewed and is due to be re-launched in July 2011.</p>
6	<p><i>Physical Accessibility</i></p> <p>a. 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</p>	<p>a. The council's Health, Safety & Wellbeing team already work with Architects when work is being planned to ensure this happens.</p> <p>b. The needs of staff, including those with disabilities, is assessed at the time any</p>	<p>b. The council launched its new Workstyles Policy in December 2010. The Policy is</p>

	<p>by a member of staff and that a cross-Council process be developed to expedite this.</p> <p>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>new accommodation layout is being designed or working practices changed.</p>	<p>designed to support the current work that aims to make more effective use of council buildings as part of the VFM2 programme. The Policy recognises that individuals with disabilities may have special needs in terms of working arrangements and/or modifications to equipment etc. Managers are required to discuss with individuals their specific requirements and to accommodate any reasonable adjustments that may be necessary. For example, an employee who has significant modifications to their workstation/equipment may need to have a dedicated workstation as opposed to being asked to “hotdesk”. Any employee who is unhappy about any proposed changes to working arrangements/accommodation changes can raise their concerns with a senior manager. Service managers must also carry out an Equality Impact Assessment on the proposed workplace changes to ensure there is no disproportionate impact on a particular group. Where a disproportionate impact is identified, then the service manager should review the proposals to see if it is possible to eliminate or minimise the adverse impact.</p>
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	<p>c. The panel requests that compliance with personal evacuation policy be checked as a matter of priority.</p>	<p>c. Compliance with the personal evacuation policy has been checked and is fine.</p>	<p>c. More staff have been trained as “evacuation chair buddies” and signage on how and who to contact in an emergency has been improved in all civic buildings.</p>
7	<p><i>Monitoring and Evaluation</i></p> <p>a. 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>b. The Panel recommend that disability monitoring regarding staff and job applicants be reported to Panel’s parent committee OSC.</p>	<p>a. 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>b. 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>a. Employee self-serve has been rolled out. This provides employees with the opportunity to complete and update their personal details including equalities profile information.</p> <p>Following a job offer, we ask individuals if they require us to make any adjustments for them so that they can carry out their job. This is now done as part of the health enquiry process as it enables Occupational Health to provide us with the information we need more quickly.</p> <p>b. Appendix C to the report to OSC giving an update on the Single Equality Scheme Action Plan details the workforce profile as at 31 December 2010. Information on how individuals with a disability are faring in the recruitment and selection process will be</p>

			reported to a future OSC meeting.
8	<p><i>Recruitment and Selection</i></p> <p>a. 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>b. The panel recommends a question on career progression be added to the annual staff survey to help inform future good practice</p>	<p>b. The staff survey has asked staff, for some time now, about how they rate opportunities for career progression within the organisation.</p>	<p>a. Work has recently started on developing an e-learning module on recruitment and selection. It aims to ensure that managers understand their legal obligations in the process, particularly in relation to those with disabilities. It will also highlight the practical adjustments that may need to be made to eliminate any potential barriers for disabled candidates during the recruitment and selection process.</p> <p>b. Employees will be asked to what extent they agree or disagree with the following statement on career progression in the next Staff Survey: <i>“My career prospects are good here”.</i></p> <p>It is proposed to compare the responses given by disabled and non-disabled employees. The results will then inform an action plan to address any issues identified.</p>
9	<p><i>Equalities Impact Assessments</i></p> <p>The Panel recommends that progress on Equalities Impact Assessment of policies,</p>	<p>The Overview & Scrutiny Panel will receive progress reports as appropriate from the Head of Communities and Equality.</p>	<p>A report updating OSC on progress made under the Single Equality Scheme Action Plan will be submitted for consideration at the meeting in April 2011.</p>

	consultation and communication be reported back to the Overview and Scrutiny Commission.		The council has achieved Excellent level in the Equalities Framework for Local Government peer assessment undertaken in January 2011.
10	<p>Partnership Working</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>	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>An HR group involving representatives of the organisations that comprise the CIP has been established. The first meeting, which was held in October 2010, is designed to enable HR practitioners across the public sector to share experience and expertise in relation to equalities issues in employment. The next meeting is scheduled for April/May 2011.</p> <p>Representatives from West Sussex CC were invited to attend a meeting of the DWF forum and their Empowerment Day. A similar arrangement with East Sussex CC is also being explored.</p> <p>Links with FED – one DWF member is now a Trustee of FED and will ensure links to information etc.</p>