The School was granted use of the Disability Symbol in August 2009. Progress under the five commitments for the year above is outlined below:

1. **To interview all disabled candidates who meet the minimum criteria for a job vacancy and to consider them on their abilities**

1.1 Recruitment to all posts is online and applicants are asked to declare any disability as part of this process. The equality data is held separately by the Personnel office and not divulged to those short-listing and interviewing. However the online system highlights whether a disabled applicant who meets the essential job criteria has not been short-listed allowing Personnel staff to follow this up with the relevant panel chair.

1.2 Advice to Managers is always available from the Equality and Diversity Manager or other staff within the Human Resources.

1.3 The School uses 1 June as the census day for staff monitoring data. On 1 June 2013 there was 38 staff who had declared a disability. This is three less than at the previous year. This is 3.2% of staff excluding Distance Learning Tutors (DLs) and compares to 3.6% for the previous year. Disabled staff are spread throughout the academic and professional support departments.

1.4 Since the last review, a revised monitoring form has been developed so as to try and increase the capture of data from DL tutors. Currently less than five staff have identified themselves as disabled. DL tutors, by the nature of their role do not usually need adaptations to equipment or work stations and this may be one of the reasons that less staff in this group do identity themselves.

1.5 Data on the disability status of applicants shows that between 1 June 2012 and 31 May 2013, 3 staff appointed had declared a disability.

1.6 Throughout the year, the Equality and Diversity Manager has provided advice to potential disabled applicants and advice on providing reasonable adjustments for interview.
2. To discuss with disabled employees, at anytime but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities

2.1 The Equality and Diversity Manager is available at any time for disabled staff to discuss issues. All disabled staff including those based overseas have been contacted by email and offered the opportunity to have a discussion with the Equality and Diversity Manager as part of this review. All disabled staff were provided with information on the Disability Symbol and a link to the School’s policy on Supporting Disabled Staff at Work as part of this mailing.

2.2 Data on new staff is captured from their application forms or they are sent an equality monitoring sheet when they receive their offer of appointment and contract which provides an opportunity in which to declare a disability. This captures the actual type of disability. Disabled staff can declare a disability or request reasonable adjustments at at any stage of their career.

2.3 The Equality and Diversity Manager has continued to contact new disabled members of staff with a welcoming email providing information on support available within the School when informed. Staff have shown appreciation for this contact.

2.4 Individual staff issues have been addressed throughout the year. These have included identifying and advising on adaptations to equipment, facilitating requests for work station assessments and providing advice to managers of disabled staff. Access to Work have been in the School to carry out work place assessments on several occasions.

2.5 Staff have also been supported and advised on applying successfully for monies from Access to Work towards travel expenses.

2.6 The School continues to pay for licences for the Read & Write Gold and Mind Manager Software packages. These are primarily but not exclusively for dyslexic people and are available for use by staff as appropriate.

3. To make every effort when employees become disabled to make sure they stay in employment

3.1 A policy to support Disabled Staff at Work was agreed in June 2010. This provides advice for staff and managers on supporting employees who become disabled. It also explains the process for applying and discussing the need for reasonable adjustments. In additional individual requests for support to individuals and managers have been addressed.
3.2 Disability related sickness is recorded separately and the Equality and Diversity Manager has provided advice on this issue.

3.3 The complexity of requests for adaptations has increased since last year and so have the number of requests from staff seeking advice and information from the Equality and Diversity Manager. This has included more requests from staff with dyslexia and from staff who believe they may be dyslexic. Existing staff with impairments have been more willing to declare a disability.

4. To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work

4.1 The Disability Symbol is visible on the School’s job vacancy page and is used in advertisements placed on jobs.ac.uk, therefore alerting potential and actual recruits to the commitments of the School.

4.2 The School’s agreement to the Disability Symbol commitments is covered in the formal staff induction day for all new employees. Staff are encouraged to discuss what they can do to support and assist any disabled staff they may be working with. Disability awareness is part of the e-learning package which all new staff are expected to undertake and a specific disability workshop was introduced for the first time as part of the staff development programme.

4.3 The Talent and Educational Development Unit will be raising awareness of disability equality issues in a number of ways in 2013/14. These include:

- A new online package, Disability Confident, has been purchased that provides up-to-date information on legislation and a series of engaging film clips on different aspects of disability etiquette.
- Review of the disability equality workshop on our programme in consultation with the external trainer, the Equality and Diversity Manager and the Student Adviser (Welfare and Disability)
- Asking all staff who sign up for the workshop on disability equality to complete the online package in advance.
- Asking new starters in areas of the School that interface a lot with students and the public to complete the online disability package as part of their induction.
- Review of the programme for teaching staff, ‘Managing Diversity in HE’ to have more of a focus on supporting students with learning and other disabilities.

4.4 In June 2010 the Centre for Disability and Development was established at the School with the aim for this to become an international centre with expertise and competence in disability research and teaching in the context of public health and development. The disability seminar programme has contributed to disability awareness within the School.
5. To review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

5.1 The commitments have been reviewed for 2012/13 and disabled staff who have declared their disability have been encouraged to contribute. The responses from disabled staff in recording this review have been largely positive with staff taking the time to state that they feel supported.

Accessibility

If you require any document in an alternative format, for example, in larger print, please contact the Equality and Diversity Manager.

November 2013