

Appendix B

Loughborough University Disability Equality Action Plan Outstanding Items 2007

A. Infrastructure and Organisation

Objective 1

Ensure that Disability Equality is embedded and promoted within the decision making processes within the university.

Objective 2

Ensure that the university's complaints and grievance procedures do not disadvantage either disabled staff or students because of an impairment or because of a complaint/grievance related to their disability.

Objective 3

Continue the mainstreaming of disability equality issues for staff and students within the university's strategies and policies

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
3	Ensure complaints related to disability are appropriately monitored.	Chief Operating Officer	Ongoing	Complaints dealt with in a timely manner in line with the established standards, and outcomes fed into action plan.	
7	Establish a system to record additional expenditure to support disabled FE students (include both in-house and external support, on-costs, equipment and other resources).	Planning, Head of DANS	Year 1		

C. Admissions and enrolment of students

Objective 1

Ensure that disabled students are not nor disadvantaged during the admissions and enrolment processes of the university

Objective 2

Ensure disabled students and enquirers receive appropriate an accurate advice relative to their needs

Objective 3

Ensure that the admissions and enrolments systems compliment other university strategies for providing support to disabled students

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
5	Review withdrawal data provided by Registry Services Team to gather information on withdrawal resulting from issues relating to disability.	Academic Registrar, Head of DANS	Ongoing	Process to record information on withdrawal resulting from issues relating to disability.	
6	Review the format of enrolment and registration forms to ensure they are available in accessible formats and give accurate information for disabled students.	Academic Registrar, Head of DANS	Year 1	<p>Process to record information on withdrawal resulting from issues relating to disability.</p> <p>Ensure that availability in accessible formats is publicised in key documentation and registration/induction packs.</p> <p>Ensure forms give accurate information about entitlements to DSAs.</p> <p>Consider adding a space</p>	

				for a student to declare a disability but no additional support needs.	
8	Ensure that all induction events are accessible for disabled students.	Academic Registrar, Head of DANS	Ongoing	<p>Guidance on accessibility of content</p> <p>The style of any presentations given</p> <p>The format of any written information which is disseminated.</p> <p>The location of the event.</p> <p>Ensuring technical and workshop induction sessions are accessible for disabled students</p> <p>Develop the technical and workshop induction programme with disabled students in mind, e.g. developing audio/visual resources materials</p> <p>Ensure library inductions are accessible.</p> <p>Offer additional inductions sessions for students whose disability requires this support.</p>	
9	Develop a system to ensure that direct entry students or students who transfer mid-year have access to all important disability information and related induction sessions.	Academic Registrar, Head of DANS	Ongoing	Guidance on accessible information	

D. Learning and Teaching

Objective 1

Ensure that the learning experiences of disabled students are not restricted because of course design or curriculum planning

Objective 2

Ensure that disabled students have a range of opportunities to achieve the same learning outcomes as non-disabled students

Objective 3

Embed and incorporate accessibility into learning and teaching methodology

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
5	Provide training and support for Personal Tutors on SENDA, DDA and disability awareness. Develop the systems in place to support the role accordingly.	Head of Disabilities and Additional Needs, Head of Department	Ongoing	Communicate good practice, including methods to ensure disabled students are not disadvantaged in the process of arranging appointments with their Tutors. Confidentiality and disclosure. Developing a system to ensure Personal Tutors receive appropriate information about disabled students in their cohort, given that permission is supplied by the	

				<p>student(s).</p> <p>This will assist Tutors in assisting disabled students to make appropriate choices about optional modules and projects etc.</p> <p>Consider the workload of Persona Tutors; e.g. managing the distribution of disabled students across the advisors or by allocating extra hours for 1-1 sessions for advisors to support certain disabled students</p>	
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E. Assessment

Objective

Provide accessible examination and assessment arrangements for disabled students, wherever possible which ensure that academic standards are not lessened in any way.

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
2	Consider regulations for submitting work by post and e-mail and disseminating those regulations in key documentation.	Academic registrar , PVC (T), L & T Committee, Head of DANS	Year 1	Code of Practice on submitting work by alternative methods	
5	Review the University's policy for following up on failures and non-submissions. Ensure situations where disability may be a factor are addressed	Academic Registrar, PVC (T), L & T Committee, Head of DANS	Ongoing	Procedure to deal with follow up work	

F. Information and Communication

Objective 1

Ensure the educational opportunities, facilities and additional services offered by the University to disabled people are promoted and marketed in an accessible fashion

Objective2

Embed systems to ensure internal and external materials, produced by local departments or on behalf of the whole University are accessible to a wide range of impairments

Objective 3

Continue to promote the University response to equality and diversity which ensures disabled people experience no barriers to applying to the university for jobs or courses

Objective 4

Promote effective, accessible communication with disabled people

Objective 5

Provide and promote accessible independent learning facilities wherever possible

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
3	Encourage widening participation and promotion of opportunity by disabled people through promotional literature and events	Head of Marketing, Widening Participation	Ongoing	Monitor number of disabled enquirers. As a proportion to number of enquirers has a whole	
4	Review accessibility of all printed material, including key documentation produced by the university in general or by specific departments, such as programme information.	Academic Registrar?, E & D Adviser, Head of DANS	Ongoing	Publicise availability of alternative or assisted formats.	

5	Ensure a range of information which describes services and support available to students with disabilities is in prospectuses and information materials and ensure students can obtain information in alternative formats.	Head of Marketing	Ongoing		
7	Promote the University as a Two Ticks employer by placing awareness raising advertisements in the disability press and other relevant press.	Director of Personnel	Ongoing	Increase number of enquirers and job applicants from people with disabilities Target advertisements in disabled press	
8	Continue to ensure disabled staff are aware of the Disability Employment policy, Two Ticks and Access to work schemes through induction	Director Professional Development	Year 1 ensure systems in place	Ascertain feedback from staff to show awareness of the policy and schemes	

G. Staff Employment and Training

1. Staff Recruitment

Objective 1

To increase the use of the Two Tick Disability Symbol to raise the number of job applicants who are disabled

Objective 2

To continue ensuring that disabled applicants receive equal and fair treatment and are considered solely on their ability to do the advertised job

Objective 3

To continue to offer interviews to all disabled applicants whose skills and experience meet the essential criteria of the person specification provided for the job

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
2	Use the outcomes of the DES and monitoring to regularly review recruitment and employment policies and procedures, in line with good practice	Head of Personnel Services	Ongoing	Increased numbers of disabled applicants & appointees.	
3	Monitor Two Ticks scheme with regards to guarantee interviews for disabled applicants, to increase the number of appointees with disabilities	Head of Personnel Services	Year 1 ongoing	Increase number of disabled appointed. Update the Two Tick Scheme	
5	Review training on recruitment and selection to raise awareness of what reasonable adjustments can be made.	Director of Professional Development	Year 1	Staff involved in recruitment and selection will have access to information about resources available e.g. Access to Work.	
6	Review Respecting Diversity training to ensure this covers disability issues.	Director of Professional Development	Ongoing	Staff are aware of disability issues and have confidence to address these issues	

7	Conduct skills audit to identify training and other interventions required for staff who occupy particular operational roles, managers and other key staff, (e.g. course leaders, wardens), on specific advice and guidance in respect of their particular remit, including clarification of their responsibilities on disability issues.	Director of Professional Development		Develop relevant skills and have confidence to address these issues	
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H. Employment policies and practices

Objective 1

To continue to develop and review employment policy and practices to ensure a positive environment for the recruitment and employment of disabled people

Objective 2

To promote a working environment which provides equality of opportunity and freedom from unlawful discrimination for disabled people

Objective 3

To continue the work to ensure that discrimination does not occur in working practices and to ensure disabled people may participate fully in the life of the University

Objective 4

To continue to promote the recruitment and retention policy for those staff who become disabled. Where possible they are to be retained in their current role. Or to find a suitable alternative role if one is available, and to provide retraining for this role where reasonable

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
1	Continue to provide accessible computer systems for staff and identify further updates	Head IT Services	Commencing Year 1	Continuous improvement in accessible computer systems.	
2	Continue to improve the provision of ICT support for disabled staff and devise appropriate tools similar to DART	Head IT Services	Year 1	Positive feedback from staff demonstrates relevance of services	

E. Staff Employment and Training: 2. Employment policies and practices

4	Recruitment and retention - Produce a guidance pack, Incorporate issues raised by staff during the DES consultation process.	Head of Personnel Services	Year 1	Raised awareness of disability issues amongst staff who recruit	
6	Improve access to support services for staff with disabilities and other additional requirements by ensuring staff are aware of the support available	Chief Operating Officer	Year 1 and ongoing	Continued consultation and feedback demonstrates improves awareness	
8	Notify issues raised by staff during the consultation process to be considered by relevant people. Allow Publication of the reasons if actions cannot be dealt with	Head of Personnel Services	Year 1	Issues to be investigated, resolved and added to relevant for future action where possible.	

