

# DISABILITY EQUALITY DUTY - ACTION PLAN

Created: Jun-07  
 Last Updated: Jul-09

Recommendation	Management Comments	Lead Officer	Deadline	Revised Deadline	Progress So Far
<b>Develop a culture at Solon HA that is inclusive and accessible to disabled people.</b>	Arrange regular disability awareness training for staff and residents.	PAC	October 2008. Annually thereafter		Training arranged October 2008 with a mop up session Jan 09. Resident Forum Members attended an equality awareness day at the beginning of 2008. Consider including residents, board & contractors in next session, or set up extra session before Oct 2010.
	Incorporate disability questions into surveys for employees.	PAC	September 2008. Annually thereafter		Included in September 2008 survey. These questions will become standard until further changes / additions are made. Response was positive - 4 out of the 5 questions responded 100% definitely yes.
<b>Remove barriers to employment for disabled people in Solon HA.</b>	Continue to meet the commitments of the Disability Symbol.	PAC	Ongoing		Continuing to meet the standard. Were successfully assessed in September 2008.
	Promote disability issues positively at Solon. Via promotion of the Equalities Policy when revised in August 2008. Also fair treatment of staff with disabilities.	PAC	October 2008. Also ongoing		Policy revised Nov 2008. Staff were consulted and all have been provided with a copy.
	Continue to monitor recruitment of people with disabilities.	PAC	Ongoing		Widened recruitment to include job Centre (Access to work) and Equalities South West e-mailing.
	Challenge discrimination in the workplace.	SMT	Ongoing		Yes. Ongoing
	Recognise and tackle issues arising from assimilation of disabled workers into teams.	SMT/PAC	Ongoing		Some staff members have had additional management support where needed and reasonable adjustments are continually being made.
<b>Aim to ensure that all Solon HA information is available and accessible for disabled people</b>	Establish which methods of communication and publications are currently not accessible.	PM / PAC/RICO/HM	Jul-08	Sep-09	Performance Improvement Manager has begun work on looking at individual policies / procedures with residents. There has been a change in changes to PAC and RICO. Both staff are permanent now.
	Provide information in accessible formats.	PAC/RICO/HM	Sep-08	Jan-10	An event is planned for August, to work with residents to produce a set of service standards which are accessible.
	Provide specific specialist training to key communication employees. As part of disability awareness training noted above	PAC	October 2008. Annually thereafter		Training arranged October 2008 with a mop up session Jan 09. More specific training still needed on disability awareness and communication.
	Maximise the use of IT access opportunities inc. website. To incorporate in website design when reviewed.	F&ITO/RICO/PAC	Oct-08	Summer 2010	2 meetings have been held with staff and residents to establish what is needed from a website revamp. 3rd meeting planned for September 2009.
	Maximise the use of IT access opportunities ctd. Ensure disabled access to CBL at Solon's office.	F&ITO/RICO/PAC	Jul-08	Dec-09	As our lease has been renewed in this building we will be looking at revamping the reception area to make it more accessible. Work will start in July 2009 for this.
<b>Ensure that Solon's offices are accessible to disabled people.</b>	Implement outstanding recommendations of the Access Audit i.e. hearing loops in reception.	PAC	Dec-08	Dec-09	Hearing loops installed have been installed and we have a portable one for the interview rooms. Need to look at further recommendations of the access audit.
	Refresh access audit at regular intervals, taking specific account of hearing, visual, physical, cognitive and other similar impairment or disability.	PAC	Oct-08	Oct-09	Due to changes in PAC this has been postponed. Many of the previous access audit recommendations are yet to be implemented but this will happen afterwards.
	Agree pre-requisite for future procurement of all offices, to ensure maximum access for disabled people.	CSD/PAC	Dec-08		Our lease has been renewed in this building therefore we need to consider existing space. We will ensure that this is within our brief for the consultant when Reception is being revamped.

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<b>Ensure that disability and associated action plans are mainstreamed into Solon's relevant functions.</b>	Consider disability when developing operational plans.	SMT	Ongoing		Equality Impact Assessments have been introduced with the Nov 08 E&D policy revision and are being completed for any significant future changes or additions. Training for staff will be arranged for Autumn 2009 to ensure staff are well equipped to deal with equality considerations.
	Positive promotion of equality and diversity as a business benefit, rather than legislative compliance. Clear in Equalities Policy & Business Plan	SMT	Ongoing		Yes. Ongoing
	SMT to routinely examine disability performance in key areas.	SMT	From October 2008		Initial discussions at RP&EOWG including aids and adapts and letting stats for disabled residents / bidders
<b>Seek to make effective use of housing stock for disabled people.</b>	Identify local demand for housing from disabled people on waiting lists etc.	CSD	Jul-08	Dec-09	Have chased BCC for information regarding this as part of the Equality Policy Review (PAC)
	Identify demand/need for adapted accommodation from existing residents via a residents' survey.	CSD	Jul-08	Mar-10	Status survey revealed some results however a full tenancy audit is currently being undertaken which we anticipate will be completed by March 2010
	Monitor lettings to people with disabilities compared to length of wait.	CSD	From July 2008		
	Compile register of adapted dwellings.	CSD	September 2008.		Tenancy Audit will address this
	Review aids & adaptations policy and procedures.	CSD	July 2008.		The policy was reviewed in May 2009
<b>Consideration is given to the needs of disabled people when drawing up plans for the development/maintenance and improvement of stock.</b>	Asset Management Strategy and Development Strategy to identify and address needs of disabled people.	CSD/SPM	Sep-09		The AM strategy was revised in Jan 2009. Development Strategy still needs to be looked at. Tenancy Audit will address some of this.
	Plan to develop disabled housing, including lifetime homes, as part of every development, subject to LA agreement	CE	From July 2008		All new grant funded schemes will be built to lifetime homes standards and when practical and agreed with LA, new wheelchair units will be included for each new development.
<b>Major policies will be produced with the involvement of disabled people.</b>	Consider disability issues when developing policies and procedures.	SMT	July 2008.		Equality Impact Assessments have been introduced with the Nov 08 E&D policy revision and are being completed for any significant future changes or additions.
<b>Solon will involve disabled people in the development of policy, as proportionate and appropriate.</b>	Seek to ensure that disabled people are represented on the Residents' Forum.	CSD/RICO	Ongoing		There is already representation on the forum however the tenancy audit will identify more residents who can be approached directly.
	Work with other agencies to create useful consultation boards or processes with disabled people.	SMT	Ongoing		Performance Manager has involved disabled residents and representatives from Care and Repair and BCC in reviewing the Aids and Adaptations policy
	Communicate positive impact of engagement to disabled people to maintain interest.	SMT	Ongoing		Disability impact will be included in the 2009/10 Resident Involvement Annual Impact Assessment - this information is fed back to residents annually.

**KEY :**

PAC Personnel & Admin Co-ordinator

SMT Senior Management Team

HM Housing Manager

FI & TO Finance & IT Officer

PM Performance Improvement Manager

CSD Customer Services Director

CE Chief Executive

SPM Senior Project Manager