

DEPARTMENT FOR INTERNATIONAL DEVELOPMENT

DISABILITY EQUALITY SCHEME 2006-2009

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We would welcome your comments and feedback on DFID's Disability Equality Scheme. Please get in touch with the Diversity Adviser using the above contact details.

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1. Foreword by the Permanent Secretary

DFID's mission is to eliminate poverty by achieving the Millennium Development Goals. Diversity and equality of opportunity sit at the heart of the work we do. Our staff deal with diversity globally, and addressing exclusion in all its aspects is key to eliminating poverty.

We understand the importance of addressing disability issues in the way we conduct ourselves, for the people we employ and for the way we deliver our services. Even though legally the Disability Equality Duty may not apply to our functions overseas, we are committed to good practice across all our work. DFID's Disability Equality Scheme and action plan reflect this commitment.

As an employer DFID can only hope to achieve our aspirations if we ensure that all our staff can realise their full potential. We must recruit, retain and develop a workforce comprised of the best and most talented people for the job. We believe that requires a workforce that is representative of the diverse nature of UK society today.

This approach to our workforce is fully consistent with the obligations placed on DFID by the Disability Discrimination Act (DDA) 2005. This Act obliges public bodies to maintain a framework of standards and principles to ensure that their policies and functions - where appropriate - are relevant to the whole population of the United Kingdom, that they treat everyone fairly and that their workforce is representative.

The DDA 2005 does not and, of course, could not apply in jurisdictions beyond the UK. However, we believe we should work to apply the principles of the act to the work we do in partner countries and the employment of our Staff Appointed In-Country (SAIC), where it does not conflict with local law. Disability equality is part of our wider approach to social exclusion, and where possible, we will use our influence to promote better awareness of disability issues in other organisations. We have included a section in our DES that outlines our approach to disability equality outside the UK's jurisdiction.

There is no place for any form of prejudice or discrimination in DFID, especially given the nature of our core business. This scheme and its action plan will help us all to turn our aim of promoting disability equality into reality as employers, employees, managers, policy-makers and service providers.



SUMA CHAKRABARTI
December 2006

2. DFID and its business

- 2.1 DFID's work of eliminating poverty is conducted overseas in developing countries where one in five of the world's people live in abject poverty. 1.2 billion people survive on less than \$1 a day. More than 100 million children around the world of primary school age are not in school and one child in every four drops out before completing five years of basic education. This level of human suffering and wasted potential demands a response from those of us who enjoy almost incomparable material wealth and opportunities. Tackling poverty is a moral duty.
- 2.2 But eliminating poverty is also in our self-interest. We are becoming increasingly inter-dependent with people in far away countries. We trade more and more goods and services with people all round the world. This trade can be affected by currency crises or other shocks in other countries. Another issue for the Department for International Development (DFID) is that of refugees and those fleeing conflict who seek shelter in other countries, including the UK.
- 2.3 DFID is responsible for leading the UK Government's contribution to promoting development and the reduction of poverty. The overall objective of DFID is the elimination of world poverty. This objective was set out in the 1997 White Paper "Eliminating World Poverty: A Challenge for the 21ST century". The 1997 White Paper committed the Government to contributing to a set of poverty reduction targets. These targets included halving the proportion of people in developing countries living on less than \$1 a day, and substantial reductions in child and maternal mortality by 2015.
- 2.4 More recently, the 2006 White Paper "Eliminating World Poverty: Making Governance Work for the Poor" reaffirmed the Government's commitment to achieving the 2015 targets and set out proposals for managing international governance in a way that increases the opportunities for the world's poor.
- 2.5 The eight Millennium Development Goals (MDGs) were agreed at the United Nations Millennium Summit in September 2000 and nearly 190 countries have subsequently signed up to them.
- 2.6 DFID recognises that the Millennium Development Goals have a crucial part to play in reducing poverty and encouraging progress in the developing world. As a result, DFID has made them the main focus of all of its work.

The Eight Millennium Development Goals are to:

- eradicate extreme poverty and hunger
- achieve universal primary education
- promote gender equality and empower women
- reduce child mortality

- improve maternal health
- combat HIV and AIDS, malaria and other diseases
- ensure environmental sustainability
- develop a global partnership for development.

More information on the Millennium Development Goals can be found on the [UN Millennium Development Goals website](#)

2.7 The primacy of poverty reduction as an objective of UK development assistance is established in law under the International Development Act (2002). We recognise that men, women and children who are discriminated against often end up excluded from society and the economy and are more likely to be poor. However, the groups affected and the degree of discrimination varies from one culture or society to another. In one context, discrimination against women may pose the greatest development challenge; in another it might be disability discrimination. World Bank statistics highlight that 20% of the world's poorest people have a disability. Eliminating discrimination, promoting equality of opportunity and encouraging positive attitudes towards minority groups are all, therefore, at the heart of our poverty reduction strategies and are reflected in our policy for tackling social exclusion.

2.8 Additionally, as an employer of local staff in country we recognise our obligation to create a fair and equal working environment in which disability discrimination plays no part. Our aims with regard to how we will apply the principles of the Disability Discrimination Act 2005 to our work outside the UK are covered in Section 7.

2.9 DFID's values define the way in which we intend to live up to our strategic aim of halving world poverty by the year 2015. They also provide a framework for improved performance. Our values are:

- ambition and determination to eliminate poverty
- diversity and the need to balance work and private life
- ability to work effectively with others
- desire to listen, learn and be creative
- professionalism and knowledge.

2.10 Our policies and processes support and underpin these values. This Scheme is an important and integral part of DFID's wider diversity agenda.

3. Introducing the Disability Equality Duty

- 3.1 The Disability Discrimination Act (DDA) 2005 puts the public sector under a Statutory duty to promote disability equality. The Duty ensures, for the first time, that public bodies tackle institutional disability-related discrimination. This is a significant change compared with the individual rights-focus of the Disability Discrimination Act (DDA) 1995. It is not about more individual rights; rather it is about improving public bodies' policies and services as a whole for all disabled people. Detailed information about the Duty can be found on the Disability Rights Commissions' dedicated website <http://www.dotheduty.org>
- 3.2 Working to create our first Disability Equality Scheme (DES) has set us on a challenging journey and many valuable lessons have already been learnt. The DES is a living document and whilst the aims will stay the same, we will periodically update our action-plan to reflect any changes to our functions and reflect progress being made by DFID.

Defining Disability

- 3.3 The Disability Discrimination Act 1995 (DDA) says that "A person has a disability if he has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities." (See Appendix 1 for more details). Some disabled people feel this focuses too much on a 'medical model' of disability and argue for a social model of understanding disability.
- 3.4 The Code of Practice for the Disability Discrimination Act 2005 addresses this issue by explaining that "The poverty, disadvantage and social exclusion experienced by many disabled people is not the inevitable result of their impairments or medical conditions, but rather stems from attitudinal and environmental barriers".
http://www.drc.gov.uk/PDF/DED_Code_Dec05_pdf.pdf
- 3.5 The social model of disability takes the view that it is social 'barriers' which are put in place, often unconsciously, which cause 'disability', not the impairments themselves. These barriers can be:
- prejudice and stereotypes
 - the way things are organised and run, for example, training events, conferences or job application forms
 - poor or no access to information, buildings and transport.
- 3.6 DFID is working to identify and remove the barriers that exclude (disable) people who have impairments, both employees and service-users. We will do so through the ongoing involvement of disabled people and by collecting qualitative and quantitative information on the barriers they face, as defined by the social model.

- 3.7 For more information on the social model
www.drc-gb.org/citizenship/howtouse/socialmodel/index.asp

The Disability Equality Duty

- 3.8 The Disability Discrimination Act 2005 means that from December 2006 all public bodies will have a duty to actively promote disability equality (similar to the duty to promote race equality under the Race Relations (Amendment) Act 2000). It aims to change the way we work, from relying on individual disabled people making a complaint to expecting the public sector to be positive in removing barriers at their root.

General Duty

- 3.9 The Act establishes what is known as the General Duty. This forms the framework which public authorities should take due regard of when determining how it works, e.g., agreeing its policies, procedures and so on.

