

disability equality scheme



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SCOTTISH EXECUTIVE

disability equality scheme

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DISABILITY EQUALITY SCHEME 2006

MINISTERIAL FOREWORD

The Scottish Executive believes that disabled people should have the opportunity and choice to play an active part in Scottish society, to improve their quality of life and to be respected and included as equal members. These are essential ingredients in achieving a just and inclusive Scotland and in forging a successful, civilised and fair society in which we all feel proud to live.

Disabled people know only too well that trying to live and work in a society which is not structured to enable their participation is frustrating and can result in a lifetime of exclusion and discrimination. The barriers that prevent participation need to be addressed if disabled people are to achieve equality of opportunity in Scottish society.

The public sector has a major role to play in securing improvements in the lives of disabled people whether it is through delivering services; shaping the nation's infrastructure; protecting or providing for our citizens. The Scottish Executive has a key role in ensuring that the frameworks it creates help to deliver disability equality and the policies which it develops take account of disabled people's needs and experiences.

This new duty will increase the pace of change on disability equality and will make a real difference to the lives of disabled people. It will begin to shift the disadvantage and discrimination which can occur when organisations and institutions fail to take account of disabled people in the development of policies and services. It will also help public bodies to improve their performance and be more responsive to their communities.

Of course there is much to do to realise our goals for disability equality. This Scheme outlines how, as an organisation, we intend to approach this in the coming period. It emphasises the need to involve disabled people in our policy development and to make sure that we understand what disabled people need and want. However the test will be what changes as a result. Undoubtedly some change will take time but I am confident that this new duty and the actions which will be taken across the range of policy areas will make a real difference.

**MALCOLM CHISHOLM, MSP
MINISTER FOR COMMUNITIES**

DECEMBER 2006

CONTENTS

Chapter 1	Introduction to the Disability Equality Scheme	3
Chapter 2	Scottish Executive Approach to Disability Equality	8
Chapter 3	Involvement of Disabled People in the Development of the Scheme	11
Chapter 4	Developing the Involvement of Disabled People During the Life of the Scheme	18
Chapter 5	Disability Equality Impact Assessment	21
Chapter 6	The Scottish Executive as an Employer	23
Chapter 7	Information Technology and Web Access	31
Chapter 8	The Scottish Executive Estate	33
Chapter 9	Procurement	34
Chapter 10	Legal and Parliamentary Services	35
Chapter 11	Gathering Information and Making Use of Information	36
Chapter 12	Departmental Action Plans	43
Annex A	Useful documents and websites	215

CHAPTER 1 – INTRODUCTION TO THE DISABILITY EQUALITY SCHEME

Background

1.1 Our work on equality encompasses age, disability, gender, race, religion and sexual orientation (often referred to as 6 strands). Our approach is shaped by legislation and by the strategic commitment to mainstreaming which lies at the heart of the Scottish Executive's Equality Strategy. Mainstreaming means integrating equality into the everyday work of the Executive across Departments. Commitments to consultation, developing research and statistics, and awareness raising underpin the mainstreaming approach.

1.2 Our Equality Strategy was published in November 2000. It remains the main document for the Executive's work on equality and we are continuing to take forward its key priority of mainstreaming. There have been 2 reports on progress, in 2001 and 2003. We have also reported regularly on advances made in relation to specific equality groups, for example, the Social Focus on Disability (published August 2004).

1.3 Significant progress has been made in tackling discrimination and promoting equal opportunities through a number of routes including:

- legislation introduced through the Scottish Parliament;
- improving data, information and research;
- increasing consultation and dialogue with equality groups;
- raising awareness of equality through campaigns such as See Me campaign

1.4 We will report in more detail on recent developments on disability and the other equality areas in the Equality Report which we plan to publish in January 2007.

1.5 Over the coming period, the Executive will be publishing three documents:

- The Scottish Executive's disability equality scheme (this document);
- The Scottish Executive's gender equality scheme;
- An Equality Report outlining progress which we have made across the 6 strands since our last formal report on our Equality Strategy in 2003.

The legal context – a move towards promotion of equality

1.6 The legislative landscape on equality has changed significantly since the last formal report on our Equality Strategy in early 2003. Following the move to a proactive race equality duty established by the Race Relations (Amendment) Act 2000, two further statutory duties have been introduced through the Disability Discrimination Act 2005 and the Equality Act 2006. Public bodies are now required to promote equality of opportunity in relation to race, disability and gender. All three of these duties require key public bodies to publish schemes setting out what they will do to promote equality. The Scottish Executive's race equality scheme was published in November 2002 and updated in November 2005. It sets out the Executive's commitment to race equality and plans for tackling discrimination,

harassment and prejudice on grounds of race. The Scottish Executive's gender equality scheme will be published in January 2007.

