



DACORUM BOROUGH COUNCIL

DISABILITY EQUALITY SCHEME

(Strategy to eliminate discrimination and unfair treatment of people with disabilities and promote equality of opportunity.)

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Committing to Excellence	Promoting Civic Pride & And Active Community	Creating a Clean, Tidy & Safe Environment	Providing Affordable Housing while Protecting Green Space	Ensuring a Sustainable Local Economy & Jobs
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Foreword

The Council welcomes the new positive duty of the Disability Discrimination Act (DDA), in relation to eliminating discrimination and promoting disability equality. We acknowledge that disability equality involves identifying individual's needs, making reasonable adjustments and empowering people with disabilities to have full access to our services and opportunities. This duty will become a central part of the Council's functions and activities. We will strive to ensure that disability equality is embedded in all our processes and practices so that people with disabilities receive fair, appropriate, and equitable services. The new duty is a catalyst for change and presents us with challenges for the future.

The Council has many roles, as a provider and commissioner of services; as an enforcer; a facilitator of community partnerships and working; a regulator and as an employer. We are committed to enshrining equality and diversity within all that we do. This Disability Equality Scheme (DES) sets out the Council's aims, objectives and action plan in relation to complying with the new duty. It will provide us with a framework through which disability equality can be integrated, monitored with regard to all aspects of policy and practice. It will be the subject of extensive consultation with people with disabilities, organisations, groups, partners and stakeholders.

The Council recognises that disability equality cannot and should not be considered in isolation from other equality issues. This DES is an addendum to our Corporate Equality Strategy (CES), which sets out the Council's strategic aims and objectives with regard to promoting equality of opportunity with regard to all aspects of equalities and diversity. We aim to ensure that equalities is "mainstreamed" – in other words – considered in relation to all policies, procedures, day to day practices and delivery of services. We are committed to ensuring that all services are accessible and appropriate for all. We will develop a robust monitoring, evaluation, and review process to identify progress made and areas for improvement.

This DES reinforces our commitment in our CES to ensure: -

- *All types of unlawful discrimination and unfair treatment are eliminated.*
- *All aspects of equalities are addressed (i.e. gender, race, disability, sexuality/ gender, religion/ belief and age)*
- *All aspects of equality are mainstreamed into all aspects of policy and practice.*

We will work with and consult individuals in the community, local organisations, groups, partners, and stakeholders on our equality aims, objectives, and performance. We will report on progress made annually and update the entire CES including the DES every three years.

Chief Executive's signature

People with disabilities.

This includes people of all ages, all ethnic origins, faiths and beliefs, gender and sexual orientation. It includes the different types of disability in terms of physical disability, learning difficulties, mental health difficulties, sensory and other impairments.

The Council has adopted the Disability Discrimination Act (DDA), definition of a disabled person as: -

“anyone who has a physical or mental impairment which has an effect on his or her ability to carry out normal day-to-day activities”.

A physical or mental impairment includes any visible and invisible disability, sensory impairments, mental health issues, learning disabilities, and conditions such as diabetes and epilepsy. The definition also covers HIV, cancer, and multiple sclerosis from the point of diagnosis.

In legal terms, disability discrimination occurs where: -

- A person or group of people with disabilities are treated less favourably than an individual or groups without disabilities.
- The treatment is because of the persons disability
- The treatment cannot be justified.

Discrimination occurs when: -

- There is a failure to make reasonable adjustments or provide appropriate aids or adaptations.
- The failure cannot be justified.

In accordance with the DDA, the Council will not, in relation to people with disabilities: -

- Refuse to provide a service or opportunity.
- Provide a service of a lower standard.
- Provide a service on worse terms.
- Permit victimisation of people with disabilities for exercising their legal rights.
- Permit discrimination against a person with disabilities.

The Council perceives equality as being more than just compliance with our legal duties. It is about fairness, in terms of ensuring that the services we provide are appropriate and accessible to all. Our vision in terms of equality and diversity is of an inclusive and cohesive borough with strong positive relationships between the diverse communities and individuals. We are committed to attaining the progressive levels of the Equality Standard for Local Government, which provides us with a framework to mainstream our equality and diversity objectives. We have set ourselves a performance target to reach Level 4 by 2009.

Our vision

The Council has included disability equality as part of its overall CES. We have developed a number of initiatives, services and activities aimed at removing barriers for people with a range of disabilities and ensuring that they are able to access services and opportunities. We are committed to the following: -

- Ensuring that all persons with disability are able to access services, opportunities and buildings.
- To ensuring information is available in a variety of accessible formats.
- To ascertain the specific requirements, individuals may have because of their disability and the aids or adjustments needed.
- To remove all unnecessary barriers.
- Ensuring that all Council staff are trained and supported to recognise and respond to the needs of people with disabilities.
- To regularly review, all aspects of the Council's services for people with disabilities.
- Proactively consulting people with disabilities on how they would like to be involved in the democratic processes of the Council.
- Promoting a culture where people with disabilities actively seek engagement through Local Strategic Partnerships.
- Ensuring that public meetings are held in fully accessible venues.
- Ensure that appropriate communication is in place, so that people with disabilities can access and understand public documents.
- Ensure public documents are jargon free and are good examples of plain English.

Our achievements include: -

- *Signing up to and gaining the Employment Service's "Two Ticks – Positive about Disabled People" accreditation with regard to recruitment and selection. The Council has agreed to and follows the associated commitments, which are designed to ensure that people with disabilities have every opportunity to access employment opportunities. The commitments are:*

To interview all applicants with a disability who meet the minimum criteria for a job vacancy.

To ensure that there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees what can be done to ensure they can develop to the best of their ability.

To make every effort if employees become disabled to keep them in employment.

To take action to ensure that all employees develop the appropriate level of disability awareness required to promote disability equality.

To review the commitments annually identifying what has been achieved and the areas for improvement.

- *Access audits:* Undertaking accessibility audits of all Council buildings.
- Providing aids and adaptations to facilitate access to services, opportunities, information, and buildings.
- *Shopmobility.*
- *Equalities monitoring:* The Council has established a database of information on employees, customers and service users with disabilities.
- *Partnership working:* The Council has established links with a variety of organisations and individuals with disabilities and will continue to consolidate its links and networks.

Disability equality.

The Governments report “Improving the Life Chances of Disabled People” sets out its vision of disability equality as: -

“ By 2025, disabled people in Britain should have full opportunities and choices to improve their quality of life and will be respected and included as equal members of society”

The Disability Discrimination Act (DDA), has provided the framework through which organisations have been required to address disability equality issues, however the Government has recognised and acknowledges that the Act *“lags behind sex and race legislation in the protection it provides for disabled people”* (Towards Inclusion: Civil Rights for Disabled People). The imposition of the new duties in relation to disability equality is aimed at ensuring that all public authorities, which includes the Council, work towards the full inclusion of people with disabilities within society and the elimination of discrimination and unfair treatment.

The Council acknowledges and welcomes the challenge of the new duties. Underpinning the new duty is the belief that the disadvantage and social exclusion that is often faced by people with disabilities is a consequence of environmental barriers, which can take the form of inaccessible buildings, inappropriate employment practices, and inaccessible services. The Council will take action to identify and address attitudinal, institutional and physical barriers that disadvantage people with disabilities in Dacorum.

The “general duty”.

The “general duty” requires the Council to: -

- Promote equality of opportunity between people with disabilities and those without.
- Eliminate discrimination that is unlawful under the Disability Discrimination Act. This can either be direct discrimination which relates to less favourable treatment of people with disabilities due to their disability, or failure to make reasonable adjustments.
- Eliminate harassment of disabled people that is related to their disability.
- Promote positive attitudes towards people with disabilities.
- Encourage participation of people with disabilities in public life.
- Take steps to meet the needs of people with disabilities, even if this requires treatment that is more favourable.

The “specific duty”.

The specific duties set out requirement for the Council to produce this DES and specify what it should include.

Employment duties.

The DDA applies to all prospective, current, and former employees of the Council. It relates to all areas and all aspects of employment, including recruitment, retention, training, and development. The Council is required to ensure that its recruitment processes and arrangements for determining employment do not discriminate against or treat people with disabilities unfairly. It also relates to the terms and conditions of employment and opportunities such as promotion, transfer, training or receiving any other benefit. Failure to provide an opportunity on the grounds of a person’s disability will constitute unlawful discrimination. The Act also covers formal processes such as disciplinaries, dismissal, and redundancy policies and makes it illegal to subject a person with disabilities to harassment for a reason that is related to their disability.

Service delivery

The Council as a provider of services must ensure that it does not discriminate against people with disabilities in the provision of services. This positive duty requires us to look at disability equality at the beginning of processes, rather than make adjustments at the end. Equality must be mainstreamed into all policies, procedures, and activities at the outset. The duty covers all Council functions and activities including budget setting, commissioning and procurement, regulatory functions and setting the framework in which it will deliver services. It will bring about a shift from a legal framework, which relies on individual disabled people complaining about discrimination to one in which the public sector becomes a proactive agent of change.

This DES sets out the Council's action plan in relation to the following: -

- What action we plan to take to meet the disability equality duty.
- How disabled people are and will be involved in this process.
- How our equality impact assessment process will work to identify the disability equality issues.
- How we plan to gather information on employment and other functions.
- How we plan to use information to inform relevant strategies, action plans, and the DES.
- The process for annual review of the DES.

Reasonable adjustments.

Under the DDA, people with disabilities can be treated more favourably in order to ensure equality of outcome. The Council acknowledges that people with disabilities may need equal treatment, more favourable service or different treatment from non-disabled people in order to receive the same service. In order to treat people with disabilities equally, the Council may have to treat individuals differently.

Reasonable adjustments include changes to working policies and practices, adjustments to services or premises and facilities. The Council is committed to undertaking reasonable adjustments that are in response to the needs of all people with disabilities as well as specific adjustments that relate to specific disabilities such as: -

- Mental health issues
- Learning difficulties
- Sensory impairments
- Physical impairments
- Progressive conditions

The Council will undertake consultation with individuals concerned regarding the nature of adjustments or adaptations required. Whether an adjustment or adaptation is reasonable or not will be influenced by a number of factors, which will include practicality, effectiveness of the proposal in overcoming the identified disadvantage or discrimination and the resources required.

Consultation, involvement and participation of people with disabilities.

The specific duties of the DDA require the Council to "*involve people with disabilities who appear to have an interest in the way it carries out its functions in the development of the Disability Equality Scheme*". The duty requires us to actively engage people with disabilities, their carers and relevant representative organisations and groups. This scheme will be developed, reviewed, and monitored with the involvement, and

participation of people with disabilities, service users, stakeholder, partners, community, and voluntary groups. We perceive the scheme to be a “living document” which will be constantly reviewed and regularly monitored.

Intrinsic to the success of the Council in developing an appropriate and relevant strategy document is the participation and involvement of people with disabilities. We are committed to consultation and participation with regard to the development of appropriate, relevant, and measurable objectives and targets, the evaluation, review and monitoring of our performance.

We are committed to involving people with disabilities and other stakeholders to assist us to:

- Identify barriers faced by people with disabilities in relation to accessing employment opportunities and services.
- Identifying appropriate priorities and develop action plans.
- Identifying and implementing appropriate policies, initiatives, and activities to address the disability agenda.

In order to make involvement and participation effective, the Council is committed to the following: -

- Clear focuses on where it can realistically make changes and the resources that are required for this.
- Involvement processes that are accessible to people with a range of disabilities and impairments.
- A proportionate approach that takes into account its resources.
- Open and transparent reporting on the outcomes of the involvement and participation of people with disabilities and information on what will be done.

The Council will undertake consultation, participation and survey initiatives with customers, service users, and employees at regular intervals in acknowledgment of the fact that impairments and disabilities may change and be acquired. The results of this will be used to review the appropriateness and effectiveness of the action plan and targets.

Profile of disabilities in Dacorum

It is estimated that there are 10 million people in Britain who have a disability, which represents 20% of the population. The Department for Work and Pensions (DWP)

observe that there is no single accurate measure or estimate of disability. As equalities monitoring of disabled people, especially using the Disability Discrimination Act definition, is not widely carried out, we must rely on indicative data. A key challenge for the Council is to establish the diverse range of needs of people who have different types and levels of disability. There is also a lack of clarity around the definition of disability, which affects the analysis of statistical information in this area. It will therefore be important to develop a much clearer picture of the number of people with disabilities within Dacorum. This will assist the Council to establish a baseline in terms of current performance and to be able to set meaningful, challenging, but realistic performance improvement targets. Information from the 2001 census indicates the following in relation to carers of people with disabilities within Dacorum.

Number of carers in Dacorum.

	Provision of unpaid care*	% of people who provide unpaid care		2001 Population	
	All people who provide unpaid care	1-19 hours a week	20-49 hours a week	50 or more hours a week	
ENGLAND	4,877,060	68.64%	10.88%	20.48%	49,138,831
EAST REGION	520,209	71.99%	9.50%	18.51%	5,388,140
HERTFORDSHIRE	96,190	75.10%	8.78%	16.12%	1,033,977
Broxbourne	7,923	70.87%	10.10%	19.03%	87,054
Dacorum	13,057	76.17%	8.27%	15.56%	137,799
East Herts	11,482	77.77%	8.24%	14.00%	128,919
Hertsmere	8,890	74.78%	9.18%	16.04%	94,450
North Herts	11,073	75.54%	8.50%	15.96%	116,908*
St Albans	12,249	77.84%	8.18%	13.98%	129,005
Stevenage	7,032	69.14%	9.68%	21.17%	79,715
Three Rivers	8,129	77.39%	8.49%	14.12%	82,848
Watford	6,880	71.79%	10.22%	17.99%	79,726
Welwyn Hatfield	9,475	74.99%	8.34%	16.68%	97,553

*** Mid year estimate 2006 population 120,700 (office of national statistics)**

Equalities Impact Assessments (EIAs).

The Council has developed an Equalities Impact Assessment (EIA), process to systematically review all policies, procedures, functions, and activities in relation to the various strands of equality and diversity including disability. The Council recognises the links between the different strands of equality i.e. we live in an ageing society, and it is widely recognised that the incidence of disability increases with age. There is also a link between certain types of disability and ethnic origin, for instance sickle cell disease primarily affects those of African and Caribbean descent.

The EIA will help us drive forward the equalities agenda locally and with our partners by helping us:

- Take into account the needs and experiences of those groups of people who will be affected by our policies.
- Identify the real and possible inequalities people experience and the impact on Council policy and practice.
- Think about alternative policies or measures that might address any adverse impact or inequality.
- Help mainstream equalities in our policies and practice.
- Help us identify the resources required and target resources more effectively.
- Increase transparency in way policies / services are developed and delivered.

All new proposals will be reviewed in terms of the relevance to equality. This is the initial stage of the impact assessment process, which is the “screening”. The aims and objectives of the policy or proposal will be reviewed and information will be collected on how it will be implemented and which groups it is likely to affected and what the likely outcomes will be. This information will be gained from regular involvement and consultation with those likely to be affected or have an interest in it.

All current policies, processes, and functions will be continuously monitored under the auspices of the equality impact assessment process. This will assess the impact in relation to all aspects of equalities and diversity, which includes disability equality. Where a policy function or activity has been assessed as being relevant to disability equality, it will be assigned a high, medium, or low priority depending on the following considerations: -

High Impact	The assessment shows that: - <ul style="list-style-type: none">• The outcomes are relevant to the delivery of the Council's key
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	<p>business objectives.</p> <ul style="list-style-type: none"> • The policy/ function does not promote disability equality, so the Council would not meet the requirements of equality legislation, specifically disability equality. • There is disproportionate and unjustifiable adverse impact on employees, service users, customers and / or the community.
Low Impact	<p>The assessment shows that: -</p> <ul style="list-style-type: none"> • There may be some differential impact but this does not have disproportionate or inequitable outcomes and can be justified. • The policy is not an immediate priority for the Council. • There is no relevance.
Medium Impact	<p>The assessment falls in-between the two categories above.</p>

Procurement and partnerships.

The Council is committed to ensuring that all contractors and those who provide services on its behalf comply with the duty to eliminate disability discrimination and promote equality. It will undertake the following: -

- Include information regarding the DDA and the duty to promote disability equality into the terms and conditions of all contracts and partnership arrangements.
- Ensure that government guidance on social and equality issues in procurement are adhered to.
- Insert a clause in all contracts specifying compliance with the anti-discrimination provisions of the DDA.
- Specify the information that will be required of all contractors in order to demonstrate compliance.
- Ensure that equality criteria, including specific disability equality criteria is appropriately reflected and given due weight in the specification, selection and award criteria.
- Ensure that all contractors and partners understand the disability equality requirements of all contracts and partnerships.
- Undertake monitoring and review of performance in relation to disability equality.
- Provide training for all staff involved in procurement and partnership arrangements, to ensure they fully understand the provisions of the DDA and the relevance of disability equality.

In line with the assessment of all present functions and policies for adverse impact on disability equality, the Council will review all of its present contracts and partnership arrangements and include the above criteria. The Council will publish summaries of the results of all EIAs, as required by equality and diversity legislation including the DDA, ensuring that the information is available in a variety of formats.

The reports will include the following: -

- A description and explanation of the policy service or function that has been assessed.
- A summary of the results of the assessment, including its impact.
- A summary of the consultation/ participation undertaken
- A summary of the agreed action and proposals.

Full reports and information will be available on request. Feedback will also be include in appropriate documents such as the Corporate Performance Plan, The Corporate Equality Strategy, the Council's website, Dacorum Digest and other publications. This is in line with the Councils commitment to promote equality and diversity including disability equality in a transparent and informed way.

Policy implications.

The Council acknowledges and accepts the social model of disability, which has been developed by people with disabilities, as a challenge to the traditional / medical model. This involves an acceptance of the concept of "where the problem lies". In the traditional/ medical model, impairments and disabilities are seen to be the reason why people with disabilities are unable to participate fully in society. In contrast, the social model perceives people with disabilities as being disabled by physical and social barriers within society. The Council therefore accepts its responsibility and is committed to removing the social structures, policies, practices, and attitudes, which prevent people with disabilities from accessing services and opportunities.

In order to meet its obligations and develop appropriate targets and actions the Council will gather relevant data. It will undertake research and seek feedback from people with disabilities about what policies, practices, and services are working well, identify where the gaps are and what the priorities should be. Integral to this process will be the involvement and participation of people with disabilities. Information and evidence gathering will be part of the process of achieving greater equality for people with disabilities, ensuring that the Council treats employees, service users and members of the community with disabilities fairly and appropriately.

The Council will use a variety of methods to gather information such as: -

- Customer and staff surveys.
- Consultation with, participation of and feedback from organisations and groups, which represent people with disabilities.
- Facilitating the involvement and participation of services users and carers.
- Utilising consultation and survey techniques such as mystery shopping (utilising the services of people with disabilities to undertake random checks on the quality and standard of services and facilities).
- Undertaking targeted research (qualitative and quantitative).
- Monitoring and analysing customer feedback including complaints.

- Seeking feedback from disability staff networks and forums.
- Undertaking monitoring of employment functions by disability.

Equalities monitoring.

The Council currently undertakes monitoring of various aspects of service delivery and employment practices. It will continue to ensure that monitoring is an intrinsic and regular feature of our policy and practice, enabling us to evaluate and review our performance. The collection and analysis of equalities information will continue to contribute to the systematic development of anti-discriminatory and inclusive service delivery and opportunities. It will assist us to monitor our compliance with our legal and statutory duties and build a comprehensive picture of our performance in relation to the duties.

The fundamental objective of all monitoring will continue to be to provide us with an indication of the extent to which our services and opportunities are accessible and appropriate to all sections of the community. In relation to disability equality, we are committed to the following principles when requesting information from people with disabilities.

- Assurances will be given that all information is entirely confidential and will not be disclosed without prior permission.
- An explanation will be given regarding the meaning of “disabilities”.
- An explanation will be given as to why the information is being requested and how it will be used to improve services and opportunities for people with disabilities.
- People with disabilities will be involved in developing appropriate methods of research and in disseminating the findings.
- Reasonable adjustments will be made to processes to enable people with disabilities to participate in monitoring processes.
- Results of research and monitoring will be made available in various formats to ensure information is accessible to people with disabilities.

Our objectives.

This Scheme sets out the framework within which the Council will promote equality for, and prevent discrimination against, disabled people as users of our services, as our employees and members of the community. The following objectives are intended to support and complement this framework:

Objective 1 – We will promote equality for disabled people by:

- Removing barriers to accessibility, particularly in relation to employment and access to services, information and buildings.
- Encouraging good practice in the private sector through our procurement strategy.
- Ensuring that our equality standards are met when contractors under our procurement rules carry out services.

- Upholding the Social Model of disability.

Objective 2 – We will tackle discrimination against disabled people by:

- Promoting positive images of disabled people.
- Challenging unfair and discriminating attitudes and behaviour.
- Making the environment as safe as possible for disabled people.
- Challenging anti-social behaviour against, or harassment of, disabled people.

Objective 3 – We will support disabled people to achieve their full potential by:

- Providing necessary support, assistance and care to disabled people to enable them to lead independent lives.
- Supporting the formation of groups, networks and services for disabled people as employees of the Council and as residents.
- Supporting disabled people according to their individual need/s.

Objective 4 – We will work in partnership with disabled people by:

- Enabling disabled people's active participation in all aspects of public life.
- Involving disabled people in the changes and improvements we make.
- Consulting with disabled people on issues affecting them as well as with people acting on their behalf.

Non-compliance

The Disability Rights Commission (DRC) has an enforcement role in respect to the DDA. Non-compliance of the new duty could result in the following: -

- The DRC could issue the Council with a compliance notice, which is enforceable by the Courts.
- The DRC could apply to the High Court for a judicial review of the Council.
- The Courts and Employment Tribunals can impose significant fines on those found guilty of discriminatory and unfair treatment.

Implementation of the Disability Equality Scheme

This Disability Equality Scheme is based on eight core areas, which form the action-planning framework where we can build standards and focus on the actions that need to be taken. The eight areas are:

1. Making sure the Disability Equality Scheme is put into practice
2. Identifying relevant functions and policies
3. Assessing and consulting on the likely impact of proposed policies
4. Monitoring Council policies for adverse impact
5. Communicating the results of assessment, consultation, and monitoring
6. Making sure the public have access to Council buildings, information and services
7. Employment duties – monitoring employment and supporting employees
8. Training staff

Responsible officers and time scales will not be included until Council ratifies the DES.

Action Plan

1. Making sure the Disability Equality Scheme is put into practice

Purpose: To ensure compliance with our duty to promote equality of opportunity for all by ensuring that disability equality is mainstreamed into all policies, functions and procedures of the Council

Objective	Action	Outcome/PI	Responsible Officer Timescale
To ensure all strategic objectives include a commitment to promote disability equality and eliminate discrimination and unfair treatment.	Develop appropriate disability equality objectives and include in all strategic objectives.	Commitment to disability equality is integrated into all strategic objectives.	
To implement the Disability Equality Scheme.	Prepare action plan(s) to review functions, policies, and procedures.	Completion of action plan(s) Increased awareness of disability equality within Dacorum.	

Identification of managers' responsibilities regarding the implementation of the Disability Equality Scheme.	The requirement to promote disability equality to be included a competency against which performance is assessed.	Increased emphasis given to disability equality within all decision making across the Council	
To provide assistance in the implementation of the Scheme at a corporate level.	Guidelines and advice to be developed and disseminated.	Increased awareness of disability equality and the implementation of the Disability Equality Scheme.	
Development of a disabilities stakeholder panel to support the work of the Corporate Equalities Groups.	Develop proposal to establish the panel. Liaise with existing consultation and access groups.	Panel created to scrutinise our disability equality work. More effective and responsive disability equality policies and schemes across the Council.	
Raise the standard of disability equality across the Council.	The Scheme will be reviewed every 3 years.	Revised Scheme. Continued updates to the Scheme.	
To raise public awareness of the Scheme.	Scheme made available via the Council's website and publications.	Increased awareness of the Council's commitment to eliminate discrimination.	
To monitor the implementation of the Scheme.	Annual monitoring and reporting of Disability Equality Scheme action plan tasks.	Satisfaction across the authority of the progress made under the Scheme. The Scheme is revised as necessary.	

2. Identifying Relevant Functions and Policies

Purpose: To give appropriate priority to the promotion of disability equality when carrying out functions and policies

To meet the requirements of the Disability Discrimination Act 2005	To review all the functions and policies of the Council according to our duty to promote disability equality (the Scheme)	All functions and policies are reviewed as set out in the Scheme Application of the Scheme across all Directorates and services.	
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3. Assessing and consulting on the likely impact of proposed policies
Purpose: To determine how policies, functions and procedures affect disabled people (in service delivery and employment) and whether they are having an adverse impact on some groups or individuals.

Objective	Action	Outcome/PI	Responsible Officer Timescale
<p>Inform all senior managers of the need to capture data necessary for long-term impact to be assessed.</p> <p>To ensure that arrangements are made to monitor any adverse impact on the promotion of disability equality.</p>	<p>A generic monitoring form and guidance is developed and implemented.</p> <p>Ongoing appropriate consultation and an evaluation of their effectiveness in supporting objectives.</p>	<p>Data is collected and monitored in a consistent manner throughout the Council.</p> <p>Corporate baseline statistics established.</p> <p>Regular reviews of information and the implementation of any policy and practice implications.</p>	
<p>To ensure the consistent use of an equalities monitoring procedure.</p>	<p>The monitoring form will be used in conjunction with any applications to the Council for a service, job vacancy, and customer satisfaction surveys.</p>	<p>Service delivery is more able to meet the needs of the service users.</p>	
<p>To establish data on the experiences of people with disabilities and impairments in relation to accessing the Councils services and employment opportunities.</p>	<p>Develop and implement appropriate information and data collection systems.</p>	<p>Data collected and available on the experiences of people with disabilities as customers, service users, applicants for jobs and employees.</p>	

Incorporation of Disability Equality Scheme considerations within corporate service and financial planning guidelines.	Work toward standardising service planning guidelines with regard to promoting disability equality across the Council.	Improved service delivery by development of SMART targets and outcomes within services.	
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4. Monitoring Council policies for adverse impact

Purpose: To build disability equality into the policy-making process, and to make that process clear, open and inclusive

Objective	Action	Outcome/PI	Responsible Officer Timescale
To assess the likely impact of proposed policies on the promotion of disability equality.	Departments undertake Disability Equality Impact Assessments in line with guidance from the Corporate Equalities Groups.	Qualitative research is provided to identify likely, and existing impact, on disability equality.	
Guidelines and training for additional Disability Equality Scheme statements within Disability Equality Impact Assessments.	Develop guidelines for drawing out disability equality issues considered as part of the Impact Assessments. Training designed to disseminate this information to officers completing impact assessments.	Guidelines developed and training available.	
Annual monitoring of adverse impacts identified in the Equality Impact Assessments and other feedback mechanisms.	Collection of adverse impact information considered by each department across the authority. Compilation of information and consideration of impact on council service delivery.	Annual monitoring reports to be produced by service.	

5. Communicating the results of assessment, consultation and monitoring

Purpose: To make sure that monitoring, assessment and consultation activities, and their

results are clear and plain to our customers and staff

Objective	Action	Outcome/PI	Responsible Officer Timescale
Identification of information needed.	Guidance developed for Directorates on what information needs to be available in accessible formats.	Information made available in appropriate and accessible formats.	
Development of staff guidance on how to produce accessible information.	Develop guidelines for services to follow in producing accessible information.	Service information easily accessible across the authority.	
To identify arrangements for publishing results of assessments, consultations and monitoring.	Results are published using a variety of media and formats.	Publicly available record of progress and performance.	
Development of accessible communication channels.	The identification of appropriate communication channels for different community groups and employees undertaken through various consultation mechanisms.	Maintenance and development of communication channels between the public and the council.	
User satisfaction monitoring.	Monitoring of groups and representatives for people with disabilities of the effectiveness of communication channels and accessibility of information.	Increased accessibility of information across the council.	

Dissemination of staff guidelines on specific communication needs of disabled people across Dacorum.	Compilation of information available within the Council on customer care and service needs and production of guidelines disseminated to staff.	Staff guidance to increase the accessibility of information for our customers.	
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6. Making sure the public have access to Council buildings, information, services and functions

Purpose: To ensure that disabled people know about particular services, encourage people to use services and remove the barriers to access so that services are equally available to everyone in the community

Objective	Action	Outcome/PI	Responsible Officer Timescale
To identify service needs of disabled people, and barriers to accessing services.	Use consultation and monitoring arrangements and other available means to identify need.	Increased satisfaction levels.	
To provide information in accessible formats.	Ensure that all staff that have contact with the public are aware of procedures to accommodate people with language and accessibility needs.	A greater take up of service or satisfaction with the service provided, revealed by future consultation.	
To continue to comply with all appropriate legislative requirements for building accessibility for all Council property.	Continue existing programme of conducting access audits of all Council buildings.	A more easily accessible built environment.	
Increase access to services and functions for all people of Dacorum.	Upgrade the council's web page in line with web accessibility guidance.	<p>Increased understanding of access to services by area, facilities, buses, and road network etc.</p> <p>An increased awareness of the 'pockets' of limited</p>	

access to Council services.

Objective 7: Employment duties – monitoring employment and supporting employees

Purpose: Information from monitoring will be used to develop schemes (if required) to lead a workforce that further represents the profile of the communities of Dacorum.

Objective	Action	Outcome/PI	Responsible Officer Timescale
Annual employment monitoring.	Annual reporting and dissemination of employment monitoring information.	Produce annual employment trends and develop action plans arising from trend analysis.	
Identify and implement appropriate targets for the employment, retention, and career progression of employees with a disability.	Review employment monitoring information and identify appropriate targets.	Appropriate targets set, monitored, and reviewed.	
To eliminate any possible discrimination in the workforce.	Augment existing monitoring practices by conducting a staff questionnaire on disability.	Results used to update workforce representation. Publish staff profile identifying policy and practice implications.	
To identify barriers to access to employment and to work with other public sector agencies to attract disabled people into the recruitment process.	Continue existing work to develop new initiatives through continued consultation and scrutiny mechanisms.	Improvement and further development of statistical workforce profile information. Publish statistical results in performance reviews.	

To eliminate any possible discrimination in the recruitment and selection process.	Augment existing monitoring practices to enable faster statistical analysis.	Equality of opportunity throughout the entire recruitment process. Leading to an increase in the representation of disabled employees.	
Engage community and consultation groups in the development of approaches for increasing workforce representation.	Develop and maintain existing consultation mechanisms to discuss how to improve and increase the representation of disabled employees within the Council.	Long-term increase in the number of disabled employees within the Council.	

Objective 8: Training staff.

Purpose: To provide quality disability equality training to all staff to empower them with the skills and knowledge to implement the disability equality scheme.

Objective	Action	Outcome/PI	Responsible Officer Timescale
To incorporate the requirements of the Disability Equality Scheme into current training programmes.	Ensure trainers (external and internal) include where appropriate Disability Awareness training. Monitor training programmes.	Training reflects the requirements of the Disability Equality Scheme. Annual statistics for disability related training of staff.	
To ensure that employees have the relevant information about the Scheme commensurate with their post.	Managers to cascade information and arrange appropriate training.	To raise awareness of the Disability Discriminations Act requirements.	
To ensure that training remains relevant and of a high standard.	Develop a robust monitoring and evaluation system.	Training continues to meet the needs of employees and remains of a high standard.	

<p>Continual update and dissemination of staff guidelines on new disability equality legislation.</p>	<p>Compilation of existing information available within the Council and production of up-to-date guidelines made available on the intranet.</p>	<p>Increased awareness among all employees of legislative requirements.</p> <p>Employees informed of legislative requirements.</p>	
<p>To ensure Senior managers, including Corporate Management Team are trained and supported to implement disability equality in order to enable them to give due regard when making decisions.</p>	<p>Development and implementation of training, information, and guidance.</p>	<p>Senior management integrate disability equality into decision-making processes.</p> <p>Increased awareness of disability equality issues within the decision making process.</p>	
<p>Active involvement of Corporate Management Team (CMT) and Members in the implementation of the DES.</p>	<p>Development and implementation of appropriate information, guidance and support.</p> <p>Regular review and evaluation of disability equality issues.</p>	<p>Active implementation of the DES by CMT and Members.</p>	

The Disability Discrimination Act Definition of disability.

Disability is defined as

“A physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.”

Impairment

The definition covers physical and mental impairments. These include:

- physical impairments affecting the senses, such as sight and hearing
- mental impairments including learning disabilities and mental illness (if it is recognised by a respected body of medical opinion)

Substantial

For an effect to be substantial, it must be more than minor.

The following are examples that are likely to be considered substantial:

- Inability to see moving traffic clearly enough to cross a road safely
- Inability to turn taps or knobs
- Inability to remember and relay a simple message correctly.

Long-term

These are effects that: -

- have lasted at least 12 months

or

- are likely to last at least 12 months

or

- are likely to last for the rest of the life of the person affected

Long-term effects include those, which are likely to recur. For example, an effect will be considered to be long-term if it is likely both to recur, and to do so at least once beyond the 12-month period following the first occurrence.