Public authorities must in carrying out their functions have due regard to:

1. eliminate discrimination that is unlawful under the Act.
2. eliminate harassment of disabled persons that is related to their disabilities.
3. promote equality of opportunity between disabled persons and other persons
4. promote positive attitudes towards disabled persons.
5. encourage participation by disabled persons in public life.
6. and take steps to take account of a disabled person's disabilities, even where that involves treating disabled persons more favourably than other persons.

Source: The Duty to Promote Disability Equality: Statutory Code of Practice - England and Wales

- 3.10 The last point above means that if DFID is to play its part in promoting disability equality, it may have to take steps that go beyond treating disabled and non-disabled people alike. The DDA 2005 is the only piece of equalities legislation that allows for positive discrimination to take place, such as ring fencing certain posts for disabled people. The new duties will also require DFID to consider its role in tackling the effects of any of its own and others' previous policy decisions which failed to give due regard to disability equality.

Specific Duty

- 3.11 According to the Statutory Code of Practice, DFID also has a Specific Duty which it must meet in order to meet its General Duty obligations. This Specific Duty means we need to:
- carry out impact assessments of relevant policies and functions
 - collect and study evidence and identify and address gaps
 - prioritise actions

- involve disabled people in review of policies and impact assessments
- let people know what we are doing
- set an example to others
- train our staff on disability equality issues and our Disability Equality Scheme
- work with others to deliver disability equality.

3.12 As a named public authority, DFID also has a specific legal duty to prepare a Disability Equality Scheme (DES) which sets out:

- how disabled people were involved in development of the scheme
- the 'functions' of the DFID
- our current performance on disability
- how evidence will be collected and used in future
- the way we will assess impact on disabled people
- our work as an employer
- our three year action plan
- ways to monitor and review the scheme and our performance.

DFID's Disability Equality Scheme

3.13 This is the first Disability Equality Scheme that DFID has published. It covers the period December 2006 to November 2009. We intend to meet our obligation to review this Scheme within the next three years, and in the interim, we will report progress against the Scheme on an annual basis and update the action-plan as necessary. DFID will use the specific duty, including the roll-out of this Scheme, to meet its obligations under the general duty and make disability equality a core issue in all its relevant policies and functions.

3.14 The aim of our DES is to mainstream disability equality into DFID for both its employees and customers by building it into the way we work wherever relevant. One way we will formalise this approach across all of our functions is by including our obligations under the Disability Equality Duty within our Blue Book, which is our corporate guide to the rules and procedures of working effectively in DFID.

3.15 This DES looks at how we can close the gaps in results and experiences for disabled people compared with non-disabled people. This scheme is both a strategy and an action plan describing the journey from where we are now to where we want to be in the area of disability equality.

Scope of the duty

3.16 As most of DFID's work takes place overseas, it does not have the same level of contact with UK citizens compared to many other Government Departments. The main principles of the DDA (2005), as set out in the general duty have therefore only some relevance in practice to certain areas of DFID's work in the UK. The most important functions here are

communications, building support for development in the UK, engaging with civil society, procurement, and administering overseas pensions.

- 3.17 Although our overseas functions are outside the legal parameters of the Disability Equality Duty, DFID aims to apply the spirit if not the letter of the Act overseas and wherever possible adopt a social model approach to promote disability equality.
- 3.18 This presents DFID with a number of challenges in how we might apply the principles of the Disability Equality Duty to our work outside the UK. The understanding of what constitutes a disability and the attitudes toward disabled people can and do vary significantly from country to country. In some countries, disability is seen as shameful and is often hidden away from mainstream society. It may therefore not be helpful to adopt a UK approach towards disability equality in all overseas settings; a culturally sensitive approach will often be needed.
- 3.19 Overseas offices will be expected to adhere to the principles of the Disability Equality Duty unless they can identify local circumstances that would prevent these principles from being reasonably applied. DFID's work, especially overseas, can have a positive impact on disability equality and promote positive attitudes towards disabled people. We aim to enhance that impact, and seek at all times to avoid any negative impact. The promotion of disability equality both at home and overseas in its employment and service delivery will be a major plank in DFID's wider raft of diversity policies.

4. Assessment of DFID Functions and Policies

Assessing for relevance

- 4.1 When developing this scheme, most Directors and Director-Generals attended a briefing on the Disability Equality Duty which helped them understand how it impacts on their respective areas and allowed them to show leadership on this issue. Heads of functions from across DFID were then invited to attend workshops, which were led by a consultant who has personal experience of disability. The purpose of these workshops was to develop managers' understanding of the Disability Equality Duty and allow them to identify the range of barriers that disabled people may face. The managers were then supported by the consultant through an initial screening of their functions and then asked to develop action plans outlining how they would address the emerging issues. We sought to involve disabled people in this assessment wherever possible and then shared our findings with them for comment.

Relevant Functions and Policies

- 4.2 Following the initial screening of DFID functions and policies, we have identified a number which we consider to be relevant to the disability equality duty in the UK. We have sought to identify which of these policies and functions might have an impact on the promotion of disability equality and positive attitudes towards disabled people in the UK and which may require us to treat disabled people differently or more favourably in order to remove the barriers they face. A list of DFID functions can be found in Appendix B. This includes a brief description of the function and how we have assessed it for relevance to the duty.
- 4.3 The desired outcomes for the relevant policies and functions can be found at Appendix C. This also includes an initial assessment of which of the six elements of the general duty that the outcome supports the most.
- 4.4 We have attached at Appendix D an action plan, which outlines the key work necessary to assess the impact of this work, gather evidence where necessary, and deliver the desired outcomes, as stated in Appendix C. The relevant functions also have more comprehensive action-plans outlining the detailed steps they will take in their area. These are available on request from the Diversity Officer, at diversity@dfid.gov.uk

Good practice approach

- 4.5 Tackling social exclusion forms a critical part of our poverty reduction strategies. Our approach is described in the DFID Policy Paper 'Reducing Poverty by Tackling Social Exclusion', which is downloadable from our web site on: <http://www.dfid.gov.uk/pubs/files/social-exclusion.pdf> While the Disability Equality Duty does not protect disabled people outside of Great Britain, we shall extend its principles to our work overseas. We

expand further on this in section 7 and the actions we hope to take forward in this area can be found in Appendix E.

- 4.6 With regards to DFID's obligations as an employer, we intend to apply the same principles and practices for Staff Appointed in Country (SAIC), wherever we can within the constraints of local legislation, and subject to proportionality. We need to take into account the (often small) size of our country offices and the potential sensitivities associated with disability monitoring in different cultures before deciding how to best promote disability issues.

5. Involving disabled people

5.1 We have taken a two-stage approach to the involvement of disabled people. The first stage was to involve disabled people in the initial development of the DES and action plan. We have since refined our approach for the involvement of disabled people in the implementation and monitoring of the scheme, after its publication.

Developing the Scheme and action plan

5.2 For the Scheme's initial development a number of approaches were used:

- two disabled external consultants were engaged to advise on the overall development of the Scheme. One of these consultants developed and ran a number of briefings and workshops on the Duty and DFID's approach. These consultants were also used to facilitate and support three involvement workshops for disabled people – two for internal staff and one for external individuals
- organising three workshops for disabled people – see below for the outcomes of these workshops. These workshops were arranged to determine what disabled people believe are the key issues and priorities for DFID. These workshops were also used to obtain feedback from disabled people on the Scheme and its action plan
- copies of the draft Scheme were circulated to participants after the event for their additional views and comments which were subsequently fed into the Scheme
- research was undertaken to examine DFID's approach to reasonable adjustments and the views of disabled staff were used to inform the Scheme. This research, which took place during September and October 2006, included interviews with disabled staff and a workshop with a mix of staff, some of whom were disabled. A resulting report for senior management proposed major changes to the way that DFID approaches the provision of reasonable adjustments and associated issues such as attitude change, management accountability and so on. Most of the report's recommendations were accepted and are reflected in the Scheme and action plan at Appendix D.

5.3 External involvement in the Scheme's development had two strands. DFID is already working with a number of external disabled people in relation to its overseas work. This work and their expertise has been linked into the Scheme and action plan, for example, the development of a 'How to' note on disability, for use by overseas programme managers. Several of these disabled people together with others also attended a workshop which reviewed the Scheme and overall action plan. This group also identified what it saw as DFID's key issues for the future.

