



HM TREASURY

Disability Equality Scheme

December 2006

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Chapter 1 Introduction

Introduction

From 4 December 2006 there will be a new statutory duty on the public sector to promote equality of opportunity for disabled people (The Disability Equality Duty). This is a requirement of the Disability Discrimination Act 1995 as amended in 2005, (the Act).

This document sets out how Treasury has worked and will continue to work on its own account and with and through partners to fulfil its duties under the Act.

Treasury's Equality and Diversity policy

The Treasury aims to be an excellent finance ministry. That means embracing diversity and improving opportunities for all. As an employer, the Treasury seeks to recruit and develop a diverse and talented workforce, which is representative of the society we serve. In line with the Treasury values of being challenging, appreciative, open and collaborative, it aims to foster a culture of trust in which people support and develop each other and feel valued for the contribution they make. As policy makers we aim to ensure that the development of the strategies for economic growth and fiscal stability in which we are involved take account of diversity impacts.

There is a wide-ranging diversity agenda within the department and a number of active staff-representative diversity groups contributing to our progress on diversity and to the delivery of our Diversity Action Plan: The Ethnic Minority Advisory Group, the Disability Advisory Group and the Lesbian, Gay, Bi-sexual and Trans Network, a Home-workers Network and a Women in the Treasury Network concentrating on coaching and mentoring. We strongly support these groups and value the contribution they make.

Chapter 2 Statement of Commitment

Diversity is about how we do business as well as the people we employ. To be an excellent finance ministry we need to know how our work impacts on the economy, nationally and locally. When we advise Ministers, we need to be clear about impacts on different people, particularly those at a disadvantage in our society. The best advice will draw on a broad range of experience and analysis.

To this end, the Treasury is developing its analysis of the impact of economic and fiscal policy on women, disabled people and people from ethnic minority backgrounds. We also consider how our policies support equality between people of different ages. This analysis is reflected in the development, with our partners, of a range of policies which aim to promote equal opportunity through participation in the labour market, through the extension of financial inclusion and opportunities to save and through opportunities to prosper in an open and competitive economy. The Treasury is committed to progressing this agenda and encompassing actively the duty to promote equality of opportunity for people with disabilities. The Treasury's Disability Scheme and Action Plan sets out how we will achieve this objective.

We also want to ensure that the Treasury's own workforce reflects the society in which we live, and brings to bear as wide a range of experience and expertise as possible on the development of our policies. And we want to ensure that everyone in the treasury can contribute to the full.

Earlier this year, June 2006, the Treasury set out how it will achieve its diversity objectives in its Diversity Deliver Plan (DDP). The DDP contains a detailed work programme on diversity across all the diversity strands for the coming year and sets out how the Treasury will mainstream diversity into policy-making to ensure equality and diversity is embedded in corporate and business plans and in Treasury's strategic analysis.

The DDP has been peer-reviewed by the Cabinet Office and the Treasury's Cross Directorate Diversity Group will monitor the implementation of the DDP and report to the Treasury Board on progress. The DDP aims to achieve

- Sensitivity to the needs of different groups in society to be reflected in our strategic thinking
- Representation of people of all backgrounds at all levels of HMT
- A culture that values diversity
- Opportunities for everyone, and particularly people with disabilities, to contribute to the full
- HMT being seen as an employer of choice

The Treasury Board will also regularly consider progress towards meeting the objectives set out in the Disability Equality Scheme and the Three Year Action Plan. The department fully supports the initiatives set out in the Disability Equality Scheme and the Action Plan and we believe this will be an important step towards promoting greater equality of opportunity for people with

disabilities. We will continue to involve people with disabilities in this work and work closely with our own Disability Advisory Group who are a valuable source of expertise within the department.

Nick Macpherson,
Permanent Secretary

Chapter 3 Statement of Involvement

The Treasury's Disability Advisory Group (DAG) has been involved from the outset in producing the department's Disability Equality Scheme and the Three Year Action Plan. The DAG holds meeting every 6 weeks, the chair of the group is a member of the Senior Civil Service and the DAG's sponsor is at Board level. The DAG's members are Treasury employees with disabilities some have worked in the department for a number of years and others are recent graduate entrants to the department. The DAG encourages managers of employees with disabilities to attend meetings and participate in their programme of work promoting disability equality. As recommended by the Disability Rights Commission (DRC), the DAG's involvement has included identifying the barriers faced by disabled people and unsatisfactory outcomes, setting priorities for action plans and assisting in planning activity. We have also sought to ensure that people who have been involved have had feedback on their involvement. Details on how individual members of the DAG and the DAG as a diversity group have influenced the content of the DES is set out in the Scheme.