Day-to-day activities

Day-to-day activities are normal activities carried out by most people on a regular basis, and must involve one of the following broad categories: -

- mobility - moving from place to place
- manual dexterity - for example, use of the hands
- physical co-ordination
- continence
- the ability to lift, carry or move ordinary objects
- speech, hearing or eyesight
- memory, or ability to concentrate, learn or understand
- being able to recognise physical danger

The Government has issued guidance, under the Act, about whether an impairment has a substantial or long-term effect. This guidance does not in itself impose legal obligations on an employer or service provider, but a tribunal or court must when considering a complaint about discrimination take into account any of the guidance, which appears to be relevant.

Particular cases or conditions:

Severe disfigurements

The Act's definition treats severe disfigurements as disabilities, although they have no effect on a person's ability to carry out normal day-to-day activities.

If, however, the disfigurement consists of a tattoo, which has not been removed, non-medical body piercing, or an object attached through such a piercing, regulations have the effect of ensuring that this would not be treated as a disability.

Impairments helped by treatment or artificial aids

Medication or equipment (such as an artificial limb), which helps impairment, is not taken into account when considering whether impairment has a substantial effect.

For example, a person who wears a hearing aid to improve their hearing is considered to have the hearing loss that would exist without the use of the aid. An exception is when people wear glasses or contact lenses - it is the effect on the person's vision, while wearing their glasses or contact lenses that is considered.

If, however, the treatment is likely to cure the impairment, this should be taken into account in assessing whether the impairment is long-term.

Progressive conditions

The Act covers progressive conditions where impairments are likely to become substantial. Examples of progressive conditions include

- cancer
- HIV infection
- multiple sclerosis
- muscular dystrophy

The Act covers people with these conditions from the moment that there is a noticeable effect on normal day-to-day activities, however slight.

For example, a person with multiple sclerosis would be covered from the time they first developed symptoms that affect their ability to carry out normal day-to-

day activities. They would not be covered just because the illness had been diagnosed.

Genetic predispositions

The Act does not cover people with a gene that causes a disability unless they develop the disability. For example, people with the gene that causes Huntington's chorea are not covered if they do not have the condition. People are covered as soon as the first effects on normal day-to-day activities appear.

Past disabilities

The definition covers people who have had a disability in the past. If a person once had a disability, which is covered by the Act, they are still protected if they have recovered. This applies even if they recovered before the Act came into force.

Registered disabled people

Any person registered as a disabled person under the Disabled Persons (Employment) Act 1944, or the Disabled Persons (Employment) Act (Northern Ireland) 1945, on both

- 12 January 1995 when the legislation was first introduced into Parliament
- and the date when the employment rights start is covered by the Act for three years

is to be treated as having a disability, for the purposes of the Act, for three years from the latter date. They do not have to prove they meet the new definition of disability for this three-year period.

Babies and children under the age of six

It may be difficult to see the effects of an impairment on a baby or young child and thus determine if he or she is disabled. However, a young child with an impairment will be treated as disabled under the Act if someone over the age of six with such an impairment would normally be covered by the Act.

Impairments which are excluded

The following conditions are not to be treated as impairments for the purposes of the Act

- Addiction to or dependency on alcohol, nicotine, or any other substance (unless the addiction resulted from the substance being medically prescribed).
- Seasonal allergic rhinitis (e.g. hay fever) except where it aggravates the effect of another condition.
- A tendency to set fires.
- A tendency to steal.
- A tendency to physical or sexual abuse of others.
- Exhibitionism
- Voyeurism

This publication contains sets out the Councils Disability Equality Scheme. If you would like this information in another format such as large print, audiotape or another language, please call 01442 228258. To contact the Council via the minicom service, please call 01442 867877.

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یہ اشاعت ڈیکورم باروکونسل کی ڈس ایبلٹی ایکیٹیو اسکیم یعنی معذوری سے متعلق برابری کی اسکیم کے بارے میں ہے۔ اگر آپ یہ معلومات اپنی زبان میں چاہتے ہیں، یا کونسل سے کسی اور موضوع پر رابطہ کرنا چاہتے ہیں تو برائے مہربانی 01442 867212 پر فون کریں۔

اگر آپ یہ معلومات کسی اور شکل میں چاہتے ہیں، مثال کے طور پر بڑی چھپائی یا آڈیو ٹیپ، تو برائے مہربانی فون کریں 01442 228258 یا 01442 867877 (صرف مٹی کام)۔

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如果你需要這資料的其他形式，例如大字版或錄音帶，請致電 01442 228258 或 01442 867877 (聾人電話)。

આ પ્રકાશન ડેકોરમ બરો કાઉન્સિલની અક્ષમતા સમાનતા યોજના વિષે છે. જો તમને તમારી ભાષામાં આ માહિતી મેળવવી હોય અથવા બીજીકોઈ બાબત માટે કાઉન્સિલનો સંપર્ક સાધવો હોય તો, મહેરબાની કરીને ટેલિફોન નંબર 01442 867212 ઉપર ફોન કરો.

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