- 5.4 The following two sections reflect the views and priorities of disabled staff and disabled people external to DFID. Many of these issues are already being addressed through the DES Action Plan and we will give due consideration to the other issues outlined below.

Disabled staff priorities

- 5.5 In the pre-publication involvement procedures, the priorities and key issues identified by disabled staff which they felt DFID needed to address were:

- Policies and awareness

- 5.6 It was thought there was a lack of general and specific knowledge and understanding of disability issues by colleagues and line managers which needed addressing. Policies cited were absence management, reasonable adjustment provision, career development and recruitment.

- Recruitment and career development

- 5.7 It was thought critical that recruitment, career development, promotion and postings should be based on ability and no limitations should be experienced because of an individual's disability.

- Training

- 5.8 It was considered training and development needed to be made more flexible and also easier to access with wider options available e.g. one to one training. Concerns were also expressed about the confidentiality issues both within the application process and during the events. It was felt these issues highlighted a further lack of knowledge and awareness of disability issues which needed to be addressed. Consideration should be given to providing Positive Action Training for disabled staff and awareness training for others in the organisation.

- Providing reasonable adjustments

- 5.9 The timely provision of appropriate reasonable adjustments was thought to be vital with problems having been experienced in the past. The recent audit report on the issue was welcomed and the implementation of its recommendations was seen as a priority.

- Communication and guidance

- 5.10 More work needed to be done to improve both communication and guidance on a wide range of issues related to disability equality. This was to help build DFID's awareness but also to provide assistance to both disabled staff and their managers.

- Trust

5.11 There needs to be greater trust between disabled staff and the organisation which is lacking at present. For example, the role and usefulness of occupational health that lack specific expertise in reasonable adjustments and their influence in the process, concerns about whether the admission of disability would mean staff being treated differently or disadvantageously. This is reflected in the relatively low number of people who declare themselves as being disabled.

- Procurement

5.12 There was a perception that DFID's procurement procedures might undermine DFID's drive towards disability equality, for example, the use of recruitment agencies and occupational health providers that may not support our values. These issues are being addressed in the action plan.

Disabled people's priorities (external)

5.13 In the pre-publication involvement procedures the priorities and key issues identified by external disabled people that they felt DFID needed to address were in two parts; where the Duty applies to DFID and where it is taking a good practice approach:

- Where the duty applies

5.14 DFID needs to build better relationships with disabled people. This could be done in a number of ways including ensuring the Scheme is embedded into the fabric of the organisation, the engagement of Disabled Peoples Organisation's through the Civil Society Challenge Fund and establishing a culture of good practice across the whole organisation as a matter of course.

5.15 It was felt that a number of key areas should be considered immediately including the setting of challenging targets for the proportion of disabled employees across all grades, gathering better evidence on what the barriers are and promoting better career development for disabled staff. It was also thought that getting information to disabled staff and managers in the right way would play a crucial role in delivering the Scheme and any action plan.

- Disability in Development

5.16 It was generally believed that disability should be mainstreamed into the wider approach to DFID's overseas development work. This meant DFID needed wider access to dedicated expertise on disability and development issues. Also it was thought user-groups for involvement of disabled people overseas could be used to good effect.

5.17 In line with the UN approach it would be helpful if DFID could facilitate not only North/South links between Disabled People Organisation's (DPO's) but also between Southern DPO's. This is likely to require capacity-building of DPO's to support engagement with DFID. A number of these issues are being addressed in the Scheme and the others will be considered as part of the Scheme's development.

- Future Involvement

5.18 To assist in determining a way forward for external involvement, the group were asked for their views. They said they would be prepared to continue to assist DFID in the monitoring of the Scheme's implementation and its future development which would allow for maintaining and retaining expertise. Over time, however, they thought the group should be replaced and/or supplemented by other individual disabled people with the necessary expertise and not necessarily by representatives of disability related groups. One way of doing this would be to advertise for participants, and where necessary, procure specific expertise. Another strand to future involvement might be to set up a dedicated email chat room to involve others who could not attend meetings. It was also thought that the payment of disabled people for their involvement should be considered.

Post-publication involvement

5.19 Internal involvement after 4 December 06 will use a range of alternative approaches. These will include:

- bringing together the various heads of relevant functions and disabled staff to review progress made against the scheme and action plan and inform the annual reporting process
- the Disability Forum Network or sub-groups of it will be asked to become involved in specific areas of activity and issues
- a number of specialised involvement groups of disabled staff will be established to provide input and support into specialist areas, e.g., ISD and HR
- external specialist knowledge from disability consultants will be procured on an ad hoc basis where internal expertise does not yet exist, e.g., usability testing of IT systems.

5.20 External involvement after 4 December 06 will also use a range of alternative approaches. These will include:

- develop links with British Council and FCO external involvement procedures to share good practice
- external specialist knowledge from disability consultants will be procured on an ad hoc basis where internal expertise does not yet exist

- periodic discussions with an external involvement group – initially based on participants from first meeting but supplemented by others with specialist knowledge.

Resources

5.21 In developing the on-going involvement processes, DFID has allocated resources to ensure that the necessary adjustments can be made for those participating, e.g., provision of alternative format information, use of British Sign Language (BSL) interpreters and so on. Where meetings are used as part of the involvement process care will be taken to ensure the venues are fully accessible. Also it has been agreed to follow the Disability Rights Commission (DRC) guidance on the payment of disabled people where this may be appropriate. In any event systems have been established to ensure the reimbursement of all expenses incurred by those people taking part.

Capacity-building

5.22 In October 2005, DFID launched an internal staff network for disabled people, called the Disability Forum Network (DFN). The DFN has mainly focused on awareness-raising activities across the organisation, including a Disability Awareness Day, as well as an event specifically focused on mental health issues.

5.23 In a recent audit of how DFID manages disability, it became apparent that more work was needed to support the DFN to engage with the organisation on policy issues. In particular, there was a lack of clarity over the role of the DFN as well as a need for more effective leadership. As such, DFID is taking a number of steps to build the capacity of the DFN in future, including revisiting the objectives for the group, developing the skills of individuals to support their participation and considering the appointment of an external chair for an interim period.

6. DFID as an employer

6.1 Our Vision, as outlined in DFID's Diversity Strategy, is of a British Government Department with international staff, which makes a more effective contribution to poverty elimination across the world because it:

- actively promotes equality and sees diversity as an opportunity, not a problem
- consistently acts to eliminate all forms of discrimination and challenges negative behaviour
- has an open culture and behaves inclusively
- unlocks the energy and potential of every member of its staff.

Equal Opportunities Policy

6.2 DFID's Equal Opportunity policy states that all eligible people shall have equality of opportunity for employment and advancement on the basis of their suitability for the work whatever their sex, marital status, race, colour, nationality, ethnic or national origin, age or sexual orientation. It provides that there shall be no unfair discrimination on the basis of disability.

Provision of Reasonable Adjustments

6.3 DFID's approach is to make reasonable adjustments for employees with a disability to ensure they have the same opportunity to carry out their work as effectively as a non-disabled member of staff. This may involve the provision of specialist equipment, software and furniture, or a reduction in workload or reorganisation of tasks for a period of time for example.

6.4 In August 2006, DFID commissioned a disability consultant to undertake an audit of how it manages and responds to requests for reasonable adjustments. Although there were many examples of good practice identified across the organisation, the audit highlighted a lack of consistency in the application of the reasonable adjustment process. This was often due to a lack of clarity over roles and responsibilities and budgetary arrangements, no set timescales for the provision of adjustments and a lack of in-house expertise on disability.

6.5 The Disability Management Report provided 40 recommendations for DFID to consider and implement. DFID produced a brief paper outlining how it will respond to the recommendations, in the interim as well as in the long-term, in line with our vision for a transformed HR function. Both the Management Report and DFID's response was put to the Human Resources Committee and Management Board in December 2006 for endorsement. These are reflected in the DES Action-plan and will form part of a coherent approach to addressing disability equality. This is available on request from the Diversity Officer at diversity@dfid.gov.uk

Disability Two Ticks Scheme

6.6 The Disability Two-Ticks Scheme, as operated by Job Centre Plus, places a commitment on employers to adopt a positive approach towards the employment of disabled people. DFID was awarded the Disability Two-Ticks symbol in November 2006. By displaying the symbol, DFID is showing its commitment to:

- interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities
- ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what you and they can do to make sure they can develop and use their abilities
- make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make your commitments work
- each year, to review what has been achieved against these commitments, to plan ways to improve on them and let employees and the organisation know about progress and future plans.

Disability monitoring

6.7 DFID monitors a range of HR policies to determine whether there is equality for disabled people. The following table provides an overview of the monitoring we undertake. More detailed analysis can be found in DFID's Annual Diversity Report.

<http://www.dfid.gov.uk/pubs/files/diversity-report-2006.pdf>

Table 1: Employment data for Disabled Staff

	% Disabled
of current UK-based workforce (Sept 2006)	2.7%
of Senior Civil Servants (Sept 2006)	2.4%
of applicants (Jun 04 – May 05)	1.5%
of new recruits (Jun 04 – May 05)	6.4%
of leavers (Jun 04 – May 05)	1.5%
of staff promoted – generalist (2005)	2.1%
of special achievement awards –individual (2004/5)	2.9%
of special achievement awards – team (2004/05)	3.7%

6.8 We recognise that the proportion of disabled staff we employ, at 2.7% (48) of DFID's UK-based staff (September 2006) is low. Disabled people accounted for only 1.5% of applicants for employment with DFID, so we are taking active steps to attract more applications from disabled people, such as advertising recruitment opportunities in Disability Now and

exploring potential outreach programmes. We are gathering evidence as to why people visit the recruitment section of our website, yet choose not to apply for jobs with DFID. We have also started operating the guaranteed interview scheme, as part of our commitments under the Disability Two-Ticks Symbol.

- 6.9 We are aware there are some staff currently in our employment who choose not to declare a disability. This is not uncommon. We are exploring why this is the case and reconsidering our approach to disability monitoring, including the way we define the question and the information provided about how these data will be used.
- 6.10 At present, we do not monitor the disability status of our 900 Staff Appointed in Country (SAIC), although we intend to explore the feasibility of this in 2007. This also raises the question of how to define disability across different contexts, where the concept and understanding of disability varies significantly. We also recognise that not many disabled staff from the UK who take up posts overseas, often due to the access constraints they face. We intend to explore whether and how we can overcome these difficulties and monitor the uptake of posts overseas by disabled staff in future.

Management Survey

- 6.11 DFID carries out an annual survey that gauges staff satisfaction and management performance. The following is an extract from the 2006 report on the Management Survey responses received from disabled people:

‘Staff with a disability are less likely than those without a disability to agree that they are proud to work for DFID, 76% agree compared with 92%. A similar pattern is seen for the questions about DFID being well managed and having confidence in senior managers within DFID. A higher proportion of staff with a disability, however, agree that they would be confident to report harassment or bullying in the area where they work, 94% compared with 80% of staff without a disability. Staff with a disability are also more likely to agree that their line manager actively supports flexible working patterns, 94% compared with 84% of staff without a recorded disability.

A smaller proportion of staff with a disability than those without agree that DFID does a good job of keeping them informed about matters affecting them, 59% and 71% respectively. Nearly eight in every ten staff with a disability agree that they receive regular and constructive feedback from their line manager, compared with two thirds of staff without a disability. A smaller proportion of disabled staff agree that their workload is manageable compared with those without a disability. A larger proportion of disabled staff (61%) agree that they had a structured induction when beginning their present job compared with non-disabled staff (45%).

- 6.12 This is the first time the analysis has been broken down by disability, so no comparison can be made with last year. We will however use this as a baseline against which future performance in this area can be measured.

7. DFID and its work overseas

- 7.1 As explained above, the Disability Equality Duty does not directly apply to DFID's core business of eliminating poverty in developing countries. However, DFID is committed to applying the principles of the Duty to our development work overseas as a matter of good practice. We will do so through the promotion of disability equality in our poverty reduction strategies, where we consider it beneficial and proportionate to do so.

Evidence Base

- 7.2 In 2000, DFID launched an issues paper, 'Disability, Poverty and Development' <http://www.dfid.gov.uk/pubs/files/disability.pdf>. This paper provides the framework for DFID's twin-tracked approach to disability in the developing world. This approach both encourages specific projects to address the needs of disabled people, as well as wider efforts to mainstream disability equality into wider poverty reduction strategies, where appropriate to do so.
- 7.3 In 2004, DFID supported a Knowledge and Research project led by disabled people <http://www.dfid.gov.uk/pubs/files/disability/dfid-and-disability.pdf>. This explored the mainstreaming of disability into development work and involved a mapping study of DFID's current activities on disability and highlighted some key challenges DFID faces in future.
- 7.4 In 2005, DFID commissioned the UK Council of Disabled People to undertake research into how effective DFID's processes and procedures were at promoting disability equality in developing countries. <http://www.dfid.gov.uk/pubs/files/bcodp-dfid-disability.pdf> A number of recommendations were taken forward as a result in an attempt consistently to address the needs of disabled people across all developing countries.
- 7.5 In 2007, Policy Division intend to undertake further research in country offices not only to develop an overview of what work we are currently undertaking on disability, but also identify where we are not performing well and why this is the case. We hope this will highlight what else country offices require to ensure sufficient focus on disability issues.

Social Exclusion Policy

- 7.6 The evidence base developed over the past five years has highlighted how DFID has a very direct impact on poor, marginalised groups, within which disabled people are over-represented. In 2005, the Development Committee agreed a Social Exclusion policy paper, which aims to tackle social exclusion through our wider poverty reduction strategies and acts as a framework for our future work on disability. <http://www.dfid.gov.uk/pubs/files/social-exclusion.pdf> This new policy

requires Heads of overseas offices to undertake a Social Exclusion Analysis when developing Country Assistance Plans (CAP) and this will specifically cover disability along with the other equality strands.

7.7 The desired outcome for our work in this area is:

- An established approach to disability that is effectively embedded within wider processes and ensures consistency in DFID country programming

7.8 To achieve this, DFID is amending the Blue Book and CAP guidance to reflect the need for a Social Exclusion Analysis when developing new country strategies. This will be supported by the development of guidance on 'How to' undertake a Social Exclusion Analysis. To support staff when they have assessed disability as an important factor, we are also developing guidance on 'How to' address disability issues within our country programmes, through both dedicated projects and wider mainstreaming efforts. This note will promote the social model of disability issues, whilst recognising that the understanding of this model and the definition of disability varies significantly in different countries.

7.9 Many countries do not have systems to record data on disability, so the accurate identification of poverty indicators by disability is particularly challenging. However, it is thought that approximately 20% of the world's poorest people have a disability, demonstrating that disabled people are often within the most vulnerable and marginalised groups in society. As a result, DFID, wherever possible, seeks to identify the impact of disability on poverty indicators, and promotes, where such information is not accessible, means by which such information can be obtained.

The detailed action plan for our work overseas is at Appendix E.

8. The disability evidence base

8.1 DFID is committed to collecting evidence and feedback on our performance at promoting disability equality across all of our functions and policies. The table below outlines the information that we currently collect for the functions we have assessed as relevant to the Disability Equality Duty, as well as gaps in evidence which we intend to rectify during the life of this scheme. We will annually review our evidence base to identify any gaps. For details of the evidence we collect against our HR policies and overseas work, see sections 7 and 8 respectively.

Building Support for Development	<ul style="list-style-type: none"> • Collect disability data from Enabling Effective Support (EES) co-ordinators (By March 2008) • Review effectiveness of MORI school poll (By March 2009) • Monitor accessibility and take up of volunteering and linking schemes (June 2007)
Communications	<ul style="list-style-type: none"> • Involve disabled people in the review of external website and intranet (ongoing) • Collect qualitative feedback on the accessibility and performance on our Public Enquiry Point (By March 2008)
Civil Society	<ul style="list-style-type: none"> • Monitor the uptake of the Development Awareness Fund and the Civil Society Challenge Fund by DPO's and other disability focused NGO's. (By March 2008) • Collect qualitative evidence on the equality practices of NGO's that apply for funding (By December 2007)
Procurement	<ul style="list-style-type: none"> • Gather and assess qualitative evidence on the equality practices of suppliers bidding for UK contracts (From September 2007) • Explore the feasibility of monitoring the number of disabled suppliers (By December 2007)
Overseas Pensions Department	<ul style="list-style-type: none"> • Review qualitative feedback from annual pensioners survey on the accessibility of the service (March 2007) • Request feedback on communications through pensioners newsletter (December 2007) • Consult Overseas Pensions Association on ways to monitor differential impact in service (By December 2007)
Information Systems	<ul style="list-style-type: none"> • Involve disabled people in the development of standards and testing on the accessibility and usability of systems (ongoing)

8.2 DFID will use all of the information we gather to:

- help identify and overcome the barriers that disabled people face
- provide evidence for future impact assessments
- review the effectiveness of our action plan at achieving our desired outcomes for disabled people (see Appendix C).