General and specific duties

1.7 The 'general duty' lies at the heart of the disability equality duty. The purpose of the 'specific duties' is to help fulfil the general duty. It is against the general duty's 6 requirements that progress needs to be considered.

1.8 Coming into effect on 5 December 2006, the general duty covers all public authorities, with a few limited exceptions. It applies to *all* their functions, not just employment and service delivery, but also budget setting, procurement and setting the framework within which the organisation will deliver services.

1.9 The general duty requires public bodies, when carrying out their public functions, to have 'due regard' to:

- 1) The need to promote equality of opportunity between disabled people and other people;
- 2) The need to eliminate discrimination that is unlawful under the DDA;
- 3) The need to eliminate disability related harassment;
- 4) The need to promote positive attitudes towards disabled people;
- 5) The need to encourage participation by disabled people in public life; and
- 6) The need to take steps to meet disabled peoples needs, even if this requires more favourable treatment.

1.10 Specific duties, set out in the Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005, require listed authorities to publish a disability equality scheme by 4 December 2006. This document is our disability equality scheme.

Coverage of the Scottish Executive's disability equality scheme

1.11 The Scottish Executive is the devolved government for Scotland. It is responsible for most of the issues of day-to-day concern to the people of Scotland, including health, education, justice, housing, environment and rural affairs, and transport. The work of the Scottish Executive is carried out by Executive departments and agencies. The Scottish Executive's disability equality scheme covers all Scottish Executive departments and agencies (other than those listed at paragraph 1.14).

1.12 Executive departments are the mainstream civil service in Scotland. Current departments are:

Development	Health
Education	Justice
Enterprise Transport & Lifelong Learning	Legal and Parliamentary Services
Environment and Rural Affairs	Office of the Permanent Secretary
Finance & Central Services	Crown Office

1.13. Agencies are established by Ministers as part of Executive departments, or as departments in their own right, to carry out a discrete area of work. Agencies are staffed by civil servants. Current Scottish Executive agencies are:

Accountant in Bankruptcy	Scottish Building Standards Agency
Communities Scotland	Scottish Court Services
Fisheries Research Service	Scottish Fisheries Protection Agency
Historic Scotland	Scottish Prison Service
HM Inspectorate of Education	Scottish Public Pensions Agency
Mental Health Tribunal for Scotland	Social Work Inspection Agency
National Archives of Scotland	Student Awards Agency for Scotland
Registers of Scotland	Transport Scotland
Scottish Agricultural Science Agency	

1.14 The National Archives of Scotland and the Registers of Scotland are Scottish Executive agencies which also have the duty placed on them directly and must produce their own scheme. The Scottish Prison Service and Scottish Courts Service are Scottish Executive agencies that have chosen to publish their own associate schemes rather than be included within this document. Links to these agencies' websites are at Annex A.

1.15 Non-Ministerial Departments are departments of a government that are not headed by a Minister and answer directly to legislature. These are not covered by the Scottish Executive's disability equality scheme.

General Register Office for Scotland
Office of the Scottish Charity Regulator (OSCR)

1.16 Public Bodies are not covered by the Scottish Executive's scheme. These can be defined as bodies which have a role in the processes of national Government, but are not a Government department or part of one, and which accordingly operate to a greater or lesser extent at arm's length from Ministers. Public bodies are known in Government circles as 'Non-departmental Public Bodies' (NDPBs). This term covers a wide and diverse range of organisations of varying size and responsibilities. Executive NDPBs are normally established by statute such as an Act of Parliament or Royal Charter and carry out administrative, commercial, executive or regulatory functions on behalf of Government. They employ their own staff, who are not civil servants, and are responsible for managing their own budgets. Many NDPBs are themselves covered by the disability equality duty and will be producing their own disability equality schemes.

Our approach to the disability equality scheme

1.17 The Scottish Executive is a large organisation with a complex structure, delivering services and exercising functions which cover a vast range of issues which impact upon all the people of Scotland. We made early contact with national disability organisations and had initial discussions on how best to involve disabled people in the development of the scheme and this is discussed in more detail in chapter 3. This section focuses on the internal structures which we established to

help us develop a strategic approach to disability equality and to producing our disability equality scheme.

1.18 Our internal approach to implