

University of Westminster Disability Equality Action Plan 2009-2012

Specific duty for University of Westminster: Action number	Key actions and priority level	By	Responsible	In co-operation with	Monitored by
1. Second University Disability Equality Scheme – effective dissemination and implementation.					
1.1	<p>Ensure that the second Disability Equality Scheme (DES) is subject to a wide consultation and engagement process with key stakeholders. Ensure that the DES is also informed by the results of the Thematic Student and Staff Disability focus groups and the Disability Data Capture exercise for staff. Ensure that an Equality Impact Assessment of the DES is carried out.</p> <p>Priority Level: High</p>	By Oct 2009	HR Manager – Equality and Diversity	HR Director, Disability Services Forum (DSF), Diversity Audit Group (DAG), SMG Unions	HR COMMITTEE and UEB
1.2 Ensure that all the areas identified in 2008/2009 student and staff Thematic Disability focus groups that need addressing as barriers are proactively addressed.	<p>A plan of action has been developed in respect of these issues (available in the 2008 annual Disability Equality Scheme progress report). Ensure that these issues are a standing item in Disability Services Forums until they are all dealt with by the relevant staff.</p>	Over 2009-2010	Disability Services Manager	DSF, SMG Director of Academic Services, Disability Tutors, HR Manager – Equality & Diversity	DSF, Director of Academic Services

University of Westminster Disability Equality Action Plan 2009-2012

Specific Duty for University of Westminster: Action number	Key actions and priority level	By	Responsible	In co-operation with	Monitored by
1.3 Formal approval of the revised Disability Equality Scheme	Obtain HR Committee approval of the DES. Priority Level: High	Nov 09	HR Manager – Equality and Diversity	HR Director DAG, DSF, SMG, Unions	UEB and HR Committee
1.4 Dissemination and awareness raising	Ensure that the revised DES is published and widely available and well communicated to the University community. Ensure that the dedicated website to support disabled staff is well maintained. Priority Level: High	Dec 09 onwards	HR Manager – Equality and Diversity	HR Director DAG, DSF, UEB, Unions	UEB and HR Committee
1.5 Next review of Disability Equality Scheme	Ensure that the DES is subject to a major review every three years. Priority Level: High	By Dec 2012	HR Manager – Equality and Diversity	HR Director DAG, DSF, UEB, Unions	UEB and HR Committee
1.6 Raising awareness of the Disability Equality Scheme and the provision of training and guidance for managers, tutors and other relevant staff	Continue to provide Disability Awareness training and guidance for all relevant staff, especially managers, tutors, security /front of house and estates staff to improve understanding and awareness and ensure that these key staff are able to respond in a positive way to disability issues. Priority Level: High	On-going	HRD/Disability Services	HR Director, DSF, UEB, Unions	UEB and HR Committee

University of Westminster Disability Equality Action Plan 2009-2012

2. Specific Duty for University of Westminster: Action number	Key actions and priority level	By	Responsible	In co-operation with	Monitored by
2.1 Ensure that follow up action is taken in respect of the helpful feedback and comments from the 2009 Disability Data Capture exercise.	Develop a policy on disability related sick leave to meet legal and best practice guidance. Develop a support network for staff suffering from cancer based on staff feedback and CIPD guidance. Review and explore alternatives to the current screening and support process for dyslexic staff.	December 2010	HR Manager – Equality and Diversity	HR Director, DAG and DSF	UEB and HR Committee
3 Monitor student admission and progress, staff recruitment and career progress, by disability and other key equality factors. Disseminate widely. Publish this information on the Diversity website.					
3.1	Collect and analyse student data. Priority Level: Annual Requirement	March each year	Director of Planning, Director of Careers and Student Employment and Director of Academic Services	DAG, DSF, HR Manager – Equality and Diversity	UEB
3.2	Collect and analyse staff data. Priority Level: Annual Requirement	May each year	HR Manager – Equality and Diversity	HR Director, DAG	UEB and HR Committee