Although the Treasury does not generally have external customers because we do not deliver services or implement policies we have however involved a number of groups representing people with disabilities in producing this DES and their contributions are fully reflected. For example the National Association for Mental Health (MIND). MIND's proposals on how reasonable adjustments can be implemented for people with mental health disabilities and how to promote a culture that supports positive mental health well being has been reflected in the scheme. This work is reported in detail in Chapter 7: Employment Duties. We have also made contact with a number of major charities. We intend that these charities and the people they represent will be involved in the ongoing engagement in this work after December 2006.

The involvement of people with disabilities in developing policy with other government departments is detailed in Chapter 6 *Treasury Functions*. In Chapter 6 there are examples on how people with disabilities who have an interest in the way in which the department carries out its functions have been involved in work to promote equality of opportunity for disabled people. This work, in partnership with other government departments, has included potential service users and the wider community. We have also, as recommended by the DRC, considered the full diversity of disabled people – in terms of the type of impairment and barriers people experience, as well as other equality issues such as ethnicity, age, gender, sexual orientation and religion or belief. How this work has impacted upon the development of department's approach is detailed in Chapter 10 *Arrangements for Assessing the Impact of the Activities on Disability Equality*.

The Treasury has allocated funding for ongoing engagement with people with disabilities and their representative organisations. This will be met from the department's diversity budget. There is also an arrangement in place to allow

employees with disabilities and their managers to participate effectively in the work of the department's DAG. This approach has allowed the DAG to build up its capacity as a disability group that can challenge emerging policies and processes and effectively promote equality of opportunity for disabled people. There is also funding available for the DAG, via the Diversity Champion's Office, to consult on disability issues and invite speakers to present on a variety of topics relevant to promoting disability equality. In addition to this work, which provides for the ongoing engagement the department has hosted events for the Employers Forum on Disability. This work provides an important opportunity to promote disability equality in the department, raise awareness about specific disability issues and involve disability groups and people with disabilities in debate that will inform thinking on disability issues. A number of events for the EFD have been hosted in the past and the next EFD seminar will be hosted in February 2007.

A list of the groups, organisations and individuals involved in drawing up this Scheme is at Annex 1

Chapter 4 Treasury Aims

The Treasury is the United Kingdom's (UK) economics and finance ministry. It is responsible for formulating and implementing the Government's financial and economic policy. Its aim is to raise the rate of sustainable growth and achieve rising prosperity and a better quality of life, with economic and employment opportunities for all.

In order to achieve this aim, the Treasury has eight objectives, set under the 2004 Spending Review (SR2004). These are listed below and can be broadly categorized under four main headings

Maintaining Stability at Home and Overseas

Objective 1: Maintain a stable macroeconomic environment with low inflation and sound public finances in accordance with the Code for Fiscal Stability.

Objective 5: Promote UK economic prospects by pursuing increased productivity and efficiency in the EU, international financial stability and increased global prosperity, including especially protecting the most vulnerable.

Raising Trend Growth

Objective 2: Increase the productivity of the economy and expand economic and employment opportunities for all. (Part 1 of Objective 2)

Objective 3: Promote efficient, stable and fair financial markets, for their users and the economy.

Promoting Fairness and Opportunity for All

Objective 2: Increase the productivity of the economy and expand economic and employment opportunities for all. (Part 2 of Objective 2)

Objective 4: Promote a fair, efficient and integrated tax and benefit system with incentives to work, save and invest.

Objective 8: Protect and improve the environment by using instruments that will deliver efficient and sustainable outcomes through evidence-based policies.

Delivering High Quality Public Services

Objective 6: Improve the quality and the cost effectiveness of public services.

Objective 7: Achieve world class standards of financial management in government.

