

## HM Treasury's Disability Equality Scheme Action Plan 2007/08/09

### Section 1: Timetable for Action Plan

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#### Section 1 Timetable

The timetable for action on the work set out in detail in the Action Plan is below. All the action points will include involving people with disabilities in taking forward the work to promote greater equality of opportunity.

#### HR Policies and Processes

**March 2007** participate in the Employers Forum on Disability's benchmarking exercise to ensure progress is being made when compared to other similar organisations in the public and private sector.

**April 2007** and **October 2007** analysis of disability monitoring data and follow-up action and review

**April 2007** seek to increase the level of registration in the first quarter of 2007

**May 2007** establish why there is this difference between the official record and the anonymous staff survey and what action the department needs to take in consultation with the department's employee Disability Advisory Group

**May 2007** report on the monitoring of the effectiveness of reasonable adjustments in place for colleagues and applicants in recruitment exercises

**April 2007 to April 2008** continue the programme of awareness raising in the disability media

**April 2008** achieve targets on the representation of employees with disabilities.

**June 2007** set out the plan for the building modifications required with a timetable agreed with the Facilities Management Company for achieving the modifications

**2006-2009** The Treasury will continue to support the Disability Advisory Group and build capacity to support the department's diversity agenda and promote disability equality

## **Policy Formulation and Mainstreaming**

### **Budget 2007**

Budget 2006 launched a policy review of children and young people to inform the 2007 Comprehensive Spending Review. As part of this work Treasury and Department for Education and Skills hosted a series of research and policy seminars involving experts and practitioners from outside government. Two events organised at HMT in July and October 2006 gathered views and evidence to inform a particular aspect of the Children and Young People's Review – how services can provide greater support to families with disabled children to improve their life chances.

The review will publish an interim report before the end of 2006, and will make its final report at the time of the Budget 2007.

## Section 2

### Treasury: Human Resources Policies and Processes

#### **Disability Diversity Monitoring targets**

The Treasury has set diversity targets for the Senior Civil Service (SCS) and for the Feeder Grades to the SCS. Details on the targets across all the diversity stands are below. The targets on disability are in bold.

SCS	% at October 2003	% at 1 April 2006	% target for April 2008
Proportion of women in the SCS <sup>1</sup>	25.7	37.3%	37*
Proportion of women at SCS Pay Band 2 and above <sup>2</sup>	21.7	29.6%	30*
Proportion of Black Minority Ethnic (BME) staff in SCS <sup>3</sup>	2.8	2.6%	4*
<b>Proportion of disabled staff in SCS<sup>4</sup></b>	<b>0.9</b>	<b>1.7%</b>	<b>3.2*</b>

Treasury has adopted the Cabinet Office's 2008 targets as set out in the 10 Point Plan for Diversity

<sup>1</sup> % of women in the total SCS;

<sup>2</sup> % of women in Top Management Posts;

<sup>3</sup> % of known population;

<sup>4</sup> % as proportion of known disabled status

#### **Targets: Disability**

At April 2006 the representation of employees with disabilities in the SCS is 1.7% we aim to meet the corporate target of 3.2% by 2008. Recruitment policies (2007) are being reviewed and disability issues will be an important strand of this work. The department's Disability Advisory Group is involved in this work.

## Progress on Diversity Targets for the Feeder Grades i.e. grades below the SCS

Below SCS		% at October 2003	% at 1 April 2006	% target for April 2008
Proportion of women in feeder grades	RE	34.7	35.1	40
	RD	38.4	41.5	
Proportion of BME staff in Feeder grades	RE	5.1	5	14
	RD	12.4	14.1	
Proportion of Disabled Staff In feeder grades	RE	3.6	2.3	5
	RD	2.5	2.4	

RE - Range E Grade below SCS

RD - Range D Grade below Range E

### Background on targets

For the SCS, based on the position at April 2006 if we retain all the colleagues we currently have from under-represented groups we will, by 2008, comfortably exceed the Cabinet Office targets as the SCS cadre shrinks.