9. Assessing impact on disability equality

- 9.1 Parallel to the publication of this scheme, DFID has developed a generic Equality Impact Assessments toolkit. In the interim we have taken a robust approach to the assessment of our policies and functions for relevance to the disability equality duty (see section 4). However we recognise that more in-depth analysis is required over the coming months as we roll-out the toolkit across the organisation, particularly in relation to our HR functions.

Interim approach

- 9.2 As outlined in section 4, the heads of functions in DFID went through a screening process to assess their activities for relevance to the six strands of the general duty. This exercise was undertaken using a screening tool that was made available by the consultant who advised us on the development of our scheme. To support the managers through this process, they were provided with training on the Disability Equality Duty, how to carry out a barrier analysis and how to apply the screening tool to their activities. This exercise has allowed us to identify which of our functions are relevant to disability equality, what our desired outcomes are for these functions, and what action is required to take this forward. We recognise that much of this action involves carrying out full impact assessments for these functions.

Future method of assessment

- 9.3 DFID is now in the process of developing an Equalities Impact Assessment (EIA) toolkit. This will cover the six equality strands (gender, disability, race, sexual orientation, age, and religion/belief), giving the necessary attention to each individual area. During November 2006, while this scheme was being finalised, we decided to pilot the EIA screening tool on all of our HR policies. The HR policies are all currently being reviewed as part of our HR transformation exercise, so it made sense to apply this new EIA screening tool to them at this stage. To support this screening process, we have identified a handful of disabled staff to be trained up and involved in the assessment of our HR policies.
- 9.4 As a result of this approach, and to avoid unnecessary duplication of effort, there has been limited assessment of our full range of HR policies for the purpose of the DES. Therefore, after undertaking the HR screening exercise, we intend to publish a prioritised list of full impact assessments for all of our HR policies and a copy of the EIA toolkit, as Appendices to this scheme, by February 2007.
- 9.5 Following the HR pilot exercise, we will roll-out the finalised EIA toolkit and associated training across our other relevant functions. This will involve communicating the need to undertake Impact Assessments, through the Blue Book and our intranet. Once we have finalised the initial screening

process, we will publish a prioritised list of full impact assessments for non-HR functions, by June 2007.

- 9.6 The evidence we currently have, as well as the data gathered from the new systems that we are putting in place, (see section 8) will be used to inform the EIA process. Where an Equality Impact Assessment identifies a lack of evidence on the barriers disabled people face or on DFID's performance in a particular area, we will take the necessary steps to put in place a system to gather this information in future.

Assessment of new policies

- 9.7 The Management Board has agreed to amend all DFID submission templates for policy committees to include a yes/no question on whether a full Equalities Impact Assessment is required. This will prompt policy makers to screen their new policies and functions for relevance to the Equalities Duties and then undertake a full Impact Assessment where needed. This information will be reflected in DFID's Annual Diversity report.

10. Accountability, monitoring and reporting

Accountability

- 10.1 This Scheme has been approved by DFID's Management Board, which is accountable for ensuring the Scheme is adhered to, reviewed regularly and that the actions flowing from it are implemented.
- 10.2 The Director General of Corporate Performance has overall responsibility for delivery of this DES and action plan. Directors and Heads of Unit are responsible for ensuring that functions and policies for their respective business areas are reviewed for their relevance to disability equality. The Director of Human Resources is responsible for ensuring the actions relating to DFID's role as an employer are carried out.

Monitoring and Review

- 10.3 Appendix C contains an Action Plan and a timetable for putting this Scheme into effect. The work described in the action plan will be built into directorate, unit, team and individual plans for 2006-2007 and beyond.
- 10.4 The Diversity Team will review the Action Plan within six months of initial publication, to ensure it reflects the rolling programme of Impact Assessments following the launch of our new Equalities Impact Assessment toolkit. The revised Action-Plan will then be published as an Appendix to this Scheme. The Diversity Team will monitor progress made against the delivery of the action-plan on a regular basis, reporting the findings to the Management Board annually through the Annual Diversity Report. This report is made available on DFID's external website. A full review of the Scheme will be undertaken and presented to the Management Board every three years.

Publication of the Scheme

- 10.5 DFID will:
- publish a copy of the DES and action plan on our website
 - publish the DES on our intranet and publicise through our staff magazine – *Insider*
 - publish the DES in hard copy, making it available in alternative formats
 - circulate a copy of the DES to interested stakeholders, including staff networks and involvement groups

Monitoring and publication on impact assessments

- 10.6 The Diversity Team will monitor the number and quality of impact assessments being undertaken across DFID and provide an overview to the Management Board within the Annual Diversity Report, which will be published on our website - www.dfid.gov.uk

- 10.7 Heads of Functions are responsible for ensuring the publication of Impact Assessments for policies and services within their areas. The Diversity Team will ensure that these are undertaken and published in a transparent and consistent manner.

Complaints

- 10.8 Any individual who believes that they have been directly affected by a failure by DFID to comply with this Scheme is entitled to complain and should do so in writing. Complaints will be handled as follows:
- Staff employed by DFID should submit complaints through the normal internal grievance procedure. This is in DFID's Staff Handbook.
 - Any member of staff who is a member of a Union and wishes to make a complaint may consult their Union Representative for help and advice
 - The Director, Human Resources (HR), will initially deal with complaints from members of the public about selection and recruitment. The public do have recourse to the Civil Service Commissioners should the matter not be dealt with satisfactorily.
 - Individuals or any other organisation or body, for example businesses from whom DFID buys goods or services, should contact the relevant DFID department with whom they usually deal. The main DFID service departments have nominated Complaint Officers who will undertake the initial investigation.
- 10.9 All cases will be investigated as quickly as possible and normally within three months of receipt of the complaint. In responding to the complainant DFID will explain the procedure for pursuing the complaint further with the Disability Rights Commission (DRC). DFID will cooperate fully in any subsequent investigation by the DRC and provide access to any relevant documentation that they may require.
- 10.10 The DRC, and its successor the Commission for Equality and Human Rights (CEHR), can take legal action against public authorities that have failed to carry out their responsibilities under the DED, by issuing compliance notices. Along with individual disabled people they can also challenge a public authority's failure to meet the general duty by seeking a judicial review in the High Court, or Court of Session in Scotland. However, DFID hope that in the first instance, any complaints about its compliance will be raised with us directly.

Further Information

- 10.11 This Disability Equality Scheme has outlined DFID's approach to promoting equality for disabled people in our role as an employer, a service provider and an influencing body within the international field of development.

10.12 Our desired outcomes and actions plans can be found in the attached Appendices.

We welcome feedback on this scheme. Please contact the Diversity Adviser by email at diversity@dfid.gov.uk or through the contact details on the first page of this scheme.

Appendix A: Legal Definitions of Disability from the Disability Discrimination Act 1995 and 2005

(based on the medical model)

When is a person disabled?

A person has a disability if he has a physical or mental impairment, which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.

What about people who have recovered from a disability?

People who have had a disability within the definition are protected from discrimination even if they have since recovered.

What does 'impairment' cover?

It covers physical or mental impairments; this includes sensory impairments, such as those affecting sight or hearing.

Are all mental impairments covered?

The term 'mental impairment' is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.

What is a 'substantial' adverse effect?

A substantial adverse effect is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

What is a 'long-term' effect?

A long-term effect of an impairment is one which has lasted at least 12 months, or where the total period for which it lasts is likely to be at least 12 months, or which is likely to last for the rest of the life of the person affected. Effects which are not long-term would therefore include loss of mobility due to a broken limb which is likely to heal within 12 months and the effects of temporary infections, from which a person would be likely to recover within 12 months.

However, there are three exceptions from this approach with cancer, HIV and MS being covered from the date of diagnosis.

What if the effects come and go over a period of time?

If an impairment has had a substantial adverse effect on normal day-to-day activities but that effect ceases, the substantial effect is treated as continuing if it is likely to recur; that is if it is more probable than not that the effect will recur.

What are 'normal day-to-day activities'?

They are activities which are carried out by most people on a fairly regular and frequent basis. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a

skilled or specialised task at work. However, someone who is affected in such a specialised way but is also affected in normal day-to-day activities would be covered by this part of the definition. The test of whether an impairment affects normal day-to-day activities is whether it affects one of the broad categories of capacity listed in Schedule 1 to the Act. They are mobility, manual dexterity, physical co-ordination, continence, ability to lift, carry or otherwise move everyday objects, speech, hearing or eyesight, memory or ability to concentrate, learn or understand, or perception of the risk of physical danger.

What about treatment?

Someone with impairment may be receiving medical or other treatment which alleviates or removes the effects (though not the impairment). In such cases, the treatment is ignored and the impairment is taken to have the effect it would have had without such treatment. This does not apply if substantial adverse effects are not likely to recur even if the treatment stops (i.e. the impairment has been cured).

Does this include people who wear spectacles?

No. The sole exception to the rule about ignoring the effects of treatment is the wearing of spectacles or contact lenses. In this case, the effect while the person is wearing spectacles or contact lenses should be considered.

Are people who have disfigurements covered?

People with severe disfigurements are covered by the Act. They do not need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

Are there any other people who are automatically treated as disabled under the Act?

Anyone who has a diagnosis of HIV, Cancer or Multiple Sclerosis is automatically treated as disabled under the Act. In addition, people who are registered as blind or partially sighted, or who are certified as being blind or partially sighted by a consultant ophthalmologist are automatically treated under the Act as being disabled. People who are not registered or certified as blind or partially sighted will be covered by the Act if they can establish that they meet the Act's definition of disability.

What about people who know their condition is going to worsen over time?

Progressive conditions are conditions which are likely to change and develop over time. Where a person has a progressive condition he will be covered by the Act from the moment the condition leads to an impairment which has some effect on ability to carry out normal day-to-day activities, even though not a substantial effect, if that impairment is likely eventually to have a substantial adverse effect on such ability.

Are people with genetic conditions covered?

If a genetic condition has no effect on ability to carry out normal day-to-day activities, the person is not covered. Diagnosis does not in itself bring

someone within the definition. If the condition is progressive, then the rule about progressive conditions applies.

Are any conditions specifically excluded from the coverage of the Act?

Yes. Certain conditions are to be regarded as not amounting to impairments for the purposes of the Act. These are: addiction to or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed), seasonal allergic rhinitis (e.g. hay fever), except where it aggravates the effect of another condition, tendency to set fires, tendency to steal, tendency to physical or sexual abuse of other persons, exhibitionism

voyeurism. Also, disfigurements which consist of a tattoo (which has not been removed), non-medical body piercing, or something attached through such piercing, are to be treated as not having a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

Appendix B: DFID Functions

DFID Function	Function Description	Relevance to Disability Duty
Enabling Effective Support Programme	This function leads of building support for development in the UK, by working with schools for example, and operating the Development Awareness Fund	High
Communications	This supports DFID's wider communication needs, by managing our external website, internal intranet, publications, Public Enquiry Point and our Press Office	High
Working with Civil Society	This function guides our engagement with civil society organisations and manages the Civil Service Challenge Fund, which supports initiatives that strengthen the capacity of poor people to understand and demand their rights	High
Procurement	PrG manages international competitions to obtain goods and services for the development programme. It provides advice to programme officers on appropriate procurement strategies, and manages or supports the contractual processes. It has an oversight and training responsibility for all contracting carried out across the Department and leads on DFID's Service Delivery Agreement (SDA) commitment to ensure value for money through greater use of e-business.	High
Public Appointments	Manages appointments to the Board of the Commonwealth Scholarships Commission.	Low
Overseas Pensions	OPD is responsible for administering the pensions and related payments to former colonial civil servants and their dependants, and for the formulation of Britain's policy on overseas pensions and UK pension increase supplements.	High
Information Systems	ISD provides the IT infrastructure and systems to support the work of other Divisions to help them deliver the PSA and SDA objectives, and ultimately the Millenium Development Goals.	High
Office Services and Security	OSSD provides facilities for all DFID offices, including: Security, Accommodation and room bookings,	High

	Health and Safety, Green issues, and procurement.	
Human Resources	HRD's purpose is to ensure that DFID has the right people in the right place with the right skills to deliver our PSA/SDA objectives.	High
Learning and Development	LDS helps DFID to link all its learning and development directly to performance improvement; being more clearly customer facing; developing a partnership approach with Divisions; generating more external partnerships; and developing a new and revised suite of products and services	High
Overseas Policy and Research	The purpose of Policy and Research Division is to produce high quality research and policy work for which there is a genuine demand, work that makes a real impact on poor people and at the same time helps towards reaching the challenging Millennium Development Goals.	Good practice
Overseas Regional Programmes	The purpose of our three regional divisions is to administer our aid programmes in developing countries overseas, to help eliminate poverty and reach the Millennium Development Goals.	Good practice

Appendix C: Relevant Functions and Desired Outcomes

Function / Policy	Desired Outcome	Most relevant part of Duty
Enabling Effective Support Programme	• Heightening awareness of DFID's work, including our approach to disability	4
	• Disabled children fully included in EES activity	3
	• More take up of the Development Awareness Fund and Volunteering schemes by DPO's and disabled people	3
Communications	• Increased levels of support across all communities for international development, including disabled people	3
	• Publicity material that reflects DFID's work on disability	4
	• Information is made fully accessible for disabled people, through both website and publications, increasing public confidence in, and awareness of DFID	3
	• Development awareness outreach work is inclusive of DPO's and disabled people.	1
	• All internal and external communications are accessible and available in alternative formats	3
Working with Civil Society	• Improved capacity of disability NGO's to work with DFID	5
	• That all civil society organisations that apply to the Civil Society Challenge Fund and the Development Awareness Fund can actively demonstrate their commitment to equality	4
	• Better evidence on the accessibility of the application process for funding schemes for disabled people	3
Procurement	• DFID's procurement processes is accessible and takes account of the general duty	1
	• That suppliers can actively demonstrate their commitment to	4

	good equality practices and where appropriate, how they will deliver their obligations under the Disability Duty	
Public Appointments	<ul style="list-style-type: none"> • An increase in the number of suitably qualified disabled applicants for public appointments to CSC board • An increase in the number of disabled members on CSC board after the next recruitment round 	5
Overseas Pensions	<ul style="list-style-type: none"> • Provide a equitable service free of discrimination to all pensioners, irrespective of where they live, which takes account of the different needs of disabled people 	3
Information Systems	<ul style="list-style-type: none"> • All new IT systems and services fully meet agreed standards of accessibility and usability for disabled staff • Existing IT systems and services are reviewed against accessibility standards and are tested for usability 	3 3
Office Services and Security	<ul style="list-style-type: none"> • All of DFID's UK estate is accessible to all visitors and staff, as far as is reasonable, irrespective of their needs • All sub-contractors providing a service to DFID can actively demonstrate good practice on equality issues 	3
Human Resources	<ul style="list-style-type: none"> • HR policies that do not discriminate against disabled people and take account of their individual needs • More disabled people employed by DFID and better representation at the higher grades • A recruitment process that is free from discrimination and actively encourages applications from disabled people • The career path of DFID staff reflects their choice and ability, with disability not a constraining factor • No significant variation in employee satisfaction levels between disabled and non-disabled staff as a result of their disability • No significant variation in staff turnover trends between disabled and non-disabled staff 	1 3 1 3 2 1

