

# Disability Equality Duty at The Horniman Museum - Employment

The Personnel Section at the Horniman Museum is responsible for implementing the General Duty to promote Disability Equality in the Trust's employment policies and procedures and will also support the Specific Duties as defined Trust's Disability Policy.

Good practice in the employment of disabled people should cover all areas from recruitment through to retention, training and development and include support for older employees who may have developed age related disabilities whilst employed.

## The General Duty and employment

1. The need to promote equality of opportunity between disabled people and other people.
2. Eliminate discrimination that is unlawful under the DDA
3. Eliminate harassment of disabled persons that is related to their disabilities.
4. Promote positive attitudes towards disabled persons.
5. Encourage participation by disabled persons in public life.
6. The need to takes steps to account of disabled persons' disabilities, even where that involves treating disabled persons' more favourably than other persons.  
"To treat me equally you might have to treat me differently"

## The Specific Duty and employment

1. A statement of how disabled people have been involved in developing the scheme.
2. Arrangements for gathering information about performance of the Trust on disability equality.
3. Arrangements for assessing the impact of the activities of the Trust on disability equality in the workplace and improving these when necessary.
4. Details of how the Trust will use the information gathered, in particular in reviewing the effectiveness of its Action Plan and preparing subsequent schemes.

5. The Trust is required to publish information annually on their progress in relation to the Disability Equality Scheme and Action Plan and to review the Scheme at least every three years.

### **1. All managers understand their specific duties in relation to the Disability Equality and participate in implementation.**

Raising awareness and understanding about disability issues in employment is a key element to success and will help overcome barriers which may result from a lack of understanding or concern around a range of disability related issues.

Training has been provided for all staff in diversity issues and specifically disability awareness. The training has been provided by recognised training providers during 2002, 2004 and 2006. In 2004 and 2006 the training has been focussed on the Social Model of disability.

Further training will be provided for managers to enable them to understand where their own personal responsibilities and accountabilities lie. Disability action criteria will be included in all managers and supervisors' performance objectives.

A review of the procedures in Recruitment will include checking job descriptions to ensure that they are not discriminatory, ascertaining prior to interview whether a candidate has any specific requirements and guarding against inappropriate use of medical checks. The Trust will encourage disabled people to apply for future vacancies by including a statement of our commitment to disability equality.

The recruitment process will be monitored and the reasons for not offering disabled candidates the post will be kept on file. Analysis of this information will help to ensure that disabled people are not disadvantaged during the recruitment process.

At interview disabled candidates will be offered the right conditions to do tests and take part in other selection processes. Managers will concentrate on the person's ability to do the job and ask only about their disability with respect to monitoring and/or making reasonable adjustments.

### **2. Arrangements for gathering information about performance of the Trust on disability equality.**

The Trust monitors its workforce on the grounds of ethnicity, gender, age and disability. This monitoring is carried out during all stages of employment and will be used to

monitor employment functions by disability to see if they promote equal outcomes for disabled staff :-

- Recruitment
- Employment
- Grievance
- Discipline
- Appraisals
- Termination/Resignation
- Reasonable adjustments

The information will be quantitative and mainly involved with measurement and numerical content. This data will be analysed to make comparison between the experiences of disabled and non-disabled people and used to identify where precise problems may lie.

Further information will be gathered from :-

- Staff surveys
- Feedback from organisations that represent disabled people
- Analysis of grievance complaints and employment statistics
- Feedback from disability staff networks
- Information available from staff representatives and Trade Unions.

This information will focus on specific experiences and may reveal issues that otherwise may have been overlooked. It will also give disabled people the chance to be more actively involved by giving them the chance to tell their own experiences in their own words.

### **3. Arrangements for assessing the impact of the activities of the Trust on disability equality in the workplace and improving these when necessary.**

The Trust recognises the benefits of retaining people who are disabled, or who have developed a disability or health condition during their working lives and retaining their skills in the workplace by making reasonable adjustments.

Reasonable adjustments already in the workplace will be reviewed to make sure that they continue to meet the needs of the disabled person.

Flexible working policies will be adapted where possible, to suit the needs of the disabled person who may need to come to work later or leave earlier for reasons associated with their disability. Time off will be arranged where it is needed for regular hospital or other appointments.

The Trust will conduct a review of its current employment policies and procedures in line with recommended best practice and make changes where necessary. All existing policies, processes and functions will be continuously monitored and reviewed for relevance to the duty to promote equality to ensure that they: -

- Take account of the needs, circumstances and experiences of those affected by the policies,
- Identify actual and potential inequalities in outcomes including unlawful discrimination,
- Consider other ways of achieving the policy in order to minimise or remove any possible adverse impact

If the impact of a new policy is relevant to the duty to promote disability equality the Trust will conduct an impact assessment to ascertain if the policy is likely to have an adverse effect on disabled people and will either make changes to the policy, or, consider other measures to mitigate those effects. If a policy or function is not seen as relevant to disabled people, this will be noted and the evidence to back up the decision will be recorded

All assessments will be completed during the 3-year lifetime of the disability scheme – three years (4th December 2009).

Consultation will take place with representative groups within and outside of the organisation to assess the impact of our employment policies and procedures on these groups and how they can be improved. Feedback from the groups will indicate the priorities in which these matters must be addressed.

#### **4. Details of how the Trust will use the information gathered, in particular in reviewing the effectiveness of its Action Plan and preparing subsequent schemes.**

The Trust will assess how they are currently performing on disability equality in order to inform their Disability Equality Scheme, monitor the action plan, review progress and prioritise action. Best practice dictates that this is done periodically since impairments may change or be acquired during working life. This will be done every two years. Questionnaires will be drafted using the DRC “Evidence Gathering Guidance”.

**5. The Trust is required to publish information annually on their progress in relation to the Disability Equality Scheme and Action Plan and to review the Scheme at least every three years.**

Progress on the Trust's Action Plan will be reported each year. This may not involve separate documents and may be done through existing reporting methods, for example staff surveys, employment monitoring etc. This information will be cascaded through existing information networks, e.g. the Joint Management Staff Consultative Committee and Disability Advisory Groups. It will also be made available on the Staff Notice Board and the Trust's website.

The Action Plan, agreed on 4th December 2006 is attached to this report.

**Personnel Section**

November 2006