**Outcome** to meet the 2008 Corporate Targets (as set by the Cabinet Office) on the employment of people with disabilities in the Senior Civil Service and feeder grades

### Employment Duties

**Outcome** Monitoring data to be update dated twice a year and reports provided to the Treasury Board and senior management so that follow-up action can be taken if required. (October and April). The monitoring data is shared with the Disability Advisory Group and is available to all employees.

The department monitors disability in the following employment areas and will take an active approach, involving employees with disabilities, to address the results of monitoring ensuring that new Human Resources policies and procedures consider disability and equality impacts.

The diversity monitoring data collected is as follows:

- staff in post
- applicants for employment, training and promotion
- staff who receive training
- results of performance assessment procedures
- grievance procedures
- disciplinary procedures
- staff who cease employment
- secondments to other government departments

The Department's Disability Advisory Group has raised a number of issues concerning the collection of monitoring data and confidentiality. These issues will be addressed and monitored (2006/07). This work will involve the Disability Advisory Group, the HR Team and the department's Cross Directorate Diversity Group and will aim to ensure that all who are being asked to disclose information understand its purpose, the broader context and that confidentiality will be protected

### **Treasury's Staff Survey Data (Disability)**

The 2006 anonymous Staff Survey indicates that the incidence of disability is significantly higher than the level of registration. **Action:** The Directorate Diversity Champions will actively seek to increase the level of registration in the first quarter of 2007, with a view to registering at least [80%] of staff who identify themselves as disabled in the Staff Survey. This will be an ongoing process over the 3 years of the Action Plan and will involve working closely with the Disability Advisory Group. As part of this work we are planning to re-survey employees (2007) to encourage more employees who have disabilities to record their disability. The chairs of the department's diversity groups and the champions will be active in this work explaining to employees the benefits of recording this information.

The 2006 Staff Survey showed that 72 people, out of the 898 people responding i.e. 82% of the department, reported themselves as having a disability while only 32 knew they were registered as having a disability. HR's records show that 41 employees currently working in the department are registered as having a disability. **Action and Outcome** work will take place in 2006/07 to establish why there is this difference between the official record and the anonymous staff survey and what action the department needs to take in consultation with its Disability Advisory Group.

### **Reasonable Adjustments**

The 2006 Staff Survey asked about the numbers of employees requiring reasonable adjustments and how effective were the adjustments. The results produced evidence that showed that 56 employees responding to the survey said they needed adjustments, of that number 24 said their needs were fully met while 31 said their adjustment needs were only partly met. Follow-up

action will be taken, involving the department's Disability Advisory Group, on the results where 31 employees are saying adjustments have been partly met. **Outcome** we have set a target to reduce this figure by 50% in the next staff survey 2007 and reduce the figure further in the 2008 Survey.

### **Staff Advisory Groups**

The Treasury has established an active and productive working relationship with its staff Disability Advisory Group (DAG) and fully supports the group's work. The DAG has a senior staff sponsor and a senior member of staff chairs the group. The group's secretariat is provided by the Diversity Champion's Office and members of the group have time allocated to participate effectively in the work. There is a budget available to support the group's awareness raising activities. **Action and Outcome:** The Treasury will continue to support the DAG and build capacity to support the department's diversity agenda and promote disability equality

### **Benchmarking**

HMT participates in a number of external diversity focussed benchmarking exercises to ensure that progress is being made when compared to other similar organisations in the public and private sector. On disability, along with 80 other organisations, the Treasury participated in the *Employers' Forum Disability Standard 2005* benchmarking exercise and scored well above average in a number of the areas measured.

The Treasury's diversity agenda benefits from benchmarking by the feedback received which details how the department can continue to improve and where it is doing well compared to other similar organisations in the public and private sector.

**Action and Outcome:** The department will participate in the second Employers Forum Disability Standard benchmarking exercise in 2007 to ensure progress continues and feedback is followed-up. The Disability Advisory Groups and individual employees with disabilities will be involved in this work together with the Treasury's Diversity Champion's Office and the HR team.

