

Appendix Two

Human Resources Policy on Disability Equality Duty (2006)

Disability Equality Duty

Introduction

As a responsible employer we recognise our need for a diversity policy to ensure appropriate focus, engagement and inclusion of all sections of our workforce and potential workforce. The Museum is committed to ensure that disabled people view us as an employer of good practice in relation to disability equality.

The Science Museum is working towards creating and fostering a culture of disability equality which challenges discrimination and allows disabled staff or potential staff to feel confident that disclosure will always invoke a positive response.

Aim

Disability equality is an important strand of our work on diversity and as with other elements of diversity, we are making resources available to managers and staff that will enable us to ensure that disabled staff play a full part in organisational life. This policy aims to address the physical and attitudinal barriers which prevent disabled people from entering employment and participating on an equal level in the workplace. The purpose of this document is to promote disability equality by identifying the key issues, the progress that we have made to date and what further actions are needed to address any imbalances in equality of opportunity, or outcome for disabled staff and potential employees. This document will change with time as progress is made against the action plan.

Our Disability Equality Scheme will examine how this can be achieved through:

- Increased opportunities for staff and increased participation in the workplace
- Delivery of more effective diversity and equality training for staff
- Ongoing work in the fields of diversity and equality
- Drawing on lessons from feedback received from staff and potential employees to improve qualities of service

Where are we?

The HR Team advises on issues regarding disabled staff and requirements to make reasonable adjustments at all stages of employment, including recruitment, selection and interview. We have built effective relationships with the Shaw Trust and the Access to Work Scheme. Working together with these organisations we have been able to address some of the barriers faced by both potential employees and our established workforce, providing advice to Science Museum staff and their managers on adjustments to work tasks, design and environment. Both of these organisations will undertake assessments and may advise on the need for further specialist advice or assessment as appropriate. Individuals can be referred for advice at any stage of their employment. Our Occupational Health Advisors also provide advice and guidance on reasonable adjustments. Support is individually tailored in recognition of the fact that the needs of employees vary widely.

Impact Assessment

As an organisation we have identified that there are areas that can be strengthened to support our aim of promoting a culture of equality and ensuring that any barriers faced by the disabled community are addressed. Our short-term aims are to

concentrate on recruitment, training, general policy development and disabled employee consultation. In the longer term our aims will focus on data collection, monitoring, web accreditation and the accreditation to the Positive Disability Scheme. These have been divided into short and longer term aims and objectives. Detailed below are the specific actions that the Museum will take to strengthen its commitment to diversity equality.

Shorter-Term Aims:

Employment strategy

The Science Museum will initiate a plan to ensure that disabled people have good access to information about our employment opportunities. We will promote Science Museum jobs at all levels of the organisation to disabled people. This plan will include the following action:

- We will draw up a statement of intent in relation to our recruitment policy.
- An advertising strategy will be established for placing targeted recruitment advertisements and advertising the organisations statement of intent in the disability press.

Recruitment procedures

The Science Museum will review all of its recruitment procedures to ensure that they fully meet the requirements of the Disability Discrimination Act 1995 (DDA), and do not indirectly discriminate against disabled applicants.

This review will identify best practice in making recruitment practices accessible to everyone. We will look at the following areas:

- the procedure for designing job descriptions and person specifications
- information sent to applicants
- the availability of alternative formats
- the procedure for shortlisting
- the procedure for interviewing and selection including a review of reasonable adjustments
- reviewing the effectiveness of recruitment training for managers
- reviewing occupational health procedures in relation to recruitment.

Website

We are currently reviewing our website and internal provisions for disabled users, and are working towards AAA accreditation and are ensuring that our information systems are accessible to all.

Improving Skills of the Workforce

Training

We aim to give our staff and managers the skills to actively promote equality, diversity and inclusion in the workplace, through our training, learning and development programme.

Supporting disabled staff

The Science Museum will continue to work on supporting disabled staff with a view to creating an environment which is designed actively to maximize participation in employment. Specifically:

- to ensure that appropriate reasonable adjustments are made and in place;

- to provide advice and information to disabled staff and line managers on:
 - the Disability Discrimination Act
 - the organisation's Disability Equality Scheme
 - support and help that is available to both employees and employers in relation to disability and employment
 - to further develop effective relationships with external organisations that facilitate disabled employment, such as the Access to Work Scheme and the Shaw Trust
 - to develop expertise in the area of supporting disabled staff
 - to ensure that our buildings are accessible to all employees (both staff and non-staff areas)
 - to ensure that all our measures connected with Health and Safety take disability into account

Longer-Term Aims:

We recognise that we have a responsibility to involve disabled people in the development and provision of employment practices and policies. We are committed to developing and supporting a Disabled Staff Network across the Museum group to inform the development of effective policies relating to disabled staff.

Planned Future Activities:

Monitoring of disabled staff

In order to continue to better monitor our progress and performance on disability equality we will look to introduce methods to undertake monitoring of our employment profile. Our aim is to work with our disabled staff group to create communications which enable us to promote the subject and volunteer disability information covering the following:

- to establish the numbers of disabled staff working for NMSI (identify the profile)
- to use this information to develop further action plans to increase equality of opportunity for disabled groups
- to investigate whether there is any under representation of disabled people
- to catalogue the experience of disabled staff working for NMSI. This will enable us to enhance our commitment to promoting equality of opportunity

The organisation also aims to work towards the operation of the minimum guaranteed interview scheme (Positive about Disability Scheme) and gain full Web Accreditation (Disability Access).

Action Plan

The Positive Action Plan is designed to deliver measurable outcomes to assist disabled people in employment. Specific actions will be incorporated within our normal business planning. Progress will be monitored and reported to the Executive on a regular basis.

Target Area	Goal	Priority
Raising awareness	To build upon existing systems and extend to the intranet. Making available to staff links to external sources of information for help, advice and support (The Shaw Trust, Access to Work Scheme, The Disability Rights Commission).	Medium/High
Policy development	To ensure policies are congruent with Disability Equality Scheme.	High
Promote diverse workforce	To identify best practice making recruitment accessible to all. To work towards positive about disability advertising- guaranteed minimum interview scheme.	High
Full web accreditation	To work towards full web accreditation AAA disabled access – ensure other routes for application still available.	Medium/high
Data collection and monitoring	To review staff survey in terms of gathering data. Establish current number of disabled staff in organisation and establish if employment practices are favourable for disabled people.	Medium
Inclusion of disabled users in policy design	To develop a Disability Staff Network Group.	High
Reasonable adjustments commonplace	To build external networks.	High