

## NHMF/ HLF Disability Action Plan

2016 - 2019

Measures to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life.

Measures	Timescale	By who	Performance Indicators/ Targets
<p><b><u>Recruitment and Selection</u></b> The Fund received certification of our successful transfer to the new Disability Confident Employer Level 1 on 9 August 2016. This was renewed in June 2017 achieving Level 2. The Fund now has 2 years during which to gain Level 3. Identify the use of specific advertising resources which may attract people with a disability. Ensure that all recruitment resources are accessible to people with a disability: e.g: application process; special requirements and adjustments for interview and planning for special requirements and adjustments as part of employee induction.</p>	On-going	HR team	Increased disability representation in the workforce as exemplified in HR data.

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<p><b><u>Learning and Development</u></b> To provide qualitative Learning and Development opportunities for new and existing staff to increase awareness and knowledge of disability issues as covered by the Equality Act 2010 and the DDA 1995 in Northern Ireland.</p>	<p>Corporate Induction is held three times a year and includes reference to equality and diversity and inclusion including a discussion on organisational demographics. As part of the Corporate Learning and Development Calendar, theatre style equality and inclusion training has been commissioned since 2015. Other disability related briefing sessions have been delivered. On line induction equality and diversity e learning resources have been commissioned and have been launched with a test cohort of staff in 2016 with a view to extending to all staff.</p>	<p>HR, L and D and other staff notably in SBD</p>	<p>Continue as a high priority and develop the breadth of L and D opportunities offered. Aiming to deliver the L and D opportunity in a creative and more engaging way. Ensuring that all L and D opportunities are accessible and offered to all. Recent on line e learning resources will be mandatory and more general opportunities (e.g theatre style training) will be actively promoted. Aim is to ensure that all staff are aware of the Fund's commitment to disability issues in the workplace and beyond as covered by legislation. Incorporate greater awareness of appropriate language when talking about disability and heighten awareness.</p>
<p>Ensure all internal and external L and D providers have considered and included accessibility issues in their resources for delivering training.</p>	<p>Checklist has been designed to ensure this is met.</p>	<p>L and D</p>	<p>Continue to use evaluation to ensure that accessibility meets the needs of those people with a disability who attend L and D events.</p>

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<p><b><u>Disability data and analytics</u></b> Monitor disability statistics of applicants and then joiners. Undertake an annual survey to determine the number of people with a disability on the workforce and seek views on disability issues. Latest annual survey was held in 2017 and the outcomes were discussed at the DAG meeting on 10.07.17 and will be more widely disseminated.</p>	Annually.	HR	Continue to aspire to greater openness and confidence amongst people with a disability. Provide evidence to inform proactive initiatives when formulating recruitment practices.
<p><b><u>Staff Disability Advisory Group</u></b> A voluntary member participatory group which discusses disability related issues of staff. Terms of Reference are agreed and are attached.</p>	Aspire three times a year.	Led by HR but all staff eligible to participate.	Raise the profile of disability issues. Achieve Level 2 of the Disability Confident Employer Level 2. (See first action point above)
<p><b><u>Equality Steering Group</u></b> This group has been disestablished by the CEO and its work has been mainstreamed into specific <b>Management Board meetings</b> throughout the year. TU equality reps are also invited to attend.</p>	Three times a year	HR	Ensure that workforce led disability issues are included as part of the corporate priority.
<p><b><u>Inclusion Practice Group and Grant Giving</u></b> The objective of this group is to increase diversity in grant giving, governance and the workforce</p>	Annually	Inclusion Practice Group	Achieve action plan.

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<p><b><u>Website</u></b> Working with the Shaw Trust since 2011, the UK's largest third sector provider of employment services for disabled and disadvantaged people and a recognised authority on website accessibility.</p>	On-going	Website and Digital Team	The Shaw Trust last assessed HLF in summer 2015 and received an AA score, the top score that can be achieved is AAA but almost no websites achieve this. The next assessment should be in September/October 2016.
<p><b><u>Communications</u></b> Commission new images of people with a disability who are working on Funded projects and use in publications and on-line resources.</p>	On-going	Publications Team	Remain as a high priority as images can demonstrate our inclusivity and promote us as a funder of choice for people and groups working on disability related projects.
<p><b><u>Governance</u></b> Use appropriate resources and media to advertise Committee Member vacancies to ensure a diverse range of applicants. Monitor and review applications from people with a disability to ensure appropriate resources are being used in recruitment activity. Provide induction and on-going guidance to Trustees and Committee Members on changes in equality legislation with specific reference on disability.</p>	On-going	Secretariat	<p>Increased and more representative diversity amongst Committee Members.</p> <p>Increased and more representative diversity amongst Committee Members.</p> <p>Some of our actions in the Inclusion Action Plan address this. Most relevantly, we have now appointed search consultants to assist us with forthcoming committee recruitment in Yorkshire and NE. The consultants have a brief to</p>

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			<p>focus especially on younger age groups, minority ethnic groups and people with disabilities.</p> <p>Also, following a meeting with one of our Trustees Atul Patel (who the Chair Peter Luff has asked to take a board level interest in diversity in governance) and who has a large amount of committee interviewing experience we are recommending that we invite Atul to join the committee chairs meeting in October to facilitate a discussion around diversity in governance and how to approach this in sifting and interviewing. We think this will be a more productive way of embedding thinking than more formal “training”.</p> <p>Enable Trustees and Committee Members to gain additional and relevant knowledge and awareness to assess applications from disability organisations.</p> <p>Enable Trustees and Committee Members to gain additional and relevant knowledge and</p>

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			awareness to assess applications from disability organisations.