	<ul style="list-style-type: none"> • No significant variation in box markings trends between disabled and non-disabled staff • No negative impact on disabled people from the implementation of all other HR policies e.g. <ul style="list-style-type: none"> • Pay & benefits • Promotion including temporary promotion • Access to and involvement in training & development opportunities • Grievance & disciplinary procedures • Absence management • Redundancy and re-deployment programmes • Working patterns such as flexible and part-time working • Disabled staff have appropriate and effective reasonable adjustments put in place and requests responded to within 10 days of initial contact • Disabled staff have ready access to specialist advice and support on disability related issues • Improved capacity of the Disability Forum Network 	<p>1</p> <p>1</p> <p>6</p> <p>6</p> <p>4</p>
Learning and Development	<ul style="list-style-type: none"> • Appropriate methods for meeting the learning and developments needs of disabled people and that they take into account the specific needs of the individual • That the process of accessing opportunities is barrier free and that disabled staff are actively encouraged to participate • Improved capacity across the organisation to understand and address disability equality issues • Improved capacity to monitor the take up and impact of training 	<p>1</p> <p>3</p> <p>4</p> <p>3</p>

Appendix D: DES Action Plan

Policy/Function	Relevance	Required Action	Lead	Timing
Enabling Effective Support Programme Director of Communications (Paul Mylrea)	High	<ol style="list-style-type: none"> 1. Seek further analysis on disability from the 12 regional EES co-ordinators in their reporting 2. Ensure other service providers in the Global School Partnerships are committed to inclusion of disabled children 3. During the lifetime of this scheme, review the effectiveness of the MORI schoolchildren poll 4. Proactively seek to broaden awareness of Development Awareness Fund across disability community and monitor applications 5. Review DAF guidance to reflect need to demonstrate EO policies 6. Monitor the accessibility and uptake of the volunteering and linking schemes to ensure equality for disabled people 	D. Dalton / S. Addies D. Dalton / S. Addies D. Dalton S. Addies D. Dalton D. Dalton	2007/8 March 2008 By 2009 June 2007 December 2007 June 2007
Communications Director of Communications (Paul Mylrea)	High	<ol style="list-style-type: none"> 7. Ensure disability issues and positive images are reflected in publications and press releases as appropriate 8. Explore ways to proactively raise DFID profile across disability community and take forward as appropriate. 9. Introduce customer satisfaction survey process for our Public Enquiry Point with a view to ensuring disability does not adversely impact on the service 10. Audit the Public Enquiry Point to ensure its accessibility and usability 11. Ensure all publications meet DFID identity standards and are available in alternative formats on request 	V. Sheriff V. Sheriff M. McWhirter M. McWhirter PMU / PEP D. Pratt	Ongoing By March 2007 March 2008 March 2008 December 2006

		<p>12. Develop centralised system and guidance on the provision of alternative formats for all DFID publications</p> <p>13. Involve disabled people in the review of our external website, ensuring it meets AA accessibility standards and is tested for usability</p> <p>14. Ensure that all video-streams include a signer or subtitles and publicise service</p> <p>15. Redesign of intranet to involve disabled people and meet AA standards on accessibility and tested for usability</p>	<p>D Pratt</p> <p>Julia Chandler</p> <p>P. Riddlesdell</p> <p>Julia Chandler</p>	<p>March 2008?</p> <p>From Oct 2006</p> <p>Ongoing</p> <p>From Oct 2006</p>
<p>Working with Civil Society</p> <p>Director of Communications (Paul Mylrea)</p>	High	<p>16. As part of the review of the Civil Society Challenge Fund guidelines, audit and ensure the accessibility of scheme to disabled people.</p> <p>17. Monitor the uptake of the CSCF by DPO's and other NGO's focused on disability issues</p> <p>18. Agree a process to encourage ongoing engagement of 'disability NGO's with DFID</p> <p>19. Ask CSO's to actively demonstrate their commitment to good equality practices when applying for DFID funding</p> <p>20. Review current feedback process to gain more evidence on accessibility of scheme and implement changes as appropriate</p>	<p>E Simpson</p> <p>G Mustard</p> <p>G Mustard</p> <p>E Simpson/ D Dalton</p> <p>E Simpson</p>	<p>March 2008</p> <p>December 2007</p> <p>March 2008</p> <p>December 2007</p> <p>March 2008</p>
<p>Procurement</p> <p>Head of Procurement Group (Tony Gardner)</p>	High	<p>21. Influence Procurement Agents to promote equal opportunities and disability equality within their own organisations</p> <p>22. Terms of reference for core HQ purchases in UK to reflect the need of suppliers to actively demonstrate how they will meet their responsibilities under the duty, against which they will be assessed</p> <p>23. Update contract guidance and Blue Book to reflect</p>	<p>T Gardner</p> <p>Spending Depts / PrG</p> <p>PGG / PrG</p>	<p>By March 2007</p> <p>By Sept 2007</p> <p>By June 2007</p>

		<p>obligations under Disability Equality Duty</p> <p>24. Review existing UK contracts for relevant services and ask contract managers to raise issue at review meetings</p> <p>25. Explore the feasibility of monitoring the number of disabled suppliers</p>	<p>K Weir</p> <p>T Gardner</p>	<p>By May 2007</p> <p>By December 2007</p>
Public Appointments	Low	26. We will review the overall public appointment process including the criteria for selection and the process through which candidates apply and are put forward to the CSC.	J Shute	By December 2007
Director of Human Resources (Liz Davis)				
Overseas Pensions	High	<p>27. Review qualitative feedback from pensioner survey to identify any specific issues relating to barriers resulting from a disability, and implement any necessary changes</p> <p>28. Request feedback on the accessibility of the service for disabled people through annual pensioner newsletter</p> <p>29. Consult with Overseas Pensions Association on the most effective means of assessing the potential for differential impact in service</p> <p>30. OPD maintains performance standards to retain Charter Mark status</p>	<p>I. Frazer</p> <p>I. Frazer</p> <p>P. Brough</p> <p>P Brough</p>	<p>March 2007</p> <p>By December 2007</p> <p>By December 2007</p> <p>By December 2007</p>
Director of Human Resources (Liz Davis)				
Information Systems	High	<p>31. Develop and implement system for the involvement of disabled people in design and accessibility/usability testing</p> <p>32. Develop a set of standards that all future systems must meet to ensure accessibility and usability</p> <p>33. Review testing and Change request procedures to ensure they address accessibility/usability issues</p> <p>34. Set challenging targets for the provision of IT related reasonable adjustments</p>	<p>C Agnew</p> <p>C Agnew</p> <p>M. East</p> <p>P. Sweeney</p>	<p>By August 2007</p> <p>August 2007</p> <p>August 2007</p> <p>February 2007</p>
Chief Information Officer (Simon Jones)				

		35. Review and update IT support services, e.g. Helpdesk to ensure they fully meet the needs of disabled users, including training on accessibility issues for IT support staff	P. Sweeney	July 2007
Office Services and Security Head of Office Services and Security Department (Gary James)	High	36. Implement the recommendations from the access audits undertaken in 2005 37. Review and update the guidance on the acquisition and refurbishment of both UK and overseas properties to ensure that it identifies accessibility standards 38. As the new Accommodation policy is developed, involve a user-group of disabled people to test impact 39. Ensure disability equality requirements reflected in TOR's of future service contracts, and raised it contract review discussions for existing contracts 40. Ensure Health and Safety training for line-managers, covers disability issues	OSD N Coffey N Coffey N Coffey C Morrison	Ongoing October 2007 April 2007 From December 2006 Ongoing
Human Resources Director of Human Resources (Liz Davis)	High	41. Pilot EIA screening process for all HR policies 42. Produce prioritised work-plan of full Impact Assessments for all HR policies 43. Provide Heads of overseas offices with guidance on principles of the Employment Duty Recruitment/Selection 44. In the review of the Postings and Promotions system, undertake EIA and involve disabled people to ensure process is barrier-free and takes into account individual needs 45. Explore the issues around posting disabled staff overseas and how to possibly overcome these	K.K-Poonia K.K-Poonia Diversity Team J. Higgins J Higgins	December 2006 January 2007 April 2007 June 2007 June 2007

