

Appendix A

Summary Disability Equality Scheme Action Plan

Action Plan 1 – Involving People with Disabilities

Objective	Action	Target	Lead	Outcome	Position
Develop a process to help employees communicate the barriers they face	Arrange accessible focus groups, interview and telephone questionnaires	Jan 07	EDA	All employees have had the opportunity to communicate their views	Focus groups, interviews completed further work continues to ensure continuance of consultation
Identify issues/barriers people with disabilities face when applying to or working for Humberside Police	Collect and analyse data from consultation events	March 07	EDA	Issues/barriers identified	Ongoing utilising established networks and performance data
Prioritise issues identified and develop plan for action	Give regard to outcomes in line with resources available involve diversity group and consultative groups. Agree action plan to be signed off by Chief Constable	July 07	EDA	DES action plan reviewed and published	Action plan created as 'living' document which will be added to in light of increased information Best Practice etc.

Commence consultation with local disability groups in order that they may communicate the barriers they face	Collect and analyse data and prioritise operational areas of police business for action	Nov 06	Diversity Unit	Priority Actions Identified	Diversity Unit have undertaken this work which will continue
Involve people with disabilities in the prioritisation and provision of services we provide	Develop a system of consultation meetings with members of disability groups. Assess the extent to which people with disabilities are represented on existing consultative groups	March 07	EDA	Evidence of involvement via appropriate consultation forms	Groups do exist however these are being extended – and this action will be on going

Action Plan 2 – Impact Assessment

Objective	Action	Target	Lead	Outcome	Position
Impact assess new current and revised employment policies across all strands of diversity	Work with practice direction owners to agree an action plan Oversee the process of assessment Monitor compliance with plan	Dec 08	Impact Assessors/ Employment Policy Monitoring Officer	All employment policies impact assessed	On going 80% Employment policies and 60% Service Delivery policies completed
Identify service delivery and operational	Owners of practice direction to prioritise according the relevance	Feb 07	Diversity Unit	Time scaled, prioritised list of policies and practices for assessment agreed	As above process of impact assessment

policies and practices which will require impact assessment	assigning high, medium or low status				continues
Ensure service related and operational policies and practices are impact assessed according to their relevance	Work with practice direction owners to agree an action plan. Oversee the process of assessment ensuring that owners of practice direction complete the assessment. Monitor compliance with plan	May 08	EDA	All service related and operational policies impact assessed	As above 60% complete on going
Publish the outcome of impact assessments	Assess most suitable accessible medium for publication	June 07	Employment Monitoring Officer & Marketing	Results of impact assessments open to public scrutiny	Further work required on publication target date moved to March 08

Action Plan 3 – Access to Buildings

Objective	Action	Target	Lead	Outcome	Position
Provide equal accessibility to all customer services within public foyers.	Where resources permit complete the programme improvements to public foyers Provide enquiry points within designated police buildings which	2008	Buildings Manager	Improved level of provision of suitable facilities	On going completion date March 2008

	facilitate equal access to all				
Identify barriers to the provision of equal access within the Police Estate	Undertake access surveys of all police buildings to identify barriers which prevent the integration of employees with disabilities within the police estate Produce gap analysis report	2008	Buildings Manager	Identification of areas where investment should be targeted	Ongoing 75% complete
Provide toilet facilities for people with disabilities in 36 of the 38 buildings which provide access to the public	Install or modify existing toilet requirements to the required standard	2008	Buildings Manager	Toilets installed in 36 buildings	Complete

Action Plan 4 – Service Delivery

Objective	Action	Target	Lead	Outcome	Position
To enable Humberside Police to send and receive text messages to all citizens	Upgrade existing Telephony Systems to accommodate text messages	Nov 2008	Call Handling Project	Accessible service provision for all members of society	Under consideration as part of the Call Handling project
Extend the	Create the availability	Nov 2008	Call Handling	More extensive means of	

availability/means by which Humberside Police can be contacted	for the use of the following methods of communication to contact Humberside Police – Fax, Email, Web Chat and Instant Messaging		Project	contacting Humberside Police	Under consideration as part of the Call Handling project
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Action Plan 5 – Employment

Objective	Action	Target	Lead	Outcome	Position
Increase the number of people with disabilities who are employed by Humberside Police.	Increase the level of applications received from disabled applicants to 1% of all applications received.	Dec 07	Recruitment Manager	Level of applications increased	Current level is >2%
Increase the number of people with disabilities who are employed by Humberside Police.	Continue to actively promote Humberside Police as an employer of choice for applicants with disabilities by building links with the Employment Service and other appropriate organisations.	Ongoing	Recruitment Manager	Links built with business partners	Continuing. links created with Jobcentre Plus, Access to Work, Connexions
Increase the number of people with disabilities who are employed	Continue to utilise the current process with regard to making reasonable adjustments	First Review end March	Recruitment Manager	Employees new in post have timely reasonable adjustments suitable to their needs.	Processes in place to make reasonable adjustments. To be

by Humberside Police.	for new in post, Monitor and review outputs on a quarterly basis.				reviewed to improve timeliness
Identify Performance Indicators for employment with respect to recruitment, retention and progression	Research the local population to ascertain benchmark statistics	Dec 2007	Employment Monitoring Officer	Performance indicators agreed and implemented	Population Stats for area available, indicators to be agreed
Increase employee awareness of the services, advice and support available within the organisation for employees and managers	Inform employees and managers of the services provided by Occupational Health, Welfare and Safety	July 07	Employee Relations Manager/ Equality & Diversity Advisor	Employees and Managers are informed	Ongoing Promotion of information and increased awareness is a developing process
Employees who wish to disclose their disability feel able to do so	Develop a strategy to promote our positive approach to disability	July 07	Employee Relations Manager	Employees are willing to declare	Self service HR in place employees encouraged to declare disability but further work required
Increase the knowledge of all staff/managers of all diversity strands or issues	Recruit suitably qualified and experienced trainers Review all existing training provision	Jan 07	Staff Development & Training Manager	6 strands of diversity embedded in training	Trainers are qualified All Training takes into consideration the six strands of diversity

by embedding the 6 strands of diversity in all training provided by Humberside Police	Identify gaps , develop action plan and commence implementation	July 07 July 07			There will be an ongoing process considering the best means of increasing knowledge
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Action Plan 6 – Procurement

Objective	Action	Target	Lead	Outcome	Position
Implement relevant disability considerations into the current procurement process	Review current procurement process and amend as necessary	December '06	Procurement Manager and Diversity Manager	Compliance with DDA	complete
Procurement staff aware of the Disability Equality Duty	Briefing materials to be prepared and training to be delivered	November '06	Procurement Manager	Increase knowledge and practical application of revised procurement process.	Complete

Action Plan 7 – Communication

Objective	Action	Target	Lead	Outcome	
Development of accessible communication channels	The identification of appropriate communication channels for different community groups and employees undertaken through Humberside Police's various consultation mechanisms	March 2007	Head of Marketing and PR Head of Diversity	Maintenance and development of communication channels between the public and the Force	Work on going
To raise public awareness of the Scheme	Scheme made available via the Force's website	December 06	Head of Marketing and PR	Increased awareness of the Force's commitment to eliminate discrimination	Scheme published on website
Ensure accessibility compliance for all our publications	Conduct a review of Force publications to increase accessibility.	November 2007	Head of Marketing and PR	Increase accessibility to publications	Review is underway to encourage compliance
Ensure our E-Channels are fit for purpose	To introduce an accessible website/intranet compliant to W3C Standards.	September 2007	Head of Marketing and PR Head ISB	Compliance W3C Standards	Website compliant – intranet requires further work
To provide the key channels of communication with disabled members of the public and staff	Set up Community Links – Via Diversity Unit	Ongoing from March 2007	Head of Marketing and PR Head of Diversity	To publish Force and local disability equality action plans and updates.	On going