Oxfordshire County Council

DRAFT

DISABILITY EQUALITY SCHEME

2006 - 2009

OXFORDSHIRE COUNTY COUNCIL

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Draft

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Draft Disability Equality Scheme 2006 - 2009

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Foreword

By the Cabinet member for Social Care and Policy Co-ordination and the Chief Executive

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[To be inserted after the scheme has been discussed by the Cabinet.]

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1. Introduction to the Act and Oxfordshire County Council

1.1 Disability Discrimination Act

The Disability Discrimination Act 2005 places a statutory **general duty** on public authorities to actively promote disability equality. This means that in carrying out our functions we must have due regard to the need to:

➢ promote equality of opportunity between disabled persons and other persons;
➢ eliminate discrimination which is unlawful under the Act;
➢ eliminate harassment of disabled persons that is related to their disabilities;
➢ promote positive attitudes towards disabled persons;
➢ encourage participation by disabled persons in public life; and
➢ take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

The general duty builds upon the duties of the Disability Discrimination Act 1995, including the requirement to make reasonable adjustments to ensure that disabled people can access employment; goods, facilities, services and functions; and premises.

We also have statutory **specific duties**, which include the preparation and publication of a Disability Equality Scheme setting out the actions that will be taken to meet these requirements; the implementation of the scheme; and the publications of annual progress reports.

1.2 Disability Equality Scheme

The purpose of the Disability Equality Scheme is to:

➢ Ensure that we meet our statutory duties.
➢ Show how we have involved disabled people.
➢ Identify and take steps to remove barriers faced by disabled people.
➢ Show how we are making things fairer for disabled people in relation to employment and in planning and delivering our services.
➢ Provide information about our equality impact assessment process.
➢ Show how the scheme links to other equality work.
➢ Monitor progress and report annually.

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1.3 Background to Oxfordshire

Oxfordshire has a population of over 630,000 people, half of whom live in small towns or villages of fewer than 10,000 people. It is the most rural county in the South East, with 75% of land devoted to agriculture and almost 40% of the county designated as an Area of Outstanding Natural Beauty or an Area of High Landscape Value. Businesses include information and communications technology; agriculture and food; life sciences; logistics and retail; research and development; and tourism and culture.

As a Council, we are responsible for the provision of a wide range of essential local services. These include schools, social care, libraries and museums, adult learning, waste management, trading standards, registration services, fire and rescue, roads, transport planning and land use planning. The County Council accounts for over 70% of expenditure on local government services in Oxfordshire, whilst the five District Councils account for the remaining expenditure between them. Our Cabinet of 10 elected Councillors takes the majority of policy decisions.

We employ over 19,500 people across more than 800 sites, including 294 schools, 43 libraries and 24 fire stations. Around 60% of our employees work in schools and 80% are women. We have been judged to be a 'Good' council by the Audit Commission.

1.4 The Council's objectives and strategic priorities

The Council's objectives are low taxes; real choice; and value for money.

Our strategic priorities are to:

➢ help the economy grow as fast as possible with a real choice of access to jobs, homes, leisure and services and in a way that does not prejudice the future of our environment
➢ give all of us - throughout our lives - the opportunity to enjoy effective teaching and learning
➢ safeguard our communities and maintain our rural character
➢ help our disadvantaged residents to live fulfilling and independent lives
➢ keep improving our services by listening to users' views
➢ make Oxfordshire - its city, towns, villages and countryside - welcoming, safe and exceptional places to live, work, learn and visit.

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1.5 The local context

The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out normal day-to-day activities. This includes, amongst others, people with the following conditions:

> Cancer; diabetes; HIV; multiple sclerosis; heart conditions; poor sight (except where this can be corrected by glasses or contact lenses); poor hearing; a significant mobility difficulty; mental health conditions; epilepsy; dyslexia; and learning disabilities.

According to the 2001 Census, 8.3% of people of working age in Oxfordshire have a long-term limiting illness (29,450 people) and 6.14% of people who are economically active have a long-term limiting illness (19,447 people). In addition, there are an estimated 6,930 people with learning disabilities in Oxfordshire.

Within the Council, 1.23% of our employees have declared that they have a disability and 1.67% of the top 5% of earners have a disability (2005/06 Best Value Performance Indicators).

Research carried out by the Department for Works and Pensions ("Disabled for Life?", DWP 2002) found that 52% of those who could be defined as disabled, using the Disability Discrimination Act definition of disability, did not consider themselves to be disabled. It is therefore likely that the above figures under-represent the true situation.

1.6 Our approach to disability equality

The Disability Equality Scheme links well with our other statutory equality work, including our Race Equality Scheme; Corporate Equality Plan and Equality Impact Assessments (see section 3); and Comprehensive Equality Policy.

Our **Comprehensive Equality Policy**, adopted in March 2004, covers all aspects of the Council's business, as a provider of services; as an employer; and as a partner, influencer and enabler.

In agreeing this policy the Council also adopted the **social model of disability**. This means that we recognise that primarily it is the loss or limitation of opportunities, due to environmental and social barriers, that

prevent disabled people from participating in society on an equal level with other people.

We will continue to ensure that the **commissioning** and **procurement** of goods, services and facilities is undertaken in line with the commitments set out in our Comprehensive Equality Policy. Contractors are required to enter into contractual provisions that include due regard to the need to eliminate unlawful discrimination and to promote equality of opportunity. Contractors are also encouraged to draw up their own policies that will help them to avoid unlawful discrimination and to promote equality of opportunity. Guidance is provided in our procurement manual.

We will also continue to work with our partners to improve disability equality in Oxfordshire. We co-ordinate the **Oxfordshire Partnership**, which brings together people from key organisations in the public, private and voluntary sectors. The partnership's vision is:

> "We want Oxfordshire to be a thriving county which adapts to a changing world and remains a special place in which to work, live and visit."

As the structure and membership of the partnership is reviewed we will ensure that it is representative of the views and interests of disabled people and that the participation of disabled people is encouraged.

The Council has adopted the **Equality Standard** for local government, which provides a framework through which local authorities can meet their legal obligations under all equality legislation. The standard has five levels of achievement:

➢ Level 1 - Commitment to a Comprehensive Equality Policy
➢ Level 2 - Assessment and consultation
➢ Level 3 - Setting equality objectives and targets
➢ Level 4 - Using information systems and monitoring against equality targets
➢ Level 5 - Achieving and reviewing outcomes

We are currently at Level 2, which puts us in the top half of county councils across the country against this measure of performance.

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2. Involving Disabled People

2.1 Methodology

From the outset in developing our Disability Equality Scheme, we have endeavoured to actively engage with local disabled people, using a range of methods and activities. These included running a one-day event targeted at organisations of and for disabled people; holding three involvement sessions for our disabled staff, including staff with learning disabilities; and employing a consultancy with a particular expertise in disability issues to organise participatory workshop events with local disabled residents.

For each event, we aimed to be clear about the objectives and boundaries of the activity; used a range of consultation methods, including making reasonable adjustments to aid and enable participation; and sought to ensure the representation of a diverse range of views.

We used the social model of disability approach to encourage participants to identify issues which cause them difficulties and barriers to participation they experience as disabled individuals. This produced a variety of qualitative information based on people's own experiences. Inevitably, some issues raised fell outside of the Council's responsibilities and these will be highlighted, as appropriate, with our partners.

2.2 Disabled people's organisations

We held a stakeholder event for local disabled people's organisations, entitled "Disability Equality - What does it mean to you?" This was organised in partnership with Oxford Brookes University, the University of Oxford, Oxford City Council and South Oxfordshire District Council, with whom we also raised public awareness of the Act. The rationale for organising this event jointly was to avoid local voluntary organisations becoming inundated with consultation requests from statutory bodies. We invited 37 disabled people's organisations and are grateful to everyone that participated on the day and provided feedback:

- Autism Family Support
- Blind in Business
- Dialability
- Dyslexia Forum, University of Oxford
- Henley Access Group
- Multiple Sclerosis Society (Oxford & District)

- Oxford Brookes University Students' Union
- Oxford Deaf and Hard of Hearing Centre
- Oxfordshire Council of Disabled People
- Oxfordshire Council for Voluntary Action
- Oxfordshire County Older People's Panel
- Oxfordshire Dyslexia Association
- Oxford University Students' Union
- OXRAD Sports Centre
- Shopmobility
- Transport for All

We also took the opportunity of listening and talking to people with learning disabilities attending our day care centre provision, as we recognise that it can be difficult to hear the views of these people if only traditional consultation routes are relied upon.

2.3 Disabled staff

We organised three involvement sessions for our disabled staff, in conjunction with Unison. Invitations from the Chief Executive were widely distributed through email, posting on the intranet and inclusion in our internal newsletter. Employees were invited to offer their views on the Council services they and their families used as well as on issues relating to their own employment. A specific event was organised with our disabled staff working at County Print Finishers, of whom over a quarter have learning disabilities. We are grateful to all the staff who participated or provided feedback.

2.4 Disabled residents

We held two events for disabled Oxfordshire residents. We chose to use an independent specialist external consultancy to ensure the impartiality of both the involvement process and of the findings. Participants were selected by the consultants from amongst the 269 disabled members of the Council's Citizens Panel and were carefully chosen to provide as representative a cross section as possible of the disabled population of Oxfordshire, by age, gender, location and disability.

The involvement events had two phases:

- A pre-event written exercise, to identify those services used by participants over the preceding year; and a 3-day diary to elicit their

comments about which services worked well and which needed improvement.

➤ Participatory workshops to explore the issues further and to identify the key areas requiring the Council's attention.

We are grateful to our consultants and to all the members of the Citizens Panel who participated and provided feedback.

2.5 Issues raised by disabled people

The key themes that have emerged as a result of our involvement of disabled people are the importance of:

➤ Encouraging all staff to develop an understanding of and positive attitudes towards disabled people.
➤ Continuing to address the need to make our buildings and sites more accessible to disabled people.
➤ Continuing to improve highways and transport to address the needs of disabled people.
➤ Ensuring that contracted services meet our standards with respect to disability equality.
➤ Improving information about social care services and contact points, to enable disabled people to take-up services.
➤ Ensuring that our communications are accessible to disabled people.
➤ Ensuring that disabled people are appropriately engaged in consultation activities.
➤ Improving the representation of disabled people amongst our workforce and ensuring that appropriate reasonable adjustments are made.

