

Becoming Disability Confident

Level 1 Committed

Task	How will this be done?	Who will do it?	When will it be done? / Update	Example only RAG
Inclusive and accessible recruitment	Advertisements in plain English, in a font that is easy to read and large print available when necessary.	SBA	March 2019	
	People with disabilities not ruled out because of job description when the work is non-essential (stating must have driving licence when using public transport is fine). Checking whether financial issues count as unfairly ruling someone out i.e. the salary would mean someone could not claim universal credit and this would mean they have less money overall.	SBA	March 2019	
	Support available from job centre plus. Make contact to see what support is available.	SBA	March 2019	
Communicating Vacancies	Promoted through links created in the community (Involve, enhanceable) and available through job centre plus.	SBA	March 2019	
Offering an interview to disabled people	As the role is specifically for someone with a learning disability all candidates must have a disability and those who meet the criteria will be offered an interview.	SBA	April 2019	
Providing reasonable adjustments	Reasonable adjustments remove or minimise disadvantages experienced by disabled people.	When employed all HWK staff managing an employee or someone on work experience. For interview SBA	For interviews (April 2019) and ongoing employment.	

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	Requesting what adjustments need to be made for interview (i.e. timings, lighting, questions before interview)	HWK		
	A range of support for different disabilities are <a href="#">here</a>	HWK		
Supporting existing employees	Regular meetings and observations to ensure all needs are being met and the employee is supported by HWK with all reasonable adjustments made.	SBA (LD Support officer)	Ongoing	

**Level 2 Employer**

**Theme 1 (of 2). Getting the right people**

Task	How will this be done?	Who will do it?	When will it be done? / Update	Example only RAG
Providing at least one of the below opportunities for someone with a disability.  - Work Experience - Work Trials - Paid Employment - Apprenticeships - Job Shadowing Opportunities - Traineeships - Paid Internships and Supported Internships - Student Placements - Sector-based work academy placements	The recruitment of the Learning Disability Support Officer (paid employment).	SBA	February 2019	
	Seeking what else can be offered by HWK to support people with disabilities get employment. Can we make our work experience opportunities accessible for people with disabilities? See guidance on other opportunities in the <a href="#">disability confident support pack</a>	HWK	Review April 2019	
	Can we improve the opportunities on offer (work experience) to show we are open to supporting people with disabilities?	HWK	Review April 2019	
	Can our meetings be catered for by local schools, colleges and other organisations to give them small pieces of work experience?	HWK	Review April 2019	
Actively look and attract disabled people	Make a commitment to employ (Learning Disability Support Officer) and retain disabled people (making suitable adjustments)	HWK	April 2019	

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	Connecting with local disabled people's organisations to access a network of people who want to work. AFC, Involve.	SBA	April 2019	
	Participate in local disability employment fairs. Find out when/where and promote ourselves once we have organised other opportunities.	HWK	TBC	
	Develop links with jobcentre plus and accessing government resources to advertise our opportunities	SBA	March 2019	
	Working with and placing job adverts in the disability press or on disability websites	HWK	March 2019	
Provide a fully inclusive and accessible recruitment process	Identify and address any barriers that may prevent or deter disabled people from applying for jobs (where we advertise, the words we use, how people can apply)	HWK with Involve	March 2019	
	Making sure online and offline material is accessible. Provide a contact, phone number and email for applicants to contact and ask questions or request support.	SBA for LD Support Officer role	March 2019	
	Get the process tested by disabled people and removing barriers they find	SBA	March 2019	
	Provide a short but accurate job description. Accepting there are different ways to achieve the same objective.	SBA	March 2019	
	Different formats available if needed	SBA	March 2019	
	Accept job application in different formats	SBA	March 2019	
	Making sure people involved in the process know how to support disabled people	HWK	March 2019 and ongoing	
Offer an interview to people with a disability who meet the minimum criteria	Offering an interview to those who meet the criteria for the job.	HWK	April 2019	
	Interviews for future opportunities to be offered to those with a disability who meet the criteria.	HWK	Ongoing	
Being flexible when assessing people so people have the best	Offering extended interviews	SBA	April 2019	
	Using a computer for written parts of an interview	SBA	April 2019 if needed	

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opportunity to demonstrate what they can do	Making the interview times suitable for a disabled candidate (not during rush hour, organised by public transport)	SBA	April 2019	
Proactively offer and make reasonable adjustments as required	This will be determined by who is successful in applying for the role.	HWK	Ongoing	
Encourage partners and suppliers to be disability confident	Promoting the campaign through networks such as Disability Partnership Board. Is there a national target?	HWK	May 2019	
	Press release for when we move through the levels of disability confident.	SBA	May 2019 and October 2019	
	Current level of disability confident to be on email banners.	HWK	February 2019	
Ensuring employees have appropriate disability equality awareness	Seeking what training is available for HWK staff and accessing it.	SBA	March 2019	
Completing the self-assessment form	Complete and file the self-assessment review <a href="#">here</a>	SBA	April 2019	

**Level 2 Employer**

**Theme 2 (of 2). Keeping and developing staff**

Task	How will this be done?	Who will do it?	When will it be done? / Update	Example only RAG
Promoting a culture of being disability confident	Create a culture where employees feel confident to disclose any disability or long term health condition. Make this (and mental health TTC pledge) a part of the agenda for one to one meetings.	SB/HWK	April 2019	
	Create positive messages in company literature. Challenge any negative or prejudicial statements from others.	HWK	Ongoing	
	Regularly consult with staff about perceptions of issues or barriers and reporting on actions to address these.	SB	Ongoing	

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Supporting employees to manage their disabilities or health conditions	Encourage employees to be open and to discuss access and support needs. Add to agenda of one to one meetings.	SB	Ongoing	
	Provide support for employees who become disabled	SB	Ongoing	
	Provide reasonable adjustments to the workplace and work style.	HWK	April 2019, if needed	
Ensure there are no barriers to development and progression of disabled staff	Regularly discuss training needs. Add to agenda of one to one meetings.	SB	April 2019	
	Keep people with disabilities informed in all formal and informal discussions. Have team meetings at a time/day that is suitable for LD Support Officer.	HWK	Ongoing	
	Ensure training needs are met and training resources are available in formats that a disabled employee needs.	SB	Ongoing	
Supporting sickness	Have a clear process for managing absence and making sure staff know about the process	SB	March 2019	
	Absent staff receive regular contact from line manager	SB	Ongoing	
	Support plan in place for returning to work. Maybe reduced hours. Exploring suitable alternatives if they cannot return to their role	SB	Review April 2019	
Listening to feedback	Ensure opportunities for staff feedback with regular 1:1 supervision.	SB	Ongoing	
	Reports on issues raised and what action was taken. To remain confidential in chief officer report.	SB	Ongoing	
Review the self-assessment	After 3 and 6 months from originally appointing the Learning Disabilities Support Officer check the self-assessment. If satisfactory change to an annual check.	SBA	July and October 2019	

**Level 3 Leader**

Task	How will this be done?	Who will do it?	When will it be done?	Example only RAG
Get self assessment form validated	<a href="#">This</a> can be completed with:	SBA	October 2019	

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	<ul style="list-style-type: none"> <li>-disabled employees, customers or people in the local community</li> <li>- existing disability confident leaders</li> <li>- local disability organisations</li> <li>- disabled people user led organisations</li> </ul> <p>Showing valid evidence that proves we are meeting our agreed plan.</p>			
<p>Narrative on our leadership pledge</p> <p>Writing a narrative for our application that shows we have or we will:</p>				
Encourage other organisations to take the pledge (1)	Keep disability confident on our email banner	HWK		
	Raise awareness through partnership links (AALDPB)	SB/SBA		
	Write and share a blog (anonymous staff names) about benefits we have had	HWK		
Use social media to promote best practice (2)	Share information when making changes that support disabled employees	HWK		
	Blogs about making information plain English	SBA		
Provide peer support to others. (3)	Offer support to others when promoting disability confident	SBA		
	Share links to useful websites that have helped us when becoming disability confident	SBA		
How we will celebrate our success and that of partners (4)	Press releases	SBA		
	Sharing content on social media	LA		
	Sharing content on our website	LA		

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	Promotion in adult services, local schools and colleges. So students can see that Kingston is growing the amount of employees becoming disability confident and there will be options when they are looking for work	SBA		
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