### **Disability focused events and awareness raising**

The department's Disability Advisory Group's involvement in the DES supported the view that a central budget to fund awareness raising events on disability issues is important. Budgetary support for the promotion of disability-focused organisations' work is in place and work for 2006/07 will include hosting 2 events for the Employers Forum on Disability in September 06 and February 07. As part of this work a series of lectures on the economics of diversity has been planned for 2006/07. These events are open to all staff and the lecture on the economics of disability took place on in November 2006. One of the main objectives here is to achieve greater awareness of

disability issues in the department and to mainstream disability equality into policy formulation.

### **Disability Leave and Sick Leave**

The involvement of the Disability Advisory Group and individual members of staff with a disability has led to the clarification of the policy on disability leave and sick leave. In 2007 we will monitor the processes in place to support the policy to ensure it is fully embedded in the department and that managers and individuals are aware of the provisions.

### **Directorate Diversity and Disability Champions**

The Treasury has a Diversity Champion at Board level and has also nominated Diversity Champions at Senior Civil Service level in each of its Directorates with objectives agreed by top management in relation to enhancing the disability diversity of their respective Directorates. Over the next 3 years the Champions will aim to increase awareness of disability issue in their directorates and to improve the representation of employees with a disability. **The progress on this will be measured by the department's monitoring statistics which are produced by directorate and for the department overall.**

### **Disability Strategy**

Treasury has built on its disability strategy introduced in 2004 and continued to involve the Disability Advisory Group in this work. The strategy won a British Diversity Award in the same year.

The department has adopted a positive policy to encourage staff with disabilities to work and thrive in the Treasury and goes beyond compliance with *The Disability Discrimination Act (DDA)*. A guidance paper (*Staff with Disabilities in HM Treasury: A Practical Guide for Staff and Managers*) is available to all staff and sets out the Treasury's policy on disability; the support available to staff with disabilities and how they and their managers can implement reasonable adjustments to the department's practices and processes and promote fairer working arrangements.

We expect to see the following concrete and measurable outcomes of our Disability Strategy, in 2007 and 2008, including

- Greater trust and more productive working relationship established between the Diversity Champion's Office and the department's Disability Advisory Group
- Active and engaged champions, at senior management level responsible for enhancing the disability diversity of their directorate; raising awareness of disability issues in directorate management processes, advising managers, mentoring individuals and intervening to ensure reasonable adjustments in

processes so that staff with disabilities are considered on a par with other staff for jobs and have the opportunity to maximise their potential.

- Practical arrangements implemented for supporting disabled staff in their careers, postings and appraisal. Intervention by the Champions and senior managers in the appraisal, succession planning and recruitment process has had concrete results e.g. Increased numbers of staff with disabilities promoted and colleagues with disabilities returning to work
- Regular network meetings with the Champions in order to share experiences and best practice
- Measurable targets and objectives set and achieved
- Monitoring the numbers and ranges of staff with disabilities in order to tackle under-representation, policy or process gaps.
- Providing financial support for reasonable adjustments to the workplace or working arrangements. People with disabilities are now using the reasonable adjustments central budget for specialist equipment, sign language training, transport, screens, support worker, dyslexia support training
- Greater use of *Disability Confident* training Videos/CDs and the briefing papers/disability updates produced by the Employers Forum on Disability.

The success of this approach has already contributed to positive results the Treasury received in the Employers' Forum on Disability benchmarking exercise, in which Treasury participated in 2005. The Treasury will also be participating in the 2007 EFD benchmarking exercise and the department's Disability Advisory Group will be involved in this work.

### **Awareness Raising in Disability Media**

The Treasury's Disability Advisory Group's group involvement in drawing up the DES has encouraged and stressed the importance of raising awareness about the department's work in the disability media. Therefore, as in previous years, there will be provision in 2007 to promote the department's diversity policy in the disability media e.g. in Disability Now, RADAR and Reemploy publications. The **outcome** of this work will be to promote the department as an employer of choice offering effective support to applicants with disabilities and promoting their careers when they join the department.