The issues that emerged during our involvement events with disabled people are highlighted and addressed in the disability equality goals identified across the Council (see section 7). Progress in implementing these improvements will be reviewed each year. The key themes are also the focus of the scheme's action plan (shown at the end of this document in Appendix 2), which sets out overarching aims, intended outcomes and actions. The action plan will also be reviewed and reported on annually.

The disability equality goals and the scheme's action plan show the main steps the Council will take in order to fulfil the general disability equality duty.

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3. Impact Assessments, Gathering and Using Information

3.1 Combined equality impact assessments

Since April 2005, the Council has operated a combined equality impact assessment (EQIA) process covering race, disability and gender equality. This allows systematic consideration of the impact of existing and proposed policies and practices against the general duty to promote disability equality, including consultation, gathering and then using data.

We recognise that where discrimination occurs it is usually unintended and may be the result of a range of differing needs not having been fully considered. The purpose of our equality impact assessments is to ensure that the Council's activities and policies do not disadvantage disabled people; to identify how they could better promote equality for disabled people; and to make any necessary modifications or changes.

A screened and prioritised 3-year rolling schedule of equality impact assessments is set out in the Council's Corporate Equality Plan and included in this scheme (shown at the end of this document in Appendix 1). This schedule will be continued and future updating will be completed after screening and prioritisation against relevance to equality issues.

3.2 Impact assessment process

The impact assessment process involves collecting information on the extent to which services and functions take account of the needs of disabled people and then using the information gathered to make any necessary changes or modifications.

This process involves the following stages:

➢ Reviewing the service/function/policy and its impact ~ establishing a clear understanding of the service/function/policy and considering and developing understanding of adverse impact issues identified during initial screening.
➢ Consultation ~ examining existing data and undertaking any further investigations, research, consultation and involvement necessary to enable an adequate assessment of the impact of the service/function/ policy.
➢ Changes to service/function/policy ~ developing, proposing and implementing changes to be made to the function/policy in order to eliminate unlawful discrimination and any adverse impact.

➢ Monitoring arrangements ~ considering and reviewing existing monitoring arrangements and revising as necessary in order that the impact of the service/function/policy can be accurately gauged and further adjustments made as required.

➢ Publishing results ~ publishing the equality impact assessment results in appropriate formats.

3.3 Impact assessment milestones

The annual implementation milestones, set out in the action plan, are:

➢ Identification of EQIA lead officers within directorates (April – May).

➢ Provision of guidance and advice to lead officers (May – June).

➢ Lead officers collate and further develop monitoring information, as required, including arranging consultation exercises, as necessary (June – October).

➢ Lead officers complete EQIA reviews (October – December).

➢ Submission of completed EQIA reviews (October – December).

➢ Written EQIA reviews checked for quality and consistency and redrafted by lead officers, as necessary (January – March).

➢ Publication of EQIA reports (March).

➢ Lead officers identify and address services/functions/policies which need developing or changing following EQIA reviews (March).

➢ Lead officers ensure that developments or changes arising from EQIA reviews are implemented (April – June of the following year).

➢ Lead officers monitor and review actions implemented arising from EQIA reviews to determine their impact and modify changes, as necessary (May – September of the following year).

➢ Progress reports are submitted to Cabinet/ delegated decision making by Cabinet members (October – November of the following year).

3.4 Employment data

Disability monitoring data is routinely collected for all existing employees and applicants for employment. This information is stored securely and confidentially using the Council's SAP management information system and in accordance with data protection requirements. The data is first gathered during the recruitment process and augmented by data surveys that allow individuals to confirm the personal data held on them for accuracy and to fill any gaps in the information stored. This data will enable analysis of the effects of the Council's policies and practices on the recruitment, development and retention of disabled staff and will be used, together with our staff survey results, to make improvements.

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4. Implementing, Reporting on and Revising the Scheme

4.1 Responsibilities for implementing the scheme

The Cabinet is ultimately responsible for setting our performance framework for disability equality and has overall responsibility for the Disability Equality Scheme. The Cabinet member for Social Care and Policy Co-ordination is the portfolio holder for equality and social inclusion.

The Chief Executive has overall responsibility for ensuring that the scheme is operated effectively throughout the Council.

Directors and Heads of Service have day-to-day responsibility for disseminating and championing the scheme and ensuring that it is operated within their directorates and carried out in practice.

Managers must ensure that all employees are aware of their responsibilities under this scheme and must lead their teams in a manner that ensures that the Council meets its statutory duty to promote disability equality.

Every employee must ensure that he or she does not practise unlawful discrimination in carrying out his or her duties and in his or her dealings with customers and other employees.

4.2 Equality and Social Inclusion Steering Group

The Council has an established steering group, chaired by the Director for Children, Young People & Families, with the aim of promoting the principles of equality and social inclusion and contributing to the effective leadership and management of the Council's equality and social inclusion activities.

The terms of reference of the steering group are:

➢ To operate with delegated authority from respective directorates in order to apply strategic thinking to the promotion of equality and social inclusion by the Council.
➢ To ensure the development and Council-wide implementation of the Equality Standard for Local Government, the equality schemes, the Council's Social Inclusion Strategy and associated action plans.

- To oversee operational implementation at service level of equality and social inclusion activities within directorates and across the Council as a whole.
- To support Business Managers in ensuring that directorates have appropriate implementation, monitoring and evaluation mechanisms to support the effective delivery of equality and social inclusion requirements.

4.3 Social Inclusion Reference Group

The Cabinet member for Social Care and Policy Co-ordination chairs the Council's Social Inclusion Reference Group, which is made up of local voluntary organisations operating in this field, including organisations of and for disabled people, together with County Councillors and officers from all directorates. The reference group meets regularly during the year and will play a key role in assisting in the implementation of the Disability Equality Scheme.

The aims of the reference group are:

- To advise the Council, through the Cabinet Member for Social Care and Policy Co-ordination, on key issues and priorities.
- To discuss legislative developments and national, regional and local best practice.
- To improve the Council's consistent promotion of social inclusion, internally and externally.
- To advise the Council on community engagement activities and consultation with people often regarded as being 'hard to reach'.

4.4 Publishing the scheme

The Disability Equality Scheme will be published in print and on our website. Alternative formats of this scheme will be made available on request, as appropriate. This will include other languages, large print, Braille, audiocassette, computer disk or by email. Printed and/or electronic copies will be sent to people and organisations who were involved in developing our scheme and it will be available via libraries.

4.5 Reporting on the scheme

We will involve the Council's Social Inclusion Reference Group and disabled people in the production and publication of annual Disability Equality Scheme progress reports. These annual reports will be

considered on behalf of the Cabinet by the Cabinet Member for Social Care and Policy Co-ordination and used to advise the Council, as appropriate.

We will report each year on the steps that have been taken to fulfil the general duty; progress in implementing the disability equality goals and action plan; the results of information gathering and the improvements made; and the results of our equality impact assessments. The continued involvement of disabled people, including through our Social Inclusion Reference Group, will be important in evaluating progress.

4.6 Revising the scheme

In revising the Disability Equality Scheme (within 3 years of publication), we will use the variety of information gathered during its operation and incorporate the lessons learnt from its implementation, to review our approach and to ensure that the new revised scheme is more effective. This will include due consideration of legislative developments and national, regional and local best practice recommendations.

5. Comments, Suggestions and Complaints

We positively encourage customer comments and suggestions regarding any of our services and activities. We will maintain clear, transparent, fair and sensitive procedures for dealing with complaints.

The Council's complaints procedure may be used by any member of the public who is dissatisfied with the behaviour or actions of Council staff, the extent or non-provision of a service, or the manner in which a service is provided. This procedure may also be used for complaints or concerns about how we are meeting our disability equality duties.

If you would like to make general comments or complaints about the Council, please contact the service concerned or raise the issue with your local County Councillor. There may be times when you are unhappy with the way the Council has responded to your concerns.
If this happens you can make a formal complaint. Please contact:

➢ Complaints and Comments, Freepost (SCE 7709), Oxford OX1 1YA.
➢ Or telephone 01865 815906.
➢ Or email complaints@oxfordshire.gov.uk
➢ Or visit our website for further information www.oxfordshire.gov.uk

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6 Oxfordshire's Children and Young People's Plan

We will gather information on the effect of the Council's policies and practices on the educational opportunities available to and the achievements of disabled pupils and students and improve disability equality by implementing Oxfordshire's Children and Young People's Plan with our partners.

The Children and Young People's Plan priorities for achieving outcomes for children and young people with Special Educational Needs / Disabilities are:

- Improve in-county support, including respite support, for disabled children/children with SEN and their families so that their needs can be met successfully within their local communities.
- Strengthen support for children with complex health needs/ chronic illness/ mental health difficulties.
- To improve the educational achievement of children with SEN, through targeted support, co-ordination of resources and multi-agency team working.
- Ensure appropriate early intervention and support.
- Improve post -16 provision and transition arrangements for disabled children and young people/those with SEN.
- Provide access to affordable, high quality childcare and play and leisure opportunities for disabled children and young people.

The strategic actions planned to improve outcomes are:

- Develop and implement a strategy to enhance provision within county for children and young people with severe and complex needs.
- Develop an integrated strategy to enhance access to provision relating to challenging behaviour and mental health.
- Extend multi-agency, early intervention support and transition planning for young children with SEN/disabled children, including review of funding systems for non-maintained early years provision.
- Work with parents, Learning & Skills Council, colleges, special schools and parents/carers to review post -16 SEN provision.
- Redesign residential support services and develop new play and leisure opportunities through inter-agency and cross sector partnership working.

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- Oxfordshire County Council strategy for development of childcare, including Children's Centres and extended schools, to pay particular attention to the needs of families with disabled children/children with SEN.
- Strengthen support for disabled children/those with SEN across the continuum of provision, with a focus on raising achievement.
- Implement the Schools Accessibility Strategy to meet the requirements of the Disability Discrimination Act and provide further access to school buildings, curriculum and information.
- Ensure services for disabled children/children with SEN are fully engaged in common assessment and multi-agency working, ensuring access to early intervention and support.
- Continue a programme of work to upgrade and relocate special schools to meet the changing needs of children with special needs.