Chapter 5 General and Specific Duties

General Duty

The requirement on public authorities, when carrying out their functions, to have “due regard” to the need to: Promote equality of opportunity between disabled persons and other persons; eliminate discrimination that is unlawful under the Act; eliminate harassment of disabled persons that is related to their disabilities; promote positive attitudes towards disabled persons; encourage participation by disabled persons in public life and to take steps to take account of disabled persons’ disabilities even where that involves treating disabled persons more favourably than other persons.

“Due regard” comprises two linked elements: proportionality and relevance. In all their decisions and functions authorities should give due weight to the need to promote disability equality in proportion to its relevance. This requires more than simply giving consideration to disability equality.

Specific Duty

Major public authorities are subject not only to the general duty but also have a set of specific duties which are designed to help them effectively meet the overall general duty. Those public bodies who are listed in regulations (which are reproduced in the DRC Statutory Codes of Practice) must publish a Disability Equality Scheme demonstrating how they intend to fulfil their disability equality duty.

The DES is a framework to assist authorities in planning, delivering, evaluating and reporting on their activities to ensure compliance with the general duty.

Contents of Disability Equality Schemes

The essential elements which the DES must cover are:

- a statement of how disabled people have been involved in developing the scheme
- the Action Plan (steps the authority will take to comply with general duty)
- arrangements for gathering information about performance of the public body on disability equality
- arrangements for assessing the impact of the activities of the authority on disability equality
- details of how the authority is going to use the information gathered, in particular in reviewing the effectiveness of its Action Plan and preparing

subsequent schemes.

The DES must be published. It can be contained within other documents, such as an annual report, but it is essential that disabled people (and other interested parties) know where to find it and that the essential elements of the scheme are in one place.

A report on the implementation of the scheme needs to be published annually. The Treasury must review and revise its DES every three years. The Treasury must also assess the effectiveness of the steps it takes to promote equality and within three years of the Scheme being published, take the steps set out in its Action Plan unless it is unreasonable or impracticable for it to do so.

Enforcement

The general duty can be enforced via judicial review. The specific duties are enforced through a compliance notice issued by the Disability Rights Commission.

Chapter 6 Treasury Functions

This section identifies the Treasury policy functions that are most relevant to disability equality and sets out how we meet our objectives. In deciding relevance and importance, the key consideration was whether any policy directly or indirectly affected members of the public. We also took into consideration our central role in government and how that impacted on our responsibilities.

The Treasury sets economic and financial policy for the United Kingdom. It has statutory duties in relation to the regulation of UK financial markets and managing and accounting for public expenditure. It has ownership duties, in particular, to the Bank of England.

In most of its functions, the Treasury achieves its objectives by working with and through other organisations. Six of the ten PSA targets by which progress towards the objectives will be measured are joint – that is, they are the responsibility of the Treasury and of another government department. The Treasury is not generally responsible for policy implementation or for service delivery. It meets its duties under the Act primarily through its leadership role. It does this by prompting policies and setting standards and requiring and using evidence from partnership bodies to demonstrate that the impact of relevant public policy and service delivery avoids discrimination, promotes equality and best practice in disability equality.

The areas in which we operate that are most relevant to meeting our duties under the Act are economic strategy and fiscal policy for the UK. Our responsibilities for setting standards and reporting and accounting for the public finances have less direct impact on the public and are less relevant.

Economic and Financial Policy

The Government is committed to promoting fairness alongside flexibility and enterprise to ensure that everyone can take advantage of opportunities to fulfil their potential. The Government's reforms of the welfare state reflect its aims of eradicating child poverty, supporting families to balance their work and family life, promoting saving and ensuring security for all in old age.

Tax and Welfare

The Treasury sets out the government's economic strategy and fiscal policies in an annual Pre-Budget and Budget reports. Successive pre-Budget and Budget Reports in recent years have given explicit commitments to equality, fairness and opportunity and announced measures to deliver this.

Until 2004 the responsibility for developing tax policy fell between the Treasury, Inland Revenue and Customs and Excise. Following the O'Donnell

Review responsibility for developing strategic tax policy was transferred to the Treasury with effect from September 2004.

In carrying out this new work the Treasury ensures that the evidence base for tax policy development is sensitive to impacts on different groups and will ensure different groups in society are consulted when formulating policies. Her Majesty's Revenue and Customs (HMRC) will continue to be responsible for implementing tax policies. HMRC has its own duties under the Act to publish a Disability Equality Scheme and to measure and consult on the disability, race, gender and other diversity impacts of the policies they implement on behalf of government. The Treasury will work in partnership (as before) with HMRC when developing tax measures and in this way strategic tax policy will be formulated taking account of impacts on disability issues as well as considering other research and evidence including information in the Regulatory Impact Assessments that accompany measures included in the Budget reports.