### **Physical Accessibility and Building Modifications**

Over the next 3 years the continued involvement of the Disability Advisory Group in the programme of modifications and maintenance of the physical environment will lead to the continued improvement in areas that impact upon people with disabilities e.g. signage, lighting, maps of building layout, modification to heavy doors. This is an ongoing programme of work and the channels for the involvement and consultation with the Disability Advisory Group and individual people with disabilities are well established and have

produced a number of important outcomes in promoting disability equality. In the coming year there is work planned to improve the acoustics in meeting rooms and increase the number of rest rooms.

### **Accommodation moves**

From time to time teams will need to move teams within the building. Those involved in the moves are increasingly aware that the impact of accommodation moves on disabled staff should be considered at the planning stage and throughout the process. In particular, consideration should be given to: the additional disruption to disabled staff if they are moved and the potential costs and loss of efficiency for individuals needs to be factored into the trade-off of which teams need to be moved. Disabled employees need to be consulted as soon as possible and early preparations need to be made to assess the adjustments required to the new work area, so that necessary equipment is available in time. The department will continue to involve the Disability Advisory Group in raising awareness about issues involved in accommodation moves in the next 3 years.

## **Section 3**

### **Policy Formulation and Promoting Equality of Opportunity**

#### **Background: 2006 Budget Report**

Of the nearly 5.9 million people of working age with a health condition or disability, only around half are in employment. Ensuring that many more are able to take up the opportunity to work is central to achieving the Government's long-term aspiration of an employment rate equivalent to 80 per cent of the working age population. This will require the reduction and removal of the barriers that can prevent individuals in this group from finding, remaining and progressing in work.

People with a mental health condition face a particular risk of social exclusion, including low employment rates and over representation among the homeless and offenders. Too many are excluded from the world of work when, with the proper support, it should be possible for them to find or remain in work. To inform the 2007 Comprehensive Spending Review, the Government is reviewing the policies needed to improve mental health outcomes and employment.

#### **Action and Outcome 2007: Treasury's Health Team**

As part of the commitment to increase employment opportunity for all, Budget 2006 announced a cross-cutting review of the policies needed to improve the employment rate of people with mental health conditions and disabilities. The review will feed directly into the 2007 Comprehensive Spending Review in an area of growing Ministerial and external stakeholder interest. Full details are in the DES

The review will run through to 2007. The review team is a cross-departmental unit, located within the Treasury Health team

#### **Action and Outcome 2007: Treasury's Education Team**

##### **Education Team**

##### **Action 2007: Treasury's Education Team**

Budget 2006 launched a policy review of children and young people to inform the 2007 Comprehensive Spending Review. This followed the publication of *Support for parents: the best start for children* in December 2005, where HM Treasury and the Department for Education and Skills announced that they

would be taking forward work to assess how to secure continued improvement in outcomes for children and young people.

As part of this work Treasury and DfES hosted a series of research and policy seminars involving experts and practitioners from outside government. Two events organised at HMT in July and October 2006 gathered views and evidence to inform a particular aspect of the Children and Young People's Review – how services can provide greater support to families with disabled children to improve their life chances.

The seminar examined the key priorities and challenges for the 2007 Comprehensive Spending Review in relation to disabled children including the factors that influence access to effective services, the coordination of services for disabled children with multiple needs and how public services could be more cost effective by identifying and intervening earlier to support disabled children and their families. The review will publish an interim report before the end of 2006, and will make its final report at the time of the Budget 2007.

### **Involvement of People with Disabilities**

The review team has undertaken extensive consultation with representatives from the disability sector, including Council for Disabled Children, Contact a Family, MENCAP and the RNID. Parents, carers and academics have also submitted to the review through the Review's Call for Evidence which received around 400 responses for the whole review. A series of Parliamentary Hearings with a panel of MPs were also held to seek the views of children, parents, and professionals.

## **Section 4**

### **Future consultation and Review of the DES**

**Action** Regular review and updates will include consultation with

- Disability focused organisations (list of seven main organisations provided by Office for Disability Issues)
- Office for Disability Issues
- Disability Rights Commission
- HM Treasury Disability Advisory Group (staff representative group)
- Treasury's HR and Policy Teams
- Treasury' Diversity Champions