		46. Source external expertise to audit recruitment process to pro-actively seek applications from disabled people and identify and remove barriers, including current plans for e-recruitment	L. Nally	February 2007
		47. Review effectiveness of targeted advertising and consider other proactive approaches to encourage applications from disabled people	L Nally	June 2007
		48. Develop and publicise informed and challenging targets to improve the representation of disabled people at all levels throughout recruitment process	L Nally	December 2007
		49. Review our use of Recruitment Agencies and update where appropriate the guidelines we provide on our requirements	L Paterson	June 2007
		<i>HR Monitoring</i>		
		50. Monitor and analyse the box-markings of disabled staff to determine no differential outcomes compared to non-disabled staff, taking action as necessary	A. Bevan	January 2007
		51. Conduct equal pay audit and include analysis by disability	S. Mollison	July 2007
		52. Undertake qualitative research to develop baseline evidence on the effectiveness of postings/promotion system which can be used to set challenging targets in the future.	J Higgins	December 2007
		53. Analyse outcome of redundancy exercise to ensure no difference between disabled and non-disabled staff	A. Bevan	By January 2007
		54. Monitor and analyse the results of the staff survey for significant differences and identify appropriate actions.	A. Bevan	By January 2007
		55. Review how we can get better evidence on our performance on disability through staff survey	Div Team	By April 2007

		56. Determine feasibility of introducing disability monitoring of Staff Appointed in Country	Div Team	By March 2007
		57. Develop and implement approach to ensure managers are held to account for their management of disability issues through performance management system	S. Mollison	By June 2007
		58. Establish a monitoring system to determine expenditure on reasonable adjustments and ensure appropriate resources are available	Diversity Team/DLO	April 2007
		59. Review the way we define disability and frame the monitoring question	Diversity Team	March 2007
		Support for disabled staff		
		60. Define Disability Liaison Officer (DLO) objectives and prepare and deliver appropriate training-plan	A. Bevan	December 2006
		61. Publicise the new DLO role across DFID	A. Bevan/ D. Kirkwood	December 2006
		62. Determine funding arrangements for reasonable adjustments and establish HR budget for DLO to authorise ad-hoc adjustments	A. Bevan	December 2006
		63. Establish a 'call-down' contract for the provision of expert support and guidance on making reasonable adjustments	A. Bevan	January 2007
		64. Set challenging timescales for responding to requests for reasonable adjustments (no less than 10 days)	A. Bevan/ D. Kirkwood	February 2007
		65. Ensure guidance on disability more easily located on intranet	A. Bevan	February 2007
		66. Update, republish and widely publicise the Disability in DFID booklet	Div Team	June 2007
		67. Establish new DLO role in light of wider HR transformation	Div Team	March 2008
		68. Consider having the Disability Forum Network (DFN) chaired by an experienced, independent person to help	E. Moriba	January 2007

		build capacity 69. Review the DFN TOR's and develop a detailed work-plan	E. Moriba / DFN	January 2007
Learning and Development Director of Human Resources (Liz Davis)	High	70. Review learning and development interventions to ensure their appropriateness for disabled staff and update system in place to ensure alternatives are made, where appropriate 71. Finalise and implement Equality and Diversity Principles to be applied at each stage of learning cycle (identify, design, deliver, evaluate) 72. Introduce new learning management system to evaluate training effectiveness and to support reporting 73. Ensure all training consultants apply new Equality and Diversity Principles through clause in tender documents and use as a part of the contract management process 74. Put in place a fully accessible and usable diversity e-learning module 75. Scope and start to implement disability equality training for managers and specialist staff 76. Ensure all management training reflects responsibilities around the management of disabled staff 77. Review existing programmes, e.g., induction, and where appropriate, include disability-related training. 78. Involve disabled people in the development of training standards, against which all training consultancy will be assessed. 79. Develop good practice guidance for trainers (e.g. on training environments and learning support for disabled people) and disseminate widely 80. Explore and establish a positive action programme for disabled staff	I Ballantyne L. McGarvie A Fagan/LDS I. Ballantyne LDS LDS/Diversity Team LDS LDS I. Ballantyne I Ballantyne LDS / Div Team	April 2007 December 2006 March 2008 January 2007 By March 2007 By June 2007 June 2007 September 2007 December 2007 December 2007 December 2007

<p>Implementation of Disability Equality Scheme</p> <p>Head of Corporate HR (Richard Montgomery)</p>	<p>High</p>	<p>81. Roll-out DFID Equalities impact assessment (EIA) toolkit across the Department and include in the Blue Book</p> <p>82. Publish a prioritised list of full Impact Assessments for HR policies and a copy of our EIA toolkit in DES</p> <p>83. Publish a prioritised list of full Impact Assessments for non-HR relevant functions in DES</p> <p>84. Delivery of impact assessment training to staff responsible for policy development and delivery in key functions</p> <p>85. Introduction of monitoring to identify the number of initial screenings and EIA's undertaken</p> <p>86. Introduction of a quality control process for EIA's</p> <p>87. Develop a reporting format for the Board to review progress, at least twice a year, on the implementation of the DES and Action Plan</p> <p>88. Develop system to manage future external involvement of disabled people</p>	<p>K. Kerridge-Poonia</p> <p>K. Kerridge-Poonia</p> <p>K. Kerridge-Poonia</p> <p>K.Kerridge-Poonia</p> <p>K.Kerridge-Poonia</p> <p>K.Kerridge-Poonia</p> <p>K.Kerridge-Poonia</p> <p>A. Bevan</p>	<p>February 2007</p> <p>February 2007</p> <p>June 2007</p> <p>From April 2007</p> <p>From January 2007</p> <p>From December 2007</p> <p>March 2007</p> <p>March 2007</p>

Appendix E: Good practice action plan (overseas)

Policy / Function	Required Action	Lead	Timing
<p>Policy & Research</p> <p>Director Of Policy and Research Division (Sam Sharpe, then Andrew Steer from April 2007)</p>	<ol style="list-style-type: none"> 1. Develop and publish a 'How to' Note on undertaking a Social Exclusion Analysis for country offices 2. Develop and publish a 'How to' Note on addressing disability issues within country programmes 3. Work with FCPD to reflect DFID's commitment to Social Exclusion analysis in CAP Guidance and the Blue Book 4. Update disability mapping exercise on current activities, including light-touch questionnaire to country offices to develop overview of current work on disability and where we aren't doing something, to understand why this is the case. 	<p>Equity & Rights Team Zoe Stephenson</p> <p>Equity & Rights Team</p> <p>Zoe Stephenson</p> <p>Zoe Stephenson</p>	<p>March 2007</p> <p>March 2007</p> <p>January 2007</p> <p>December 2007</p> <p>December 2007</p>
<p>Regional Programmes</p> <p>Regional Directors for Asia, Africa and EMAAD</p>	<ol style="list-style-type: none"> 5. Analyse the impact of social exclusion in all country programmes, including social inclusion targets where relevant 6. Broaden and deepen engagement with civil society to strengthen its contribution to tackling exclusion How 7. Promote exchanges of good practice between national and regional organisations 	<p>Country Offices</p>	<p>ongoing</p>
<p>Procurement</p> <p>Head of Procurement Group (Tony Gardner)</p>	<ol style="list-style-type: none"> 8. For contracts outside of the UK, suppliers to provide quality assurance statements that demonstrate commitment to equality issues 	<p>K Weir</p>	<p>June 2007</p>

Appendix F: Glossary of Terms

BSL	British Sign Language
CAP	Country Assistance Plans
CEHR	Commission for Equality and Human Rights
CSC	Commonwealth Scholarships Commission
CSO's	Civil Society Organisations
DAF	Development Awareness Fund
DDA	– Disability Discrimination Act
DES	Disability Equality Scheme
DED	Disability Equality Duty
DFID	Department for International Development
DFN	Disability Forum Network
DLO	Disability Liaison Officer
DPOs	Disabled People's Organisations
DRC	Disability Rights Commission
EES	Enabling Effective Support
EIA	Equalities Impact Assessment
EO	Equal Opportunities
FCO	Foreign and Commonwealth Office
HR	Human Resources
ISD	Information Systems Development
IT	Information Technology
KaR	Knowledge and Research
LDS	Learning and Development Services
MDGs	Millennium Development Goals
MORI	Market and Opinion Research International
NGO's	Non-Governmental Organisations
OPD	Overseas Pensions Department
OSD	Office Services and Security Department
PSA	Public Service Agreement
SAIC	Staff Appointed In-Country
SDA	Service Delivery Agreement
TOR	Terms of Reference