For example, the Treasury, working in partnership with HMRC, has promoted measures to improve the opportunities and incentives for disabled people to work and to share in rising national prosperity. The box below describes some of these policies.

Working Tax Credit

The introduction of tax credits has led to increases in support for disabled workers and families with disabled children, as well as other vulnerable groups. In recognition of the fact that disabled people may not be able to work full-time, but to support disabled people in working should they wish to and are able to do so, the disability element of the Working Tax Credit (WTC) is available to all those disabled people who work more than 16 hours a week. In addition, previous systems of support were distinct from support for working people without disabilities. The WTC has therefore been more inclusive, bringing disabled workers into the same system of support as other working people, with additional elements to recognise disability.

Decent Incomes -

As a result of the National Minimum Wage, and the Government's package of tax and benefit reforms, a minimum level of income is now guaranteed for people moving into employment, helping to ensure that work pays over welfare.

Weekly Minimum Income Guarantee (MIGs)

	October 1999	April 2007
Disabled person, single, full time work, (35hrs)	£155	£222
Disabled person, part time work (16hrs)	£112	£163

Assumes a single earner household, the prevailing rate of NMW and that the person is eligible for the disability element of WTC.

The number benefiting from disability support through tax credits has markedly increased compared to previous systems of support. There were 102 thousand families benefiting from the disabled worker element of WTC at 3 April 2006. This compares to 38,000 who benefited from the Disabled Person's Tax Credit and to 17,000 who benefited from the Disability Working Allowance. There are also 114,000 families benefiting from the disabled child element of CTC, which is well over three times higher than the 32,000 who benefited from disabled child tax credits in Working Families' Tax Credit and Disabled Person's Tax Credit.

Public Expenditure

As part of its stewardship of the public finances, the Treasury manages biennial Spending Reviews of public expenditure after which the government allocates resources to departments to deliver public services. Each department contributes to the delivery of Public Service Agreements, by which the department/s delivering the service measure and report on progress towards high priority outcomes: for example, PSAs on improving educational attainment, led by the Department for Education and Skills (DfES).

Although the Treasury does not have a direct role in delivering public services, it uses the Spending Review process to promote better and more responsive public services. Delivery departments will undertake their own disability and equality impact assessment of services and measure progress.

The Treasury has recently issued guidance for Departments preparing their Comprehensive Spending Review (CSR) 2007 submissions and has taken this opportunity to remind Departments of the importance of the Disability Equality Duty, and the requirement to promote disability equality, in the context of developing CSR policy plans and performance frameworks. There are a number of areas in the CSR guidance that are relevant to Disability Equality Schemes and the Office for Disability Issues have brought these areas to the attention of departments and believe that as well as being important for CSR planning, these will provide a powerful mechanism for demonstrating compliance with the DED.

Examples of how the Treasury has used its role in the spending review to focus departments on promoting disability equality is set out below:

Good practice Public Services and Growth Directorate

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 a 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.

Health Team

Action 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 mental health disabilities. The review will feed directly into the 2007 Comprehensive Spending Review in an area of growing Ministerial and external stakeholder interest. The review will:

- Identify best practice in the NHS, welfare and other services where they are effectively supporting employment for those with mental health conditions;
- Assess the effectiveness of existing labour market policies, including Pathways to Work, in supporting people with mental health conditions to stay in or get quickly back to work;
- Develop costed, practical, and evidence-based recommendations for how to improve employment rates for people with mental health conditions – and
- Ensure resources across key government departments are targeted appropriately and in line with evidence of what works

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

Involvement of People with Disabilities included working with the National Association for Mental Health (MIND)

The Treasury's Charity and Third Sector Finance Unit

This Unit is responsible for the promotion of the third sector in Government policy making, supporting the sector in its various roles of creating stronger communities, promoting participation in civil society, providing voice for underrepresented groups, delivering public services and creating business solutions to social and environmental problems. This is a cross-cutting agenda and one that has considerable interest particularly on volunteering. The Unit is also the spending team for the Office of the Third Sector in Cabinet Office and is currently leading on a Comprehensive Spending Review policy review on the future role of the third sector in social and economic regeneration.