The targets for improving outcomes for children and young people with Special Educational Needs / Disabilities are:

Indicator	Baseline 2005-06	2006-07 Target	2007-08 Target	2008-09 Target
Percentage of schools inspected where learners with learning difficulties/ disabilities make good progress.	Ac. Year 52%	Target to be set	Target to be set	Target to be set
Percentage of School Action pupils gaining 5 GCSEs A*-G including English & Maths.	72.3%	74%	75.5%	77%
Percentage of School Action Plus pupils gaining 5 GCSEs A*-G including English & Maths.	50.3%	52%	53.5%	55%
Percentage of statemented pupils gaining 5 GCSEs A*-G including English & Maths.	30.3%	30.5%	31.3%	32%
Percentage of new statements of SEN prepared within 18 weeks (PI 70), excluding exceptions.	100%	100%	100%	100%
Percentage of new statements of SEN prepared within 18 weeks (PI 70), including exceptions.	100%	100%	100%	100%
Number of Special Educational Needs and Disability Tribunals (SENDIST)	21	15	12	10

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7. Disability Equality Goals

This section lists the detailed, but non-exhaustive, disability equality goals identified across all our directorates, through existing information and research; strategic policy frameworks; completed equality impact assessments; and through our involvement events with disabled people. Together with the scheme's action plan, they show the main practical steps the Council will take in order to fulfil the general duty. Progress in implementing these improvements will be reviewed in November each year and included in our annual scheme progress report.

Children, Young People & Families -
Children and Young People (Youth Support Service)
- Review youth work programmes and ensure that inclusive opportunities are in place in all units across the county. (Ruth Ashwell; Gary Clarke / Sally Latham)
- Ensure that the youth service workforce development team is clear about and provides information and support to youth workers on accreditation for disabled young people as part of youth work programmes. All information should be produced in accordance with Clear Print Guidelines and staff should know how to organise alternative formats. (Ruth Ashwell; Gary Clarke / Sally Latham)
- Ensure that work is carried out with the whole staff team regarding youth work with disabled young people. This should address issues of inclusive and discrete work as well as recording outcomes and providing accreditation in a learning environment. (Ruth Ashwell; Gary Clarke / Sally Latham)
- Monitor and evaluate the achievements of young disabled people. Investigate ways of raising levels of achievement. Identify any barriers to involvement and seek solutions. (Ruth Ashwell; Gary Clarke / Sally Latham)
- Staff should attend disability awareness training to ensure they have the skills to anticipate possible situations and know how to address requests accommodate a particular requirement. (Ruth Ashwell; Gary Clarke / Sally Latham)
- Ensure that all young people (including disabled young people) are involved in the processes of planning, evaluation and decision-making. Monitor the inclusion of disabled young people to ensure that they have equal opportunity to contribute and be involved. (Ruth Ashwell; Gary Clarke / Sally Latham)
- Continue to build on and support partnerships with voluntary sector agencies working with disabled young people. (Ruth Ashwell; Gary Clarke / Sally Latham)
- Monitor accessibility of services for disabled young people and make sure that where practicable physical access improvements are scheduled into future maintenance programmes or capital funding is sought. (Ruth Ashwell; Gary Clarke / Sally Latham)

Children and Young People (Communication, Language, Autism & Sensory Services)
- Organise a briefing session for CYP&F staff on how to take a typetalk call from a hearing impaired or deaf person. Investigate the implications for the reception staff for taking a typetalk call, as these calls often take longer and the person taking the call might need cover. (Mark Geraghty / Sally Latham)

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- Liaise with Disability Equality Advisers to help to encourage the whole Council to embrace the option of the typetalk facility, so as to offer an equal communication opportunity to deaf and hearing impaired people. (Mark Geraghty / Sally Latham)
- Ensure that disabled people have an equal opportunity to access information, that this is available in appropriate formats and that staff know how to accommodate requests for alternative formats. (Mark Geraghty / Sally Latham)
- Investigate ways of promoting the Communication Language Autism & Sensory Services' existing in-house facility for offering alternative formats such as Braille and large print. (Mark Geraghty / Sally Latham)

Children and Young People (Educational Psychology Service)

- Analyse the referrals to the Educational Psychology Service to improve levels of customer satisfaction. (Mark Corness / Sally Latham)
- Ensure that parents know how to contact, or be referred, to the Parent Partnership Service (PPS)   (Mark Corness / Sally Latham)

Early Years and Family Support (Oxfordshire Early Years Development and Childcare Partnership Plan 2006 – 2008)

- Improve the emotional and mental health, self-esteem and self-confidence of children and young people by supporting the work of the Social Inclusion Team and PCT services in improving understanding of emotional wellbeing and access to the Child and Adolescent Mental Health Services. (Amanda Smith / Sally Latham)
- Provide better information and training to primary schools on the needs of young Special Educational Needs children entering schools for the first time (Amanda Smith / Sally Latham)
- An EYDCP priority is the early intervention and co-ordinated intervention for disabled children/children with Special Educational Needs. To be achieved by:
  - the implementation of the Common Assessment Framework (CAF)
  - the introduction and implementation of a key working/lead professional role
  - the extension of multi agency co-ordination re: planning and transition
  - increasing the range of support for young children with autistic spectrum disorder and their families. (Amanda Smith / Sally Latham)
- Improve the capacity of schools and Early Years settings to make appropriate provision for young children with Special Educational Needs by:
  - publishing and disseminating guidelines for Early Years settings on identification and support of young children with Special Educational Needs
  - implementing delegation of statementing budget
  - providing training for Private, Voluntary and Independent settings and foundation stage teachers and school SENCOs on including young children with Special Educational Needs
  - aiming for 50% of schools to have attended training by April 2009. (Netta Bucket / Sally Latham)
- Improve the life chances of looked after children by supporting the work of the Looked After Team. (Amanda Smith / Sally Latham)
- Ensure access to childcare for parents of disabled children by putting a strategy in place to ensure sufficient supply of childcare to meet demand, as set out in the government's 10 year strategy, with particular attention to the needs of disabled children. (Amanda Powell / Sally Latham)

- Develop focussed work with parents of disabled children in relation to "Your Child and You" (Amanda Powell / Sally Latham)
- Ensure sufficiency of childcare places for families with a disabled child by:
  - establishing a childcare needs analysis for families with a disabled child
  - increasing availability of inclusive childcare places
  - giving childminders access to training on meeting the needs of disabled children. (Amanda Powell / Sally Latham)
- Young children of all abilities and backgrounds should be able to make informed choices. Develop mechanisms for involving young children with Special Educational Needs, in review processes. (Netta Bucket / Sally Latham)
- Ensure that there is access to information about support services through the children's centres. (Chris Sewell / Sally Latham)
- Establish a coordinator of family support, in each children's centre, for vulnerable families, and a named link with social work, health and mental health teams to ensure access to support when help is needed. (Chris Sewell / Sally Latham)

Early Years and Family Support

- Enable parents and carers with disabilities, parents and carers of children with disabilities, and children and young people with disabilities to participate at strategic level through the Sounding Boards and Parents Involvement Network (PIN) and the Children & Young People's Involvement Network (ChYPIN). (Hannah Farncombe / Sally Latham)
- Implement the Young Carers' Strategy during 2006 – 2008. (Hannah Farncombe/ Sally Latham)
- Implement the Whole Family Working Protocol, which sets out the inter-agency arrangements for services to disabled and unwell parents and their children, with our partners by the end of 2007. (Hannah Farncombe / Sally Latham)
- Monitor and evaluate the number of children and young people with Special Educational Needs who have an up to date personal education plan. (Fran Fonseca / Sally Latham)
- Monitor and evaluate the number of children with Special Educational Needs who have an appropriate transition/pathway plan. (Fran Fonseca / Sally Latham)
- Monitor and evaluate the number of children with a disability who have foster care identified as part of their care plan and who are placed in foster care rather than residential care. (Fran Fonseca / Sally Latham)

Educational Effectiveness

- Enhance the extent to which training and consultancy, addresses and raises awareness of, disability issues. (Sharron Jenkinson; Shannon Moore / Sally Latham)
- Through support and monitoring activities (e.g. Special Educational Needs Development Programme), ensure that all schools are enabled to have in place appropriate and relevant Accessibility Plans and Disability Equality Schemes. (Sharron Jenkinson; Shannon Moore)
- Promote the Inclusion Quality Mark, an inclusion audit for schools, which will support their development of inclusive policy and practice. (Sharron Jenkinson; Shannon Moore / Sally Latham)
- Implement plans for the Annual Inclusion Audit. (Sharron Jenkinson and Shannon Moore / Sally Latham)

- Promote equality of access for all extended learning opportunities. (Sharron Jenkinson; Shannon Moore / Sally Latham)
- Take opportunities to improve practice within Educational Effectiveness Service relating to the working environment and awareness of disability issues. (Sharron Jenkinson; Shannon Moore / Sally Latham)

Strategy and Performance (Joint Commissioning Priorities across all services)

- 1. Child and Adolescent Mental Health Services. Redesign the Tier 3 (Specialist Services) to give a single point of access from Tier 2 (early intervention) services. Disabled children should be able to access the same range and quality of mental health care as their mainstream peers. (Sandra Bingham / Sally Latham)
- 2. Substance misuse treatment services. Monitor the new treatment service for effectiveness including how well it addresses the needs of children with disabilities (particularly learning difficulties or children with mental health issues).
- 3. Teenage pregnancy and sexually transmitted infections. Review existing arrangements and evaluate as to whether there are any implications for, or barriers to access, for young people with disabilities. (Monica Hanaway / Sally Latham)
- 4. Integrated universal and targeted youth support services for 13 – 19 year olds (including the transfer of the grant for and management of the delivery of the Connexions service in Oxfordshire). Phase 2 – to review with the option to redesign a range of integrated universal and targeted youth support services for 13 –19 year olds (including Connexions services) as set out in Youth Matters – Next Steps. This includes new statutory standards for "Information, Advice and Guidance". N.B. all information offered should be in accordance with the Clear Print Guidelines and staff should know how to organise alternative formats.
- 5. Integrated Family Support services and support to children already in the Looked After System. Improve the availability, effectiveness and impact of our family support services, connecting Children's Centres, Extended services in schools and Team around the Child initiatives locally with more coordinated Parenting Support and Education and more targeted specialist support services. (Andy Couldrick / Sally Latham)
- For children and young people who are Looked After, improve commissioning around increasing the number of foster carers, the support to children in foster care, thereby meeting the needs of more children more locally. (Fran Fonseca / Sally Latham)
- 6. Respite care services for children and young people with disabilities. Redesign the services so that there is an integrated service model (connecting residential provision with community based provision) with a single provider aligning existing NHS and Council Budgets. (Sarah Ainsworth / Sally Latham)
- 7. Continuing care matrix to support the delivery of care to disabled children and young people with the most complex needs. Complete the work on the Continuing Care matrix. Redesign the case management processes for joint commissioning of individual packages. Continue work on a business case for an 'in-county' facility for young people with learning difficulties and challenging behaviour.