I. Learning and Development

Objective 1

To ensure that disabled staff are able to access opportunities for self development in order to continue progress careers

Objective 2

To raise awareness of disability issues for staff and provide the resources to achieve this

Objective 3

Provide information and resources for staff teaching disabled students. This is to ensure they have the practical skills to facilitate the support of learning for disabled students and staff

Objective 4

Mainstream on-going training on disability issues included in the University training and development programmes

Objective 5

To ensure staff are able to promote learning of disabled students and staff impairments by developing their skills and providing the resources to meet their needs

Objective 6

Courses - Provide capacity building training to staff to ensure they have the skills to make courses accessible

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
1	A report to be submitted to the Equality and Diversity Sub-Committee which sets out staff development for disabled people	Head of Personnel Services	May 2007	Report presented.	
2	Annual monitoring of the progress against the Action Plan (as part of Equality & Diversity monitoring of HRD activity).	Head of Personnel Services	From March 07	Monitoring report presented annually to EO Sub-committee	

6	Respecting Diversity Stage 2 to be held quarterly to develop skills & behaviours on disability issues. (Targeted at new starters and those with new responsibilities and role changes).	Head of Prof. Dev.	Quarterly	Raise knowledge of issues and responsibilities for new members of staff in relation to the duty to promote disability equality and the employment of disabled staff Disability Survey questionnaire to assess.	
8	Organise workshops for HODs and HOSs to support embedding of responsibilities for delivery of the DES	Head of Prof. Dev. Equality & Diversity Trainer	Dec. 2006 – Feb 2007	Disability Survey questionnaire to assess and show that HODs and HOSs have increased understanding of issues and their responsibilities	

9	<p>Relevant staff to attend specific training on disability to include:</p> <ul style="list-style-type: none"> • mainstreaming disability issues • assessing and supporting disabled customers • relevant actions each departments/section • assessment of the impact of disability issues in reviews of policy and practice 	Head of Prof. Dev.	Jan 07 – Dec 07	<p>Relevant staff gain confidence assess own area/s</p> <p>Training feedback forms to assess initially</p> <p>Disability Impact Assessments to assess</p>	
13	Up-date resource guides and tools to include information about the DES and duties under DDA including website based courses	Director Prof Dev	Annually by: Dec 07 Dec 08	References to responsibility under DES and DDA included and all resources are updated	

K. Engaging with the wider community

Objective1

To continue an active role in the promotion of disability equality in the wider community

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
4	Make links with local authority, NHS and voluntary agencies to organise events to deliver disability equality in partnership with disabled people.	Head of Marketing and Communications		Increase awareness of University as good employer Assessed through consultation process and questionnaire	

L. Monitoring and Evaluation

Objective 1

Compile and publish annual reports of the progress and actions towards the DES Action Plan. This includes a monitoring report of staff and student data

Objective 2

Carry out Disability Equality Impact Assessment for relevant policies and procedures to maximise access for disabled staff and students

Objective 3

Develop University's mainstream approach to learning and teaching and establish systematic evaluation of the progress towards meeting the needs of disabled students

Objective 4

Carry out questionnaire and consultation process on an annual basis to measure student and staff satisfaction

	Action	Overall Responsibility	Target Date	Success Indicators	Progress
4	Policies and practices to be assessed to ensure they promote disability equality and do not discriminate and are in line with relevant legislation	Head of Personnel Services	Annually	Show legislation is met from policies and practise and includes good practice. Targets set to address gaps	
5	Collect and analyse information on disability-related issues from "Confide" and personnel complaints process in relation to the operation of policy and processes.	Head of Personnel Services	Year 1	Targets to be formulated from gaps identified.	
8	Set up process to consult by different methods for staff and students to review the impact of the DES and action plan e.g. via Staff Disability Group, questionnaire, focus group and individual meetings etc. Publish DES, action plan and annual monitoring reviews Personnel Services and DANS websites	Head Of Personnel Services	Annually	Ongoing monitoring and evaluation of DES and action plan to involve staff and students	

9	Address and develop issues raised in DES and action plan in high risk areas identified.	Head Of Personnel Services	Year 1, 2	Show achievements and inform future action plans	
11	Undertake DEIAs of recruitment and selection policies and practices.	Head Of Personnel Services HODs, HOSs	Year 1	Complete DEIA and information used to inform future DES and action plans. Raise the overall number of disabled job applicants and new staff members.	

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