The Volunteering and Communities branch in the Unit has policy responsibility for volunteering, mentoring, charitable giving, social enterprise, corporate community involvement and the community sector and coordinates team input for the Budget and PBR processes. The Unit works closely with the Office of the Third Sector in Cabinet Office, along with a range of other Government Departments. The Unit also has extensive contact with stakeholders in the third sector and is involved in work to promote equality of opportunity for people with disabilities

The economic and financial policies that flow from the Budget and Spending Review processes affect all taxpayers and public service users. As such they are important and relevant to the duty to promote disability equality and the Treasury will ensure that the objectives set for key relevant programmes promote disability equality; that the evidence base for developing policy and measuring progress is sensitive to the impacts for different disabilities and that delivery partners put in place monitoring and review arrangements that can assess change in impacts upon specific groups.

Financial Services

The Treasury's role in relation to regulation of financial markets is exercised in partnership with the Financial Services Authority (and the Bank Of England). Both of these organisations are listed public authorities under the Act and are

bound by the General Duty on disability equality and by the Employment Duties in relation to their own work forces.

The regulation of financial markets includes banking and insurance and is important in increasing the stability and value of personal and corporate assets and in encouraging enterprise in the economy. The promotion of disability equality is relevant in ensuring fair access to financial markets and services and in guaranteeing equality of opportunity in the market.

The Treasury operates a policy of economic inclusion and actively seeks to remove the barriers that some communities face. In identifying and addressing the barriers to financial inclusion, the Treasury consults across a broad range of interest groups and business representatives as well as individuals and consumers.

Ownership

The Treasury is the sole shareholder of the Bank of England and the Royal Mint, and the majority shareholder of Partnerships UK. In exercising its ownership duties the Treasury will ensure that disability equality issues are considered where relevant.

Associate Bodies

The Treasury has two agencies. The Office of Government Commerce has fully delegated Accounting Officer arrangements and will publish its own arrangements for meeting the duties under the Act. The Debt Management Office is covered by the arrangements set out in this scheme and the Treasury will ensure that when exercising its sponsorship duties disability equality issues are considered where relevant.

Standard Setting

The Treasury has responsibilities for setting standards in audit and financial accounting across government. It also sets the standards for determining economic business cases for public spending and in recruiting professional economists to Government.

The standards for government audit seek to ensure public trust in the conduct of government business and transactions. The standards are published on the Treasury website and already specify that Accounting Officers in each department must have due regard to their legal obligations which include their duties under the Act to promote disability equality. In setting out how they will meet their duties in their own Disability Equality Schemes, government departments must determine their own plans for auditing progress, monitoring and review.

The standards for financial accounting in Government are published in 'Government Accounting' available on the Treasury web site and from HMSO. They are technical in nature and apply to the running of public bodies and not directly to individuals. They are not directly material to the promotion of disability equality.

The standards for economic business cases seek to ensure value for money in public spending through a framework of guidance for project managers and policy developers in determining costs and benefits for individual projects. The guidance is available on the Treasury website and via HMSO. It makes no direct reference to promoting disability equality but business cases can include in their costs and benefits any material factor to the successful outcome of a project including issues such as community cohesion and disability equality.

The Government Economic Service (GES) is a cross-departmental body with its own Board and governance and is not directly accountable to the Treasury. Its arrangements are included in this scheme because of the close association of the GES with the Treasury and because the functions of the GES which include setting standards for the recruitment of Government economists are material to the promotion of disability equality.

The GES publishes its own annual report. It runs central recruitment schemes on behalf of other government departments and, where it does so, monitors disability and other data. GES recruits who enter the service via departmental schemes or the fast stream are subject to the monitoring arrangements of their departmental employer or the Cabinet Office respectively. The GES will be publishing the results of their recruitment monitoring in their 2007 annual report.

Chapter 7 The Employment Duties

Employment Duties

As an employer, the Treasury's will promote disability equality in employment in order to

- help make the workforce more representative of the community it serves;
- attract able staff;
- avoid losing or under-valuing able staff;
- improve staff morale and productivity;
- improve the way staff are managed;
- help to develop good practice;
- meet its statutory obligations.

