

**a) Developing the scheme**

**Purpose: To mainstream 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**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescales</b>	<b>Responsibility</b>
<b>To implement the Disability Equality Scheme</b>	<b>Prepare service action plan to review functions, policies and procedures, and all other elements of the scheme</b>	<b>Completion of actions plans</b>	<b>Ongoing from April 2006</b>	<b>Heads of Service Equality Officer CWGE</b>
<b>Identification of managers' responsibilities regarding the implementation of the Disability Equality Scheme</b>	<b>The requirement to promote disability equality as part of generic managers' competencies that they are assessed against</b>	<b>Increased emphasis given to disability within all decision making across the Council</b>	<b>Ongoing from 2002</b>	<b>Heads of Service</b>

<b>To provide assistance in the implementation of the scheme at a corporate level</b>	<b>Guidelines and advice to be developed and disseminated via the CWGE</b>	<b>Increased awareness of disability equality and the implementation of the Disability Equality Scheme</b>	<b>By December 2007</b>	<b>CWGE Equality Officer</b>
<b>Raise the standard of disability equality across the council</b>	<b>The scheme will be reviewed every 3 years</b>	<b>Revised Scheme  Continued updates to the scheme</b>	<b>Annual assessment with full review in 2009</b>	<b>CWGE Equality Officer Service equalities group</b>
<b>To raise public awareness of the scheme</b>	<b>Scheme made available via the council's website and summary information published via the council's publications</b>	<b>Increased awareness of the council's commitment to eliminate discrimination</b>	<b>Ongoing from August 2006</b>	<b>CWGE Equality Officer Service equalities group</b>

**b) Identifying Relevant Functions and Policies – Assessing and consulting on the likely impact of proposed policies**

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

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescale</b>	<b>Responsibility</b>
<b>To meet the requirements of the Disability Discrimination Act 2005</b>	<b>Review all functions and policies of the council according to our duty to promote disability equality</b>	<b>All functions and policies reviewed as per the Scheme</b>	<b>Ongoing from April 2006</b>	<b>Service equality groups Equality Officer CWGE</b>
<b>To assess the likely impact of proposed policies on promotion of disability equality</b>	<b>Services undertake Impact Assessment</b>	<b>Qualitative research is provided to identify likely and existing impact on disability equality</b>	<b>Annual assessment reporting</b>	<b>Service equality groups Managers</b>

<b>To monitor adverse impacts</b>	<b>Annual monitoring of adverse impacts identified in disability equality impact assessment and other feedback mechanisms (CWGE, Service Equality Groups, Disability Forum, employees)</b>	<b>Collection of adverse impact information considered by each service across the council</b>  <b>Annual monitoring report produced</b>	<b>Ongoing annual assessment and reporting</b>	<b>As above</b>
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**c) Assessing, Consulting and Involving**  
**Purpose: To ensure compliance with our duty to involve disabled people in the development of the scheme**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescales</b>	<b>Responsibility</b>
<b>To meet the specific duty of the Disability Discrimination Act</b>	<b>Establish a forum for disabled people to ensure meaningful involvement of the Disability Equality Scheme</b>	<b>People with disabilities are involved throughout the process</b>	<b>Ongoing from August 2006</b>	<b>Disability West Lothian CWGE Equality Officer</b>
<b>To ensure meaningful involvement with appropriate support mechanisms with a cross section of people</b>	<b>Establish a timetable of meetings.  Ensure different methods of involvement are used such as direct mailing, e mailing, one to</b>	<b>Disabled people have a structured, planned timetable to access meetings  People with disabilities are represented at all</b>	<b>Ongoing from August 2006</b>	<b>Disability West Lothian Equality Officer</b>

	<b>one meetings etc.</b>	<b>levels in the decision making process</b>		
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**c) Assessing, Consulting and Involving - Continued**

**Purpose: To ensure compliance with our duty to involve disabled people in the development of the scheme**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescale</b>	<b>Responsibility</b>
<p><b>To explore appropriate means of consultation with employees with disabilities</b></p>	<p><b>Provide appropriate support to disabled employees, consult on new policies and practice, and take action on any issues raised</b></p> <p><b>Identify terms of reference for future process of consultation and support</b></p>	<p><b>Council activity on promoting equality informed and improved by appropriate engagement with people with disabilities</b></p>	<p><b>January 2007</b></p> <p><b>March 2007</b></p> <p><b>April 2007</b></p>	<p><b>Support Services (HR)</b></p> <p><b>CWGE</b></p> <p><b>Equality Officer</b></p>

	<b>Obtain senior management approval</b>  <b>Implement</b>			
<b>Ensure that policies and guidance are in place for Managers</b>	<b>To provide guidance to managers on the Disability Discrimination Act 2005</b>	<b>Managers are equipped to support any members of disabled staff</b>	<b>May 2007</b>	<b>Support Services (HR)</b>

**d) 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**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescale</b>	<b>Responsibility</b>
<b>To assess the likely impact of proposed policies on the promotion of disability equality</b>	<b>Departments undertake disability equality impact assessments</b>  <b>Qualitative research identifies likely impact on disability equality</b>	<b>Impact of council policy identified and results fed into policy revision</b>	<b>Annual assessment and reporting</b>	<b>Service equality groups CWGE Equality Officer</b>
<b>To support ongoing additions and improvement to policies</b>	<b>Developed guidelines for drawing out disability equality issues considered as</b>	<b>Guidelines developed and training available</b>	<b>By August 2007</b>	<b>Service equality groups CWGE Equality Officer</b>

	<b>part of the impact assessments</b>			
<b>To monitor annually adverse impacts identified in Disability Equality Impact Assessments and other feedback mechanisms</b>	<b>Adverse impact information considered by each service across the authority</b>	<b>Ongoing improvement of council disability equality activity</b>	<b>Ongoing annual assessment and reporting</b>	<b>Service equality groups CWGE Equality Officer</b>

<b>e) Communicating the results of assessment, consultation and monitoring</b>				
<b>Purpose: To make sure that monitoring, assessment and consultations activities, and their results are clear and plain to our customers and staff</b>				
<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescales</b>	<b>Responsibility</b>
<b>To identify information needed for public audiences</b>	<b>Direction given to services on what information needs to be available in accessible formats for public information</b>	<b>Information made available</b>	<b>By December 2007</b>	<b>CWGE Corporate Communication Equality Officer</b>
<b>To develop staff guidance on how to produce accessible information</b>	<b>Develop guidelines for services to follow in producing accessible information</b>	<b>Information easily accessible across the authority</b>	<b>By December 2007</b>	<b>As above</b>
<b>To identify arrangements for publishing</b>	<b>Results are published using a variety of</b>	<b>Publicly available record of progress</b>	<b>By December 2007</b>	<b>As above</b>

<b>results of assessments and monitoring</b>	<b>media and formats: internet, intranet, special reports and newsletters</b>			
<b>To develop accessible communication channels</b>	<b>The identification of appropriate communication channels for different community groups and employees undertaken through various consultation mechanisms i.e. Disability Forum etc.</b>	<b>Maintenance and development of communication channels between the public and the council</b>	<b>By August 2007</b>	<b>As above</b>

**e) Communicating the results of assessment, consultation and monitoring - continued**

**Purpose: To make sure that monitoring, assessment and consultations activities, and their results are clear and plain to our customers and staff**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescales</b>	<b>Responsibility</b>
<b>To monitor user satisfaction</b>	<b>Monitoring of representatives on effectiveness of communication channels and accessibility of information</b>	<b>Increased accessibility of information across the authority</b>	<b>Annual assessment of monitoring</b>	<b>CWGE Corporate Communication Equality Officer</b>
<b>To dissemination of staff guidelines on specific communication needs of disabled people across West Lothian</b>	<b>Compile information available within the council on customer care and service needs and production of guidelines disseminated to</b>	<b>Staff guidance to increase the accessibility of information for our customers</b>	<b>By August 2007</b>	<b>CWGE Equality Officer Learning and Development</b>

	<b>staff</b>			
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**f) 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**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescales</b>	<b>Responsibility</b>
<p><b>To identify service needs of disabled people, and barriers to accessing services</b></p>	<p><b>Ensure consultations and monitoring arrangements and other available means identify need</b></p>	<p><b>Increased number of disabled people access service</b></p> <p><b>Increased satisfaction levels</b></p>	<p><b>Ongoing from 2005</b></p>	<p><b>CWGE Equality Officer</b></p>
<p><b>To provide information in accessible format</b></p>	<p><b>Ensure that all staff who have contact with the public are aware of procedures to accommodate people with language and</b></p>	<p><b>A greater take up of service or satisfaction with the service provided, revealed by future consultation and</b></p>	<p><b>Ongoing from 2005</b></p>	<p><b>CWGE Equality Officer</b></p>

	<b>accessibility needs</b>	<b>involvement</b>		
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**g) 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 West Lothian**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>	<b>Timescales</b>	<b>Responsibility</b>
<b>To monitor employment annually</b>	<b>Create annual reporting and dissemination of employment monitoring information</b>	<b>Produce annual employment trends and develop action plans arising from trend analysis</b>	<b>Annual assessment and reporting</b>	<b>CWGE Equality Officer Support Services Recruitment</b>
<b>To eliminate any possible discrimination in the workforce</b>	<b>Augment existing monitoring practices by including: Training applications rates Training nomination rates</b>	<b>A greater take up of service or satisfaction with the service provided, revealed by future consultation and involvement</b>	<b>Ongoing from 2005</b>	<b>CWGE Equality Officer</b>

	<b>Harassment and discrimination complaints Grievances Disciplinary proceedings and decision made Exit interviews</b>			
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