Draft

Strategy and Performance

- Review the Communications Strategy to ensure that disabled people have an equal opportunity of communicating with the various services within CYP&F. (Sian Rodway / Sally Latham)
- Monitor attendance in schools for early identification of issues affecting young people with disabilities. (Lindsay Russell / Sally Latham)
- Liaise with Property to ensure that every opportunity is taken to improve access for disabled people at our various sites and clarify any funding implications. (Lindsay Russell / Sally Latham)
- Make public notices more accessible to people who find the English language difficult, for example, people with learning difficulties or Deaf people. Other means of conveying the information should be available in the event that a blind person is unaware of the existence of the notice. (Michael Mills / Sally Latham)

Community Safety -

Fire & Rescue Service

- Continue to use the good practice guidance given in the Disability Rights Commission and Chief Fire Officers' Association publication, Guidance to Fire and Rescue Service Managers, Disability Discrimination Act (DDA) Part II – employment provisions. This will help the Fire Service to meet their obligations as employers in accordance with the provisions of the Disability Discrimination Act. (Dave Etheridge / Sally Latham)
- Continue to use local organisations to make contact with disabled people who would benefit from safety advice and the installation of fire alarms, including alarms with strobes and vibrating alarms. (Dave Etheridge / Sally Latham)
- Review the lists of organisations who participate in the fire safety initiatives to ensure that, as far as practicable, they include all possible disabled groups, forums and individuals. (Dave Etheridge / Sally Latham)
- Ensure that there is an accurate process for recording the contact details for new groups or individuals and updating details. (Dave Etheridge / Sally Latham)
- All printed information to be formatted in accordance with the clear print guidelines and staff advised on how to organise alternative formats. (Dave Etheridge / Sally Latham)
- When producing information specifically for older people, investigate the possibility of formatting the printed information in 14-point type size as a matter of routine, rather than on request. (Dave Etheridge / Sally Latham)
- Organise disability equality training sessions for Fire and Rescue staff, in liaison with Corporate HR, so that staff are confident that they are communicating in the most appropriate way with disabled people when dealing with emergencies and on a day-to-day basis. (Dave Etheridge / Sally Latham)
- Ensure that everyone including disabled adults and disabled children can access presentations and briefings. (Dave Etheridge / Sally Latham)
- Investigate the implications for the Fire and Rescue service staff for taking a non-emergency typetalk call, as these calls often take longer and the person taking the call might need cover. (Dave Etheridge / Sally Latham)
- Liaise with Property to ensure that every opportunity is taken to improve access for disabled people at fire stations. (Dave Etheridge / Sally Latham)

Draft

Community Safety (Youth Offending Service)

- Liaise with Property to ensure that every opportunity is taken to improve access for disabled people at Youth Offending Service premises and clarify the funding implications. (Tan Lea / Sally Latham)
- The Youth Offending Service works with voluntary sector organisations, which sometimes means that when sharing and publishing information, Oxfordshire County Council's standards of inclusiveness and accessibility may be compromised.   Identify how all printed information can be formatted in accordance with the clear print guidelines. (Tan Lea / Sally Latham)
- It is necessary to monitor, that the impact of someone's disability is considered fairly in the courts, with regards appropriate sentencing. For example some young people with learning difficulties might not be fully responsible for their actions and the courts should consider this and the sentencing reflect it. Work with the courts to make sure that the impact of disability is considered fairly in the courts and that the courts respond to Youth Offending Service recommendations. (Tan Lea / Sally Latham)
- The Youth Offending Service is hoping to analyse what the Council is doing to support individuals on the Special Educational Needs continuum from entering in to the Criminal Justice System. Investigate ways of initiating preventative work to help young people with learning difficulties to understand the implications of their actions. (Tan Lea / Sally Latham)

Community Safety (Gypsy and Traveller Service)

- Liaise with Corporate HR to ensure that new and existing staff are offered disability equality awareness training so as to ensure that all communication and interaction with disabled people is appropriate. (Gary Brewer / Sally Latham)
- Liaise with Property to ensure that every opportunity is taken to improve access for disabled people at Gypsy and Traveller Service sites. (Gary Brewer / Sally Latham)

Community Safety (Safer Communities Unit)

- Liaise with Disability Equality Advisers to ensure that all printed information is formatted in accordance with the clear print guidelines and that staff know how to organise alternative formats. (Alan Haines / Sally Latham)
- Liaise with Disability Equality Advisers on briefing staff on how to take a typetalk call from a hearing impaired or deaf person. (Alan Haines / Sally Latham)
- Review current consultation and mail-shot lists to ensure that disabled people or groups are represented, in liaison with Disability Equality Advisers. (Alan Haines / Sally Latham)
- In association with Thames Valley Police Crime Reduction Advisers monitor and evaluate the support offered to disabled people if they are victims of crime. (Alan Haines / Sally Latham)
- Evaluate the advice and information that is offered to the general public regarding distraction burglaries and check that disabled people are included. (Alan Haines / Sally Latham)
- Check the advertising and awareness campaigns to make sure that disabled people are represented. (Alan Haines / Sally Latham)

- Investigate whether the information offered is accessible to people with learning difficulties and if not, identify how this can be addressed, in liaison with Disability Equality Advisers. (Alan Haines / Sally Latham)

Emergency Planning

- Liaise with Property to ensure that every opportunity is taken to improve access for disabled people at the Emergency Planning Unit site and clarify any funding implications. (John Kelly / Sally Latham)
- Advertise the existence of the City Alert Text (CAT) system, as this would benefit deaf and hard of hearing people by alerting them to emergencies that might affect them. (John Kelly / Sally Latham)
- Investigate the feasibility of having a small supply of hand held Braille cards for use when the spoken word is not possible and when flash cards are being used for communication with members of the public. (John Kelly / Sally Latham)
- Investigate the feasibility of having a hand held, voice recording/playback device to be activated when emergency staff are unable to communicate verbally themselves. (John Kelly / Sally Latham)
- Investigate the feasibility of having a small supply of picture cards for people with learning difficulties for use when emergency staff are unable to communicate verbally. (John Kelly / Sally Latham)
- Investigate the possibility of purchasing a portable induction loop and /or other hearing enhancement systems for use in refuge centres. This is so that people with a hearing loss can hear updates on situations at the same time as everyone else. (John Kelly / Sally Latham)
- Ensure that British Sign Language translators are available in an emergency and therefore maintain links with the Council's Language Service, the Oxfordshire Deaf and Hard of Hearing Centre and the Sensory Impairment Service. (John Kelly / Sally Latham)
- Check all educational presentations for accessibility and investigate the feasibility of offering audio description and subtitles if videos are being shown. (John Kelly / Sally Latham)
- When requested, provide printed information prior to training sessions and presentations for hearing impaired and visually impaired people. (John Kelly / Sally Latham)

Social & Community Services

Social Care for Adults (Older People and Physical Disabilities Service)

- Liaise with Property to ensure that every opportunity is taken to improve access for disabled people and liaise with ICT to resolve difficulties with wireless networks, text-phones and induction loop systems at Foxcombe Court. (Hillary Grime; Ian Johnstone / Deborah Whelan)
- Review care packages to ensure that older people receive improved care and a more flexible provision of services. (Angela Bradford / Deborah Whelan)
- Offer individuals who leave hospital or community care, access to the re-enablement service, as appropriate. (Carole Wooding / Deborah Whelan)
- Professional carers should be offered training opportunities and career development to enhance their skills and benefit their customers. (Angela Bradford / Deborah Whelan)

- Ensure that the assessment and referral process assesses people within 48 hours of a request. Seek to offer a 24-hour, 7-day service within the next 6 years. (Carole Wooding / Deborah Whelan)

Social Care for Adults (Learning Disabilities Service)

- Increase the number of homes built to the lifetime homes standard in Oxfordshire by raising awareness amongst local housing associations of relevant standards and supportive organisations, e.g. the National Register of Access Consultants. (Sarah Livadeas / Deborah Whelan)
- Liaise with Corporate HR to investigate the potential additional contributions employment advisers could make to enhance recruitment, retention and redeployment of people with learning disabilities, including via job placement schemes. (Barry Parsons; Eddie McDowall; Sarah Livadeas / Deborah Whelan)

Social Care for Adults (Integrated Mental Health Service)

- Assist the development of family involvement, support services and policies for families with members who have mental health issues, in line with the social model of disability. (Graham Whitwell / Deborah Whelan)
- Assist people with hearing difficulties to access mental health services more effectively. (Graham Whitwell / Deborah Whelan)
- Assist people with learning difficulties to access mental health services. (Graham Whitwell / Deborah Whelan)

Planning & Partnership

- Set minimum standards of disability awareness amongst agency staff via a review of contract agreements as they are renewed and ensure that agency staff have participated in disability equality awareness training, as appropriate. (Nick Welch / Deborah Whelan)
- Ensure that there is effective communication with disabled customers and improved clarity about what customers can reasonably expect. (Nick Welch / Deborah Whelan)
- Review the existing arrangements for getting disabled customers' feedback, including where services are provided by agency staff. (Nick Welch / Deborah Whelan)
- Investigate the establishment of a register of accessible housing for choice-based lettings with housing associations. (Robyn Noonan / Deborah Whelan)

Planning & Partnerships (Special Transport)

- Continue to pursue integrated Special Transport Services for disabled customers. (Jerry Auton / Deborah Whelan)
- Provide staff with disability equality awareness, passenger assistance and mini bus driver awareness training. (Jerry Auton / Deborah Whelan)
- Ensure that all printed information is produced in accordance with the clear print guidelines. (Jerry Auton / Deborah Whelan)
- Improve the stock of accessible transport, such as with lowering suspension and ramps. (Jerry Auton / Deborah Whelan)
- Share knowledge with other directorates on accessible private transport, such as taxis, and use the council's website to publish this information. (Jerry Auton / Deborah Whelan)

Draft

Cultural & Adult Learning Services

- Investigate the possibility of establishing a centrally based system to make specialist equipment available to customers including providing the Receptionist Resource Pack at key locations countywide. (Richard Munro / Deborah Whelan)
- Seek feedback from disabled customers to inform the development inclusive services that meet their needs and interests. (Richard Munro / Deborah Whelan)
- Continue to liaise with the Capital Working Group in order to address access related issues, as appropriate. (Richard Munro / Deborah Whelan)

Cultural & Adult Learning Services (Library Service)

- Install sound enhancement and induction loop systems at reception desks at new build and refurbished library sites, as appropriate. (Hillary Wheelton / Deborah Whelan).
- Leaflets advertising both mobile and services to housebound customers will be available for those who find accessing library services at certain sites difficult. (Hillary Wheelton / Deborah Whelan)
- Establish social inclusion champions (including a disabled person's champion) in libraries countywide and dissemination of council information to disabled people via libraries. (Hillary Wheelton / Deborah Whelan)

Cultural & Adult Learning Services (Adult Learning)

- Ensure that the estates review of all adult education properties identifies and addresses sites needing access improvements. (Jane Dixon / Deborah Whelan)
- Review course application forms to ensure that they are as accessible as possible to everyone, including people with learning difficulties, to ensure fairness for all. (Jane Dixon; Eddie McDowall / Deborah Whelan)

Cultural & Adult Learning Services (Heritage Service)

- Continue to identify and prioritise access and service improvements at all sites open to the public, as appropriate. (Malcolm Graham; Carole Anderson / Deborah Whelan)
- Staff will investigate the potential of offering Buddy schemes in liaison with partner organisations when insufficient staff resources are available to help disabled customers. (Malcolm Graham; Carl Boardman / Deborah Whelan)
- Investigate the potential of providing leaflets to advise disabled customers as to what provisions each site or service can or cannot offer and encourage feedback via the development of an 'Is this good enough?' form. (Carl Boardman / Deborah Whelan)

Cultural & Adult Learning Services (Music Services)

- Music teachers will seek to establish more effective links with SEN Co-ordinators in mainstream and special schools. (Mike Skitt / Deborah Whelan)
- Establish additional ways of supporting music sessions and music therapy for profoundly disabled children. (Mike Skitt / Deborah Whelan)
- Improve the existing Music Service application form and provide alternative ways for parents to complete it. (Mike Skitt / Deborah Whelan)
- Review methods of providing disabled student feedback to make it more measurable. (Mike Skitt / Deborah Whelan)

- Register to use the national TypeTalk relay service for customers whose first language is British Sign Language. (Mike Skitt / Deborah Whelan)
- Review the installed Music Service site Induction Loop systems to ensure that it works well for hearing aid wearers. (Mike Skitt / Deborah Whelan)
- Support and develop links with hospital schools. (Mike Skitt / Deborah Whelan)

Business Systems Performance & Management

- Introduce and develop a single point of contact for adult and children's social care to improve the accessibility of social services to disabled and other customers. (Simon Kearey / Deborah Whelan)
- Liaise with Property to ensure that every opportunity is taken to improve access for disabled people at our premises. (Simon Kearey / Deborah Whelan)
- Review procurement and contractual arrangements with partner service providers to ensure disabled customer issues are fully addressed.   (Simon Kearey / Deborah Whelan)
- Investigate ways of offering a broader range of alternate formats and languages for Blue Badge application forms and regularly to review Blue Badge Holder parking issues with colleagues in E&E. (Eva Hansford; Mike Ruse / Deborah Whelan)

Environment & Economy
Transport (Highway Management)

- Liaise with Blue Badge administrators to discuss the possibility of offering a second copy of the standard booklet when badges are issued, in addition to those offered at the application stage and regularly to review Blue Badge Holder parking issues with colleagues in S&CS. (Helen Crozier; Mike Ruse / Deborah Whelan)
- Update the penalty charge notice envelopes to offer maximum colour and tonal contrast letters in upper and lower case text to comply with RNIB/ national best practice guidance. (Helen Crozier / Deborah Whelan)
- Ensure that controlled crossing points offer maximum safety for disabled people. (Kieran Murphy / Deborah Whelan).

Transport

- Liaise with existing user representative groups more effectively and extensively and ensure staff are appropriately trained on addressing the issues arising. (Steve Howell / Deborah Whelan)

Transport (Highway Management)

- Seek to establish minimum passage widths around temporary obstructions. (Brian Short / Deborah Whelan)
- Identify the possibility of seeking funds to address the need for clearer identification of pavement obstructions, such as telecommunication boxes. (Brian Short / Deborah Whelan)
- Review the way in which requests for drop kerbs are addressed under the Local Transport Plan budget. (Brian Short / Deborah Whelan)
- Seek to ensure that external contractors apply national good practice guidelines for example 'Inclusive Mobility' when working on Oxfordshire Highways. (Ralph Grant / Deborah Whelan)

- Review our 'A' board Protocol document taking into consideration the views of disabled people. (Peter Mann / Deborah Whelan)

Transport (Transport Planning)
- Ensure that cycling and walking strategies take into account the requirements of disabled people. (Craig Rossington / Deborah Whelan)
- Maintain, develop and refresh countywide bus driver disability equality and awareness training standards. (Dick Helling / Deborah Whelan)
- Liaise with bus operators to promote the purchase of accessible vehicles via Quality Bus Partnerships and contract management / monitoring. (Dick Helling / Deborah Whelan)
- Liaise with bus operators to identify whether local buses could carry small mobility scooters. (Dick Helling / Deborah Whelan)

Transport (Highway Management)
- Review and publish public access information, such as public rights of way. (John Boyd / Deborah Whelan)

Transport (Transport Planning)
- Improve partnership links and liaise with user representative groups of disabled people when reviewing programmes of premium routes as identified in the Local Transport Plan. (David Taylor / Deborah Whelan)
- Include the needs of disabled people within travel plans and identify any specific requirements for special schools. (Rachel Gover / Deborah Whelan)

Transport (Development Control)
- Seek developer funding and business awards to improve new and existing highways and related facilities via developer schemes, which will be expected to comply with national and locally adopted standards. (Barry West / Deborah Whelan)
- Update and review the design checklist to aid design auditing, applying 3D modelling principles. (Barry West / Deborah Whelan)
- Seek to implement best practice guidance in the DRC Planning, Building, Street and Disability Equality Guidance (2006) and other key publications (Barry West / Deborah Whelan)

Transport (Public Transport Development)
- Roll-out visual real-time information at bus stops and work towards offering audible real-time information at bus stops within 5 years. (David Taylor / Deborah Whelan)
- In addition to developer funding, identify additional targets and funds from within the Local Transport Plan budget to meet obligations under DDA legislation at bus stops and along Premium Routes. (David Taylor / Deborah Whelan)
- Explore using a single contact number at bus stops for customers to contact Parking Control and Highways Maintenance Teams to activate maintenance and bus service improvements. (David Taylor / Deborah Whelan)
- Ensure that contractors have appropriate awareness of disability related issues (David Taylor / Deborah Whelan)

- Liaise with Procurement to improve the bus shelter improvement contract with a view to improving accessibility of bus shelter design in Oxfordshire. (David Taylor/ Deborah Whelan)
- Seek to resolve any conflict for disabled people at bus stops arising from the cycling strategy. (David Taylor / Deborah Whelan)
- Utilise access for all as an underlying principle within the Local Transport Plan. (David Taylor / Deborah Whelan)

Sustainable Development (Countryside Service)

- Review the system of Rights of Way closures to ensure that easy read notices advise of alternative routes and information so as not to disadvantage people with mobility or sensory difficulties. (Chris Cousins / Deborah Whelan)
- Ensure that when land is returned to public use it offers improved access, utilising developer funding where appropriate. (Chris Cousins / Deborah Whelan)
- When stile repairs are undertaken we will seek to offer more accessible alternative provision such as gaps, gates or kissing gates. (Keith Wheal / Deborah Whelan)
- Seek to reprint the 'Walks for All' guide to Oxfordshire's countryside and update web-pages as changes occur. (Keith Wheal / Deborah Whelan)
- Continue to support the Oxfordshire Countryside Access Forum and use its decisions to inform service development. (Keith Wheal / Deborah Whelan)
- Countryside Services will continue to seek section 106 grant funding to support and extend accessible countryside path networks. (Keith Wheal / Deborah Whelan)
- Ensure that all reinstatements of sites after mineral or waste extractions provide reasonable access to disabled people. (Craig Blackwell / Deborah Whelan)

Sustainable Development (Waste Management)

- Review contracts with external service providers at waste recycling centres with the aim of building in Disability Equality/ Awareness Training as a prerequisite of awarding a contract. (Andrew Pau / Deborah Whelan)
- Review and improve signage at sites for the benefit of disabled customers. (Andrew Pau / Deborah Whelan)
- Improve physical access at waste recycling centres, employing existing maintenance budgets to make improvements wherever possible. (Andrew Pau / Deborah Whelan)
- Produce written materials in alternate formats as requested by customers. (Andrew Pau / Deborah Whelan)
- Use the waste recycling centre staff's newsletter to advise of relevant changes in disability related legislation. (Andrew Pau / Deborah Whelan)

Trading Standards and Registration (Trading Standards)

- Review the way in which enquiries from deaf customers are handled with a view to introducing the Typetalk service (Nigel Strick / Deborah Whelan)
- Offer home visits for customers unable to come to County Hall as a result of disability. (Nigel Strick / Deborah Whelan)
- Liaise with HR to provide disability equality / awareness training and ensure staff remain up-to-date on disability issues. (Nigel Strick / Deborah Whelan)

Trading Standards and Registration (Registration)

- Ensure that all Registration Service ceremonies (e.g. marriages, civil partnership and citizenship ceremonies) are accessible to all and only license accessible external venues and service provision. (Jacquie Bugeja / Deborah Whelan)
- Liaise with Property to achieve more accessible Registration Service sites and promote and encourage the use of sites that are more accessible. (Jacquie Bugeja / Deborah Whelan)
- Apply for Receptionists Resource Packs for use at internal and external registration venues. (Jacquie Bugeja / Deborah Whelan)

Business Management

- Ensure that master files or DVDs are kept with officers who generate key documents to enable alternative formats to be made available within a reasonable time scale. (Paul Gerrish / Deborah Whelan)
- Reception staff will keep a record of customer feedback, so that disabled customers' issues can be appropriately addressed. (Paul Gerrish / Deborah Whelan)
- Bid for and manage the use of Receptionist Resource Packs. (Paul Gerrish / Deborah Whelan)
- Investigate the potential for co-ordinating a directorate equality and social inclusion working group. (Paul Gerrish / Deborah Whelan)

Chief Executive's Office

Democratic Services

- Adjust the Councillors' induction to identify any disability related requirements in order that the necessary modifications, auxiliary aids and support services are provided. (Derek Bishop / Susan Fairburn)
- Ensure that school appeals panel meetings are only held in accessible venues, and that necessary auxiliary aids or additional services are provided. (Derek Bishop / Susan Fairburn)
- Develop the Reports and Submission Form and Template to ensure that all authors of Committee Reports make appropriate consideration of disabled people's requirements. (Tony Cloke; Derek Bishop / Susan Fairburn)
- Modify the Members' Development Strategy to offer more individually focussed development. Individual tailoring will more readily accommodate any particular disability related requirements. (Glenn Watson; Derek Bishop / Susan Fairburn)

Corporate Performance

- Monitor disability related actions arising from impact assessments which have financial implications to ensure that they are adequately factored into budget allocations and business/financial planning. (Paul Edwards / Susan Fairburn)
- Monitor key disability related targets as outlined in business plans and ensure that published plans comply with accessibility standards. (Paul Edwards / Susan Fairburn)

Customer Services & Change Management

- Encourage and support disability related initiatives submitted to the Making a Difference Fund. (Debbie Dent / Susan Fairburn)

- Use the mystery shopping initiative to make enquiries from the perspective of people with a range of disabilities. Increase the number of mystery shoppers who are themselves disabled. (Debbie Dent / Susan Fairburn)
- In working to achieve Charter Mark promote the benefits and merits of an inclusive and accessible approach. (Debbie Dent / Susan Fairburn)

Communications & Marketing

- Ensure that all publications processed through our Print Unit are screened to ensure they comply with our Clear Print Guidelines; exceptions are only permitted where justified. (Nicky Kirkwood / Susan Fairburn)
- Pilot "Readspeaker" on the Council's website, as a tool which is likely to be of particular benefit to people with reading difficulties or visual impairments. (Nicky Kirkwood / Susan Fairburn)
- To enable customers using screen readers to access information which is not PDF tagged, wherever practicable, we will work with the author to create a version of the download which is compatible with the screen reader. This service (which will be advertised through our in-house magazine) will be monitored and modified if the demand exceeds our capacity. (Tim Alexander / Susan Fairburn)

Partnership Working

- Work with colleagues within Services and Partnerships to set up a process which will result in partnership organisations becoming more inclusive and aware of their responsibilities under evolving disability legislation. This will be done with a view to modifying partnership guidance at both the strategic and local level. (Gwen Davies / Susan Fairburn)
- Provide the option of an easy word and picture version of the Sustainable Community Strategy for people with learning difficulties. Promote, as appropriate, and monitor effectiveness via targeted feedback. (Claire Evans / Susan Fairburn)
- As the structure of the Oxfordshire Partnership is reviewed, ensure that the partnership represents the views and interests of various disability and other equality and diversity groups, and that the participation of disabled people is encouraged. (Claire Evans / Susan Fairburn)
- Develop, produce, support and monitor the implementation of the Disability Equality Scheme. (Adrian Harper-Smith / S. Latham; S. Fairburn; D. Whelan)
- Ensure consistent implementation of the Equality Impact Assessments by all directorates (Adrian Harper-Smith / S. Latham; S. Fairburn; D. Whelan)
- Develop and maintain strategic disability equality information on the intranet. (Adrian Harper-Smith)
- Investigate ways of improving the existing meeting rooms booking system so that disability related requirements are appropriately considered when selecting a venue. (Adrian Harper-Smith / S. Latham; S. Fairburn; D. Whelan)
- Identify the means for producing a list of accessible external venues. (Adrian Harper-Smith / S. Latham; S. Fairburn; D. Whelan)

Resources

Financial Services & Procurement

- Ensure that all accounting information produced for the public can be made available in a range of formats (Sue Scane / Susan Fairburn)

- Ensure that the Print Contract Brief for external contractors includes a requirement to comply with our Clear Print Guidelines. (Stephen McHale / Susan Fairburn)
- Ensure that agencies awarded a Design Contract produce designs which comply with our Going Public Guidelines (Stephen McHale / Susan Fairburn)
- Where appropriate to the type of planned procurement of goods, works or services, the pre-qualification questionnaire stage (PQQ) shall include consideration as to whether potential suppliers can offer equipment and solutions for disabled customers. (Stephen McHale / Susan Fairburn)

ICT

- Investigate the possibility of having all in house computers set to default to Arial 12 to comply with our Clear Print Guidelines. (Mark Winstanley / Susan Fairburn)
- Modify the guidance relating to the purchase of software as a means of improving the compatibility of software with screen readers, in liaison with colleagues in Procurement. (Mark Winstanley / Susan Fairburn)
- Assist individual staff who need information presented in a specific way in order for it to interface with their own computer. (Mark Winstanley / Susan Fairburn)
- Produce information for staff in order to improve the accessibility of our emails and documents, including information on how to set up clearly formatted signatures and contact details. (Mark Winstanley / Susan Fairburn)
- Investigate the feasibility of setting up an ICT User Feedback Group. (Mark Winstanley / Susan Fairburn)
- Establish links with other local authorities to share disability related good practice on ICT initiatives. (Mark Winstanley / Susan Fairburn)
- Continue to work with colleagues in Communications & Marketing to address customers' ICT difficulties, such as investigating practicable long term solutions for those using screen readers when trying to access information which is not PDF tagged. (Mark Winstanley / Susan Fairburn)

Legal Services

- Provide legal advice on the Disability Equality Scheme. (Nick Graham / Susan Fairburn)
- Ensure that legal advice and guidance on disability issues is provided to all appropriate staff. (Nick Graham / Susan Fairburn)
- Alert directorates if there are any changes to the current position on Disability Equality Law, copying all relevant updates, as appropriate. (Nick Graham / Adrian Harper-Smith / Susan Fairburn)
- Review Legal Services accommodation to ensure that office space, office equipment and furniture accords to the requirements of Disability Equality Legislation (Howard Perkins; Nick Graham; Sandra Kettlewell / Susan Fairburn)

Business & Support Services

- The Translation and Interpreting Service will include British Sign Language as one of the languages for which they will organise an interpreter. (Beata Allington / Susan Fairburn)
- Ensure that a second venue for the Coroner's Court sessions is available in the Council Chamber in order to accommodate anyone who has difficulty in negotiating the stepped access into the existing Court.

Draft

- Ensure that there is an accessible waiting room for those attending the Coroner's Court. (Chris Mitchell / Susan Fairburn)
- Within our central buildings we will work to ensure that any substantial structural modifications are only carried out after consultation with a Disability Equality Adviser. (Chris Mitchell / Susan Fairburn)
- Ensure that accessible interview rooms are provided on the ground floor of County Hall. (Chris Mitchell / Susan Fairburn)
- Review the staff pool car scheme to consider the range of requirements which disabled pool car users may have and modify the current guidelines governing the scheme and range of cars available. (Chris Mitchell / Susan Fairburn)

Human Resources

- Review the wording of recruitment advertisements, which go through corporate HR, in order to reinforce the image of the council as an equal opportunities employer. (Bekkie Scales / Susan Fairburn)
- Actively pursue the introduction of the Two Ticks Scheme as a recruitment tool throughout the Council. (Bekkie Scales / Susan Fairburn)
- Investigate the possibility of working with the Social & Community Services Employment Advisers to establish ways in which they may be able to enhance our recruitment/redeployment and job placement schemes. (Bekkie Scales / Susan Fairburn)
- Establish a disabled employees' forum which can be used for consultation purposes as recommended by the Disability Rights Commission. (Bekkie Scales / Susan Fairburn)
- Improve data on the number of staff who identify themselves as having a disability. A target to more accurately reflects the proportion of disabled people in Oxfordshire can then be established and worked towards. (Bekkie Scales / Susan Fairburn)
- Following the creation of Shared Services, the Learning and Development Team will seek to establish a comprehensive programme of diversity training for all staff (Ruth Cane / Susan Fairburn)
- Work with Occupational Health to establish ways to promote their role throughout the Council. (Bekkie Scales / Susan Fairburn)
- Review the existing system which does not distinguish between sick leave and disability related leave. (Bekkie Scales / Susan Fairburn)
- Review the appraisal training and guidance for Managers in order to facilitate discussions about skills for life and disability-related work issues during their appraisal, where appropriate. (Bekkie Scales; Ruth Cane / Susan Fairburn)

Property

- All building projects under the control of and commissioned by the County Council to comply with the Core Consultants Manual A1/012 - Access to and use of new and refurbished buildings. (Nigel Cunning / Susan Fairburn)
- Wherever possible, all County Council capital building projects to comply with Approved Document M of the Building Regulations 2000 (as amended). (Nigel Cunning / Susan Fairburn)
- 90% of County Council buildings to meet the Council's definition of Fit for Purpose (including criteria for accessibility) by 2015. (Neil Monaghan / Susan Fairburn).

Draft

Appendix 1:
3-Year Rolling Schedule of Impact Assessments

Completed during 2005 – 2006

Chief Executive's Office

Democratic Services
- Corporate complaints system
- Appellate processes (e.g. education appeals)
- Support, advice and guidance to scrutiny process and research for scrutiny reviews
- Health scrutiny programme

Customers/ Communities/ Equality and Social Inclusion
- Customer Service Strategy
- Managing implementation of the statutory Race Equality Scheme and Corporate Equality Plan
- Managing implementation of the Social Inclusion Action Plan
- Local Area Working
- Voluntary Sector Compact

Communications & Marketing
- Photographs
- Corporate Publications
- Ensure consistency in appearance of information across the authority
- Corporate messages
- Team brief systems

Community Safety

Fire & Rescue Service Support
- Fire risk support group
- Procurement & Fleet Management
- Training & Development

Fire & Rescue Service
- Integrated risk management planning
- Emergency response to incidents
- Promotion Boards/Assessment Centres and Disciplinary/Grievance Procedure

Community Safety
- Bail supervision
- Custodial episodes
- Education
- Intensive Supervision and Surveillance
- Mental health
- Prevention
- Restorative practice
- Crime and Disorder Reduction Partnerships
- Core emergency plans
- Unauthorised encampments
- Traveller site provision
- Manage permanent traveller sites
- Traveller Services unit policies

Draft

Environment & Economy

Sustainable Development	• Oxfordshire Community Partnership • Affordable Housing • Economic Development
Transport Service	• Sustainable transport (Better ways to School)

Learning & Culture

Children's Services	• Statutory assessment services • Educational Psychology Service • Parent Partnership Service • Early Years Special Educational Needs (SEN) Service • Communication, Language, Autism and Sensory Service) • Service for Children with Physical Disabilities • Ethnic Minority Achievement Service (EMAS) • Advisory Service for the Education of Travellers (ASET) • Elective Home Education • Provision for pupils medically unfit to attend school
Cultural Services	• Oxfordshire museums service • Archives • Centre for Oxfordshire Studies • Victoria County History • Culture bus • Heritage learning centres
Resources	• Premises development advice to schools • Planning school places
School Development Service	• Training and support for the Workforce Remodelling initiative to enable its successful implementation in schools. • Training and support for schools to raise the achievement of those pupils with special and/or additional educational needs (or those groups likely to underachieve) and to enhance inclusive practice. • Support and disseminate the work of the Standing Advisory Committee for Religious Education (SACRE). • Training and support for a broad and balanced values based curriculum as an entitlement for all pupils and which includes Personal, Social and Health Education (PSHE) and Citizenship.
Systems & Performance Management	• Data collection, provision, research and analysis • Pupil Information Programme • EMS Support and Development • Communication strategy • Develop further policies and practice in relation to equalities and civil rights

Draft

Resources

Finance	• Procurement
	• Audit Services
Human Resources	• Occupational Health and Health and Safety
	• Review corporate social responsibilities and identify opportunities for the Council to provide leadership on employment issues
	• Facilitation and delivery of development activities
	• Development needs and performance issues
ICT	• Purchasing & contract support
	• Service Continuity
Property	• Management, maintenance and servicing of the Council's property assets
	• Accessibility Audits

Social & Health Care

Social Care Planning & Partnerships	• Commissioning Strategy
	• Complaints procedure
	• Manage contracts held with the independent, voluntary and not-for-profit sectors
	• Housing-related support through contracts covering a range of services.

Draft

To be completed during 2006 - 2007

Chief Executive's Office

Democratic Services
- Councillors' IT and training and development needs
- Executive, council and committee business

Change Management
Partnership Working
- Customer service standards
- Managing implementation of access/disability requirements

Communications & Marketing
- Press releases & Service development
- Media handling
- Crisis Management
- Media training
- Exhibitions
- Advertising
- Key corporate consultations
- Consultancy support to directorates
- Consultation training
- Editing website

Community Safety

Fire & Rescue Service Support
- Communications

Fire & Rescue Service
- Collaboration and partnerships
- Integrated personal development system
- Recruitment of part-time firefighters
- Advising/supporting employers and managers on their statutory responsibilities

Community Safety
- Promotion of community safety
- Community Safety Strategies
- Co-ordinate local authority and other service responses in an emergency
- Actions as a result of the Civil Contingencies Act

Environment & Economy

Sustainable Development
- Research and Intelligence
- Spatial and Mineral and Waste Planning
- County Council infrastructure needs arising from development proposals
- Developments proposed by County Council directorates
- Public rights of way
- Public access to open country and common land
- Walks, rides and countryside enjoyment
- Safeguarding, maintaining and preserving the character of the county
- Safeguarding the county's biodiversity resource
- Provide forestry advice
- Partnership work

Transport Service	• Public transport development
	• Provision of subsidised bus services
	• Public transport information
	• Protection of highway rights
Business Support	• Planning, performance management and communication
	• Office Services/Reception – Speedwell House

Children, Young People & Families

Children's Services	• Education Social Work Service:
	o Attendance
	o Child Employment
	• Child Protection
	• Behaviour Support Service
	• Pupil Referral Unit and Integration Service (PRUIS)
	• Home to school transport
	• Support for children with disabilities and their families
	• Produce information for students
	• Advice to students and parents
	• Access funds for sixth formers
	• Make assessments for student loans and fees
	• Disabled students' allowance
	• Grants for HE students with dependants/students with parents on a low
Educational Effectiveness Services	• Monitoring, challenge, intervention and support for school improvement in the County's schools and educational settings (including intervention and support for schools of concern).
	• Support the appointment processes for headteachers and deputies together with the development of leadership and management expertise.
	• Training and support to increase opportunities for the development of extended schools and learning communities.
Early Years and Family Support Service	• Initial assessment of need, child protection, enquires, and short term work in the home and in hospital
	• Mental health services delivered to children in partnership with other agencies
	• Work to rehabilitate children identified through Children's service
	• Support to parents and children within the child's home
	• Monitoring and supporting the quality of foundation stage education and inclusion in maintained and non-maintained settings.
	• Supporting looked after children, their families and carers
	• Children's residential care
	• Family finding and family based placements
	• Provision of advice and support to care leavers
	• Private fostering

- Family based respite care and longer term placements
- Residential respite care and longer term placements
- Young carers
- Promote and support development of high quality childcare
- Provide information to the public on education and childcare fro children and young people
- Development of integrated centres for children and families
- Workforce development for early years and childcare sector
- Provide family and parenting support for vulnerable families
- Disburse public funds for nursery education
- Development of new and integrated play facilities
- Planning and development of accessible early years education
- Monitoring and supporting the quality of foundation stage education and inclusion in maintained and non-maintained settings

Systems & Performance Service

- Strategic, statutory and service planning
- Performance monitoring and review
- L&C ICT Strategy
- Coordinate and support bids to external funding sources
- CYP&F Capital Programme

Resources

Business & Support Services

- Accommodation and telephony issues
- Planning, performance management and communication
- Development of new information for Intranet and public website
- Translation of documents
- Artwork and printing
- Printing in large print
- Translation of legal documents

Finance

- Administrate pension scheme
- SAP MIS System

Human Resources

- HR strategy
- Best practice on HR policies and processes and management guidance
- Design and implement constructive and consultative measures to encourage positive and productive working relations
- Modern workstyle approach
- Coordinate induction, recruitment, deployment, development and retention measures
- Act as partner with other directorates and teams to support service delivery

	• Annual Best Value Review programme Corporate disciplines for appraisals, performance, project and risk management
	• Efficiency savings delivery
ICT	• Online, web based activities for the Internet, Intranet and Extranet
	• Development and deployment of new web based functionality
	• Programme management of ICT administered projects
	• Advise on new project delivery
	• Support to directorate Business Managers
	• Liaison on ICT service delivery
	• Advice and support to directorates on projects and developments
	• Liaison with HR
	• ICT Strategy & Service Planning
	• Security
Property	• Property management
	• Solutions to property needs
	• Effective property usage
	• New buildings or accommodation, or refurbish/alter/ reorganise existing property not delegated to other directorates or schools
	• Commissioning, reconciliation and contract support

Social & Community Services

Business Support & Performance Management	• Develop and promote performance management
Social Care Planning & Partnerships	• Development work targeted at specific groups including ethnic groups
Social Care for Adults	• Assess needs and plan and care packages
	• Provide assessments under the Mental Health Act
	• Purchase/provide services including residential rehabilitation and community services
Cultural and Adult Learning	• Mobile Libraries
	• School Visits
	• Develop libraries as informal learning centres
	• Online catalogue
	• Business Information Point
	• Support art initiatives

Draft

To be completed during 2007 - 2008

Chief Executive's Office

Chief Executive's Personal Office	• Support for Chief Executive, Leader and Deputy Leader
Democratic Services	• Information on decision making processes
	• Resources for elections
Partnership Working	• Race Equality Scheme
	• Comprehensive Equality Policy
	• Social Inclusion Strategy
Communications & Marketing	• Emergency public information
	• Corporate information
	• Events management
	• Tracker database of consultation data
	• The Post
	• Directorate bulletins and newsletters
	• Monitoring website content
	• Supporting authors

Community Safety

Fire & Rescue Service Support	• Command and Control / mobilisation support
	• Health & Safety Strategy
Fire & Rescue Service	• Advice
	• Fire cadets
	• Commercial training
	• Fire setter intervention scheme
	• Enforcement of legislation
Community Safety	• County Contact Officer System
	• Emergency management training

Environment and Economy

Sustainable Development	• Environment
	• Regional planning and policy
	• Europe
	• District local plans and major planning applications
	• Advise on archaeological policy
	• Mineral working, waste management and disposal
	• Waste recycling plants
	• Hazardous waste collection
	• Clinical waste disposal
	• Subsidised home compost bins
Transport Service	• Integrated transport strategies
	• Highway development control advice
	• Road safety education, training and publicity
	• Local Transport Plan
	• Deliver schemes in the Transport Capital Programme
	• Management/implementation of maintenance and repair programme

Trading Standards & Registration	• Parking enforcement
	• Food standards
	• Product safety
	• Trade descriptions
	• Consumer credit
	• Animal health and welfare
	• Weights and measures
	• Trade mark protection
	• Electronic commerce
	• Unfair trading practices
	• Register all births, deaths and marriages as required
	• Civil marriage ceremonies
	• Register church weddings as required
	• Record of births, deaths and marriages
	• Provide certified copies of Register entries
	• Celebratory ceremonies (civil funerals, baby naming ceremony, renewal of vows and commitment ceremonies)
	• Citizenship ceremonies
Business Support	• Library/Information Service

Children Young People & Families

Children and Young People's Services	• School admissions
Strategy and Performance Service	• Schools Asset Management Plan & Evolution Database
	• Fair funding
Educational Effectiveness Service	• Training and support to raise achievement through the national primary strategy.
	• Training and support to raise achievement through the national key stage 3 strategy and developments within the 14 – 19 age range.
	• Training and support for Governing Bodies to enable them to fulfil their statutory responsibilities and contribute to school improvement.
	• Cleaning services
	• Catering services
	• Research the need for new learning developments.
	• Support, advise and help resource community learning institutions, organisations and partnerships in developing community-based learning initiatives, focusing on areas of high need.
	• Manage new learning initiatives as appropriate.

Resources

Business & Support Services	• Knowledge/document management
	• Co-ordination and guidance on corporate governance and legislation
	• Coroners Records
Finance	• Financial accounting
	• Financial planning and standards

Human Resources	• Job evaluation
Shared Services	• Shared services
ICT	• Operation of the authority-wide Service Desk
	• Delivery of the user support services
	• ICT Training delivery
	• Maintenance and support of the existing ICT Infrastructure.
	• Hardware & Software Deployment Management of existing telephony
	• Regeneration strategy for authority-wide telephony requirements
	• Centralised records management facility
	• Document management strategy
	• Freedom of Information
	• Financial management
	• SIMS Support (from CYP&F)
Legal Services	• Advise on Child & Adult Protection, Youth Justice and Mental Health
	• Multi-disciplinary case conferences
	• Legal proceedings before the Family Court
	• Sales and purchases for the County Council
	• Compulsory purchase claims and enquiries
	• Legal property problems including property management affairs
	• Non-contentious legal issues
	• Environmental and Planning enforcement
	• Waste disposal
	• Agreements involving developers
	• Advise, negotiate and prepare contracts on behalf of the Council
	• Legal issues arising from the Council's responsibilities for highways including footpaths and bridleways
	• Education
	• Employment
	• Civil Proceedings
	• Prosecutions
	• Debt Collection
	• Probation
	• Community Care
Property	• Sustainability, good environmental performance, energy management, procurement and continuous improvement related to the Council's property

Social & Community Services

Social Care Planning & Partnerships	• Maintain partnership framework with NHS and other relevant agencies and organisations
Social Care for Adults	• Multi disciplinary assessments based on the single assessment process
	• Intermediate care service
	• Services and support for older people who have long-

term and complex needs

- Ongoing services and support for adults with physical disabilities or an acquired brain injury
- Day Service and Prevention
- Home Support
- Services and support for people who have sensory impairments
- Assessment, advice, professional support and equipment to service users and carers
- Direct Payments
- Assess needs and arrange provision of services of people with learning disabilities
- Commission, establish and monitor contracts
- Provide support from a variety of day service buildings
- Support adults with learning disabilities to find, remain in or return to employment
- Provide home-based support
- Provide respite and long-term care for adults with learning disabilities
- Provide support to people who provide regular and substantial care to another adult.

Cultural and Adult Learning	- Provision of personal and social education programmes to young people aged between 9-25 - Contribute to Connexions Service - Support to voluntary partners - Management and delivery of adult learning programmes - Provision of information, advice and guidance to adults - Widening participation in adult learning - Provision of learning support - Professional Development of adult learning staff - Curriculum support for music in schools - Vocal, instrumental and ensemble opportunities.

Draft

Appendix 2:
Disability Equality Scheme Action Plan

Aim 1: To prepare, implement, evaluate and revise the Disability Equality Scheme.

Ref.	Outcome	Action	Responsibility	Timescale
1.1	Oxfordshire County Council adopts and implements a Disability Equality Scheme that meets the requirements of the Disability Discrimination Act 2005.	Organise and deliver a range of involvement events with disabled people.	Corporate Strategies Team	June – Oct 2006
1.2		Identify disability equality goals with directorates, through existing information and the involvement of disabled people.	Corporate Strategies Team	31 Oct 2006
1.3		Agree the Disability Equality Scheme.	Cabinet	Nov 2006
1.4		Publish the Disability Equality Scheme.	Corporate Strategies Team	4 Dec 2006
1.5		Publicise the Disability Equality Scheme, internally and externally.	Corporate Strategies Team	Dec 2006 / annual review
1.6		Support consistent implementation and monitoring of Disability Equality Scheme.	Corporate Strategies Team	Review Nov 2007 / 08 / 09
1.7		Involve the Social Inclusion Reference Group and disabled people in preparation and publication of annual Disability Equality Scheme progress reports.	Corporate Strategies Team	Nov 2007 / 08 / 09
1.8		Review overall progress and revise the Disability Equality Scheme within 3 years.	Corporate Strategies Team	Nov 2009

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Aim 2: To encourage an understanding of and positive attitudes towards disabled people.

Ref.	Outcome	Action	Responsibility	Timescale
2.1	Improved awareness and understanding across the Council of disability equality issues and improved customer service for disabled people.	Ensure that our employees are aware of the Disability Equality Scheme.	Corporate Strategies Team	Dec 2006 and review annually
2.2		Provide proportionate training and guidance for staff, as appropriate, to ensure they fully understand their responsibilities under the Act.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
2.3		Offer disability equality training opportunities in response to needs identified during appraisals.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
2.4		Provide development opportunities for elected members on the disability equality duty.	Democratic Services	Review Nov 2007 / 08 / 09

Aim 3: To deliver our functions and services in a manner that considers the needs of disabled people and addresses barriers to access.

Ref.	Outcome	Action	Responsibility	Timescale
3.1	Functions / services address the needs of disabled people and access barriers and discrimination are tackled.	Implement the scheme's disability equality goals, which set out practical steps to improve disability equality, identified through existing information, research and the involvement of disabled people.	Corporate Strategies Team / All Directorates	Review Nov 2007 / 08 / 09

3.2		Implement the Children and Young People's Plan, including achieving outcomes for children and young people with special educational needs / disabilities.	Children, Young People & Families	Review Nov 2007 / 08 / 09
3.3		Address the need to make our buildings and sites more accessible to disabled people and report on related Best Value Performance Indicators.	Property Services/ All Directorates	Review Nov 2007 / 08 / 09
3.4		Continue to improve highways and transport to address the needs of disabled people and implement the Local Transport Plan.	Environment & Economy	Review Nov 2007 / 08 / 09
3.5		Ensure that commissioned and contracted services meet our standards with respect to disability equality.	All Directorates	Review Nov 2007 / 08 / 09
3.6		Introduce and develop a single point of contact for adult and children's social care to improve the accessibility of social services to disabled and other customers.	Social & Community Services / CYP&F	Review Nov 2007 / 08 / 09
3.7		Ensure that communications are accessible to disabled people and that information is available to disabled people about the services we provide.	Communications & Marketing / All Directorates	Review Nov 2007 / 08 / 09
3.8		Report and address cases of harassment experienced by disabled service users.	All Directorates	Review Nov 2007 / 08 / 09

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Aim 4: To involve disabled people and encourage participation in public life.

Ref.	Outcome	Action	Responsibility	Timescale
4.1	Improved involvement of disabled people and greater participation in public life.	Ensure that disabled people are appropriately involved in consultation activities.	Communications & Marketing / All Directorates	Review Nov 2007 / 08 / 09
4.2		Ensure the implementation of reasonable adjustments that are required to enable the participation of disabled Councillors.	Democratic Services	Review Nov 2007 / 08 / 09
4.3		Encourage the participation of disabled people within the Oxfordshire Partnership.	Oxfordshire Partnership Team	Review Nov 2007 / 08 / 09
4.4		Establish a process which will result in partnership organisations becoming more inclusive and aware of their responsibilities under disability legislation.	Communities Team	Review Nov 2007 / 08 / 09

Aim 5: To assess the impact of policies and practices on disabled people.

Ref.	Outcome	Action	Responsibility	Timescale
5.1	The Council's activities and policy decisions do not disadvantage disabled people and necessary modifications	Identify lead officers within directorates.	All Directorates	April – May 2007 / 08 / 09
5.2		Provide guidance and advice to lead officers.	All Directorates	May – June 2007 / 08 / 09

5.3	are made to further improve disability equality.	Lead officers collate and further develop monitoring information, as required, including arranging consultation exercises, as necessary.	All Directorates	June – Oct 2007 / 08 / 09
5.4		Lead officers complete equality impact assessment (EQIA) reviews.	All Directorates	Oct – Dec 2007 / 08 / 09
5.5		Lead officers submit completed EQIA reviews.	All Directorates	Oct – Dec 2007 / 08 / 09
5.6		EQIA reviews checked for quality and consistency and redrafted by lead officers, as necessary.	Corporate Strategies Team / All Directorates	Jan – March 2007 / 08 / 09
5.7		Publication of EQIA reports.	Corporate Strategies Team	March 2007 / 08 / 09
5.8		Lead officers identify and address services/functions/policies which need developing or changing following EQIA reviews.	All Directorates	March 2007 / 08 / 09
5.9		Lead officers ensure that developments or changes arising from EQIA reviews are implemented.	All Directorates	April – June 2008 / 09 / 10
5.10		Lead officers monitor and review actions implemented arising from EQIA reviews to determine their impact and modify changes, as necessary.	All Directorates	May – Sept 2008 / 09 / 10
5.11		Submit progress reports to Cabinet/ delegated decision making by Cabinet member, having involved disabled people.	Corporate Strategies Team	Nov 2008 / 09 / 10

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Aim 6: To gather monitoring data and to promote equal opportunities in employment for disabled people.

Ref.	Outcome	Action	Responsibility	Timescale
6.1	Improved representation of disabled people within the workforce and equal opportunities ensured at work.	Undertake regular equality monitoring of the workforce, applications, promotions and retention rates.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.2		Take appropriate steps to ensure that disabled people and under-represented groups are aware that the Council is an employer that values diversity and to bring all job vacancies to the attention of such groups.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.3		Ensure that job advertisements make clear that the Council is an equal opportunities employer committed to promoting equality in employment.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.4		Ensure that job applications can be submitted and processed in alternative formats.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.5		Ensure that staff are appraised and monitor the quality of appraisals.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.6		Ensure that appraisals and management of performance make reference to the duty to promote disability equality where relevant to an employee's post and proportionate to seniority.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09

6.7		Monitor all applicants for and participants on training.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.8		Include information on the Council's Comprehensive Equality Policy at induction.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.9		Report, monitor and address cases of harassment experienced by disabled employees and implement the Dignity at Work Policy to reduce such incidents.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.10		Monitor disciplinaries and grievances affecting disabled people.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.11		Ensure that disciplinary procedures take due account of an employee's disability and make provision for any communication needs they may have.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.12		Monitor all leavers by reasons for leaving and whether they have declared a disability.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.13		Monitor staff who retire early and whether they have declared a disability.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.14		Ensure that the Disability Discrimination Act 2005 is integrated into appraisal and recruitment / selection training.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09

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6.15		Ensure all data from monitoring is treated in confidence in accordance with the Data Protection Act 1998.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.16		Publish a yearly equal opportunities report, to include results of HR monitoring and report to Social Inclusion Reference Group.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.17		Report on and seek to improve Best Value Performance Indicators on the % of disabled employees and the % of the top 5% of earners who are disabled.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.18		Analyse statistics and results of monitoring and remedy any problems through policy changes and training.	Human Resources / Shared Services	Review Nov 2007 / 08 / 09
6.19		Adopt and implement the 'Two Ticks - Positive about Disabled People' scheme, including guaranteeing to interview all disabled applicants who meet the minimum criteria for a vacancy and to then consider them on their abilities.	Human Resources / Shared Services	Nov 2007 and review annually

Draft

Draft Disability Equality Scheme 2006-2009

Alternative formats of this publication are available on request. These include other languages, large print, Braille, audiocassette, computer disk or email.

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