The results of the department's monitoring of recruitment and staff in post have been published in our annual departmental report. Statistics on leavers, promotions and appraisal have been compiled and discussed with managers and staff including our internal Disability Advisory Group.

We have introduced a computerised learning management system that automatically captures data on the diversity profiles of staff that have received training. Analysis of this data will allow the department to take follow-up action and make appropriate interventions if required to promote disability equality. This point is covered in more detail in the **Action Plan**

Every member of the Treasury is required to have a learning and development plan, drawn up as part of their annual individual performance review. Individual development plans are reviewed formally at mid-year and end of year, and discussed and updated with line managers on a regular basis. Over 60 different courses and programmes are available internally, covering a wide range of topics to meet development needs of staff at all level and disciplines.

The department seeks the views of different groups of staff including staff with disabilities through the annual staff attitude survey and seeks to work closely with the employee Disability Advisory Group. The feedback from our 2005/06 staff survey indicated areas for improvement and these areas are covered in our **Action Plan**.

The Treasury is taking an active approach to addressing the results of monitoring and ensuring that new Human Resources policies and procedures consider disability and other diversity and equality impacts. We have set targets to increase representation at senior management level and feeder grade level of under-represented groups including staff with disabilities. We benchmark our approach with the Employers' Forum on Disability's Disability Standard and work closely with our Disability Advisory Group and other stakeholders in taking forward action. Full details about this work are the **Action Plan**

Examples of how we work with our internal stakeholders to deliver change and promote disability equality are in the boxes below.

Employment Performance Management.

Issue Identified Employees with disabilities were more often in middle and lower performance categories.

Evidence was collected from the appraisal results and analysed with involvement of the Disability Advisory Group. A paper on the findings and recommendations on how to achieve a more even distribution was presented to the Board

Intervention

Disability Champions appointed in each of the Treasury directorates who could intervene in HR Processes and the appraisal processes on the behalf of colleagues with disabilities to ensure they were being treated fairly.

The Diversity Champion's Office worked in partnership with all the department's staff diversity groups to develop a presentation for senior managers and the Performance Review Teams. The aim of this work was to remind managers before the start of the annual appraisal cycle of the outcome from previous years and what they could do during the appraisal process, and through-out the year, to ensure fairness and equality for all staff. This approach was supported in revised central guidance and in training on appraisal.

Monitoring and review Human Resources will monitor the outcome of the 2006 appraisal round review progress in conjunction with the Disability Advisory Group and the Diversity Champion.

This work will continue over the next 3 years and beyond.

Initiatives to Promote Well being

The Treasury Health and Safety team has put in place measures to support the department's work-life balance policy and counter stress in the work place. This work contributes directly to maintaining the well-being of employees and to supporting employees experiencing stress either at home or in the work place. The department's Health and Safety Team actively raise awareness about the support available. The National Association for Mental Health (MIND) have commented on this work and their involvement in drawing up the DES has help to strengthen the Health and Safety Team's contribution to promoting a culture that helps employees maintain work- life balance.

Rest Rooms

Recently a programme of work has been completed converting former smoking rooms to rest rooms. Two of these rooms have been designated as Recovery Rooms, for expectant and new mothers and those with disabilities or health conditions that mean they need to rest for periods during the working day. The rooms can also be used for immediate first aid needs.

Welfare Officer

The Treasury's Welfare Officer provides a specialist support and advice service on a range of people issues to individuals, teams and managers. The Welfare officer is specifically trained in counselling and mediation skills and has extensive experience and knowledge on a range of issues affecting people in the workplace. The Welfare Officer works to professional standards and codes of ethics, which are published on the internal intranet site available to all employees.

In addition to this work there are a number of resources available to raise awareness about stress and the measures that can be put in place to counter negative impacts on employees well-being.

Central Reasonable Adjustments Budget

An important aspect of the successful promotion of disability equality for the Treasury as an employer will be the consolidation of the central reasonable adjustment budget process that was implemented in 2004. This was put in place and consolidated following the **involvement** of the department's Disability Advisory Group (DAG) in discussions on how reasonable adjustments should be funded in order to make the process as effective as possible for employees with disabilities and their managers. The reasonable adjustment budget has increased year on year since 2004 and has allowed reasonable adjustments to be put in place more efficiently and without a cost to the team in which the employee with a disability is posted. The continued involvement of the DAG regarding the central reasonable adjustments budget has allowed the department to build up a central resource on best practice

and a growing knowledge base on reasonable adjustments. We will continue to build on this work. Examples of the reasonable adjustment put in place are quoted below and the department's disability strategy is available to all employees via the internal intranet site

Reasonable Adjustments (This list is not exhaustive).

Alternative working arrangements including home-working arrangements for staff (provided with the IT Team) who have difficulty traveling to the office because of mobility disabilities, mental health disabilities or fatigue issues because of disability;

Adjustments to job objectives if a job holder is at a disadvantage in performing the full range of activities

Additional staff resources to support employees with disabilities e.g. support worker

Rearranging work distribution in the team, additional time at assessment/development centres

Payment of taxi fares on regular basis for employees with mobility disabilities

Modifications to the office environment e.g. lighting, signage, access

Provision of sign language interpreters, lip-speakers and palantypists, Talk-Type telephones

Specialist pagers for employees with hearing disabilities i.e. pagers that activate when the fire alarm is sounded in the building

Adjustments to management processes e.g. Appraisal and posting processes

Provide tuition on specialist software, computer equipment and working methods

- Assessments and reports commissioned on individuals' reasonable adjustments needs e.g. from the Royal National Institute for the Blind, the Royal National Institute for Deaf People and the Adult Dyslexia Association

Chapter 8 Training, Transparency and Accountability

Training Arrangements

We have held specific events to raise awareness on disability issues. For example we have organised seminars, open to all employees, on dyslexia led by the British Dyslexia Association and a seminar on IT systems and the needs of employees with visual disabilities led by the Royal National Institute for Blind People. The department has hosted events for the Employers Forum on Disability (EFD) and these events have helped to raise awareness and promote best practice. For example the Treasury hosted an all day conference for the EFD and recently hosted a half-day seminar for the EFD on the Disability Equality Duty. As part of *Learning at Work Week* a consultant from the Disability Partnership led a seminar on mentoring and the benefits mentoring can bring to individuals and organisations. This programme of awareness raising training is being consolidated. In 2006/07 there will be a series of lectures on the economics of diversity. As part of this lecture series we had included a lecture on the economics of disability delivered in November 2006.

All employees have access to the e-learning package *Disability Confident* produced by Skills Boosters and endorsed by the EFD. *Disability Confident* is an interactive training resource that shows why disability is a mainstream issue for everyone in every organisation and what individual employees have to do about it. The resource contains a variety of dramatic scenarios and interactive challenges featuring disabled people in a range of customer and colleague situations. It serves as both a linear course and a reference guide that can be returned to when needed to access detailed information about different disabilities or specific legal obligations. The modular design enables employees to work at their own pace, checking their knowledge with the *Confidence Quizzes* and printing out results as a record of achievement.

The diversity and HR intranet sites available to all employees also contain information on disability issues and provides an important source of information. The department will continue to build on this work.

The Treasury's corporate diversity training is being reviewed at the moment. The department's Cross Directorate Diversity Group and the Disability Advisory Group are fully engaged in this project. The review will take into account of the needs of employees with disabilities who will need reasonable adjustments to classroom-based training. Particular issues that have been raised, by employees with disabilities include the use of white boards, videos and DVDs in training, acoustics of training rooms.

The Treasury has an employee Volunteers' Group that helps shape and implement the Treasury's volunteering corporate strategy. The Group, drawn from staff across the Department, organises regular events to bring organisations and individuals together and maintains a database of volunteers and contacts. The series of events planned to raise awareness about

volunteering opportunities includes a number of organisations focusing on disability issues and promoting equality of opportunity for people with disabilities. For example: *Shape* (the leading disability arts organisation, aiming to improve access to the arts for deaf and disabled people whilst supporting deaf and disabled artists to challenge perceptions and promote Deaf and Disability Culture) will give a presentation at the Treasury in March 2007 on issues around improving access to the arts for deaf and disabled people and in April 2007 *Capital Volunteering* a-London-based charity tackling issues of mental health and social inclusion will give a presentation. These presentations are open to all staff and publicised within the department and on the intranet site.

Access to Information and Publication Arrangements

Information on the annual Budget and the Pre-Budget Reports is made available on our website together with any associated Regulatory Impact Assessments. Budget Reports and other major publications are also available in hardcopy from HMSO and public information leaflets of the Budget summary are made available in a number of public places including public libraries. We have a consultation facility for new policies on the website. The Treasury will make available the documents it publishes in alternative formats when requested to do so.

Accountability and Review

The Permanent Secretary as Accounting Officer has overall responsibility for ensuring the department complies with its duties under the Disability Discrimination Act. The department's Diversity Champion will monitor and review actions under the Act and report to the Permanent Secretary and Treasury Board annually. The Director of Operations is responsible for ensuring that systems are in place for monitoring and reporting data. The Managing Directors are responsible for ensuring the general duties are met in relation to their individual areas. Team Leaders are responsible for ensuring equality of opportunity for people with disabilities is addressed during policy development.

Chapter 9

- **Arrangements for Gathering Information about performance on Disability Equality**
- **How Information will be used to inform policy, review the effectiveness of the Action Plan and inform content of subsequent Schemes**

A variety of evidence is gathered as part of the process of achieving greater equality for disabled people, treating employees and members of the community more fairly and with respect. This work is reported in the **Action Plan with the timetable for follow-up work over the next 2 years**. In terms of collecting information from employees we have **involved** the department's Disability Advisory Group and consulted the Cabinet Office to ensure that all who are being asked to disclose information understand its purpose and the broader context. As a result of this work we have already established that the process of information gathering is not an end in itself but an important sources of evidence to enable the department to make better decisions about what actions would best improve disability equality. As a result of this work we have been, and will be, able to assess our performance, identify barriers to good performance and actions for improving, reviewing progress and adjust actions as appropriate, set targets for improving outcomes and benchmark against other public and private sector organisations.

Chapter 10 Arrangements for Assessing the Impact of the Activities on Disability Equality

As mentioned in earlier chapters the Treasury is not directly responsible for implementing policies and services. The Departments implementing the policies are responsible for the relevant Disability Equality Impact Assessments. We think the right way to go about this is to analyse the impact on all aspects of diversity of the Treasury's key strategic functions. So work is underway to draw up, and update after that, analyses of the impact on diversity of public spending, of tax and of policies for promoting productivity and growth. These analyses will inform judgements about measures in future Pre-Budget Reports, Budgets and Spending Reviews. The developing analyses are available to people across the Treasury on our intranet site and we're actively selling them to staff working on PBR and CSR measures. The process of undertaking these analyses is revealing some gaps in our knowledge. We do not have good information, for example, about the diversity breakdown of people paying VAT. So part of this work also aims to identify how we can fill in these gaps and expand our knowledge base.

In addition to this work we will have in place a process of assessing the activities of disability equality by focussing on the impact of strategic policies, informed by as a full an analysis as available information allows. This will allow the identification of issues and evidence can be collected that will lead to specific policy interventions. This process will be subject to monitoring and review to ensure the delivery of equality of outcomes. This approach will help to mainstream a best practice approach across departments and ensure that activities do not disadvantage disabled people in any way (either intentionally or not), and also, crucially, identify where they can best promote equality of opportunity. Where the above analyses identifies an adverse impact or missed opportunity to achieve a more positive impact we will look at what it can do to remedy this and to take up this missed opportunity. This approach has been in place for a number of years an example of how we have assessed impacts and taken follow-up action is detailed in the Action Plan. We view this as a positive approach and have involved the department's Disability Advisory Group in this work which has led to improvements in the department in the promoting disability equality.

Annex 1 Involvement: Organisations, Disability Groups and Individuals

The Disability Advisory Group (DAG) (the employee network, A trade unions representative is also a member of the Group). The DAG have been involved in the formation of the DES since May 2006

Individual members of staff who have a disability (employees with mobility disabilities, fluctuating conditions, employees who are blind, people who have hearing disabilities and employees who have several disabilities) have also been involved in shaping the content of the DES.

Treasury' Diversity and Disability Champions

Treasury Teams involved in policy formulation that helps promote equality of opportunity for people with disabilities. These teams are also involved with the **wider community** (Full details in the DES and Action Plan).

Cross Directorate Diversity Group includes representative from all the staff diversity groups, all the Treasury's directorates and the trades union

The National Association for Mental Health (MIND)

Ongoing involvement will include contact with the organisations recommended by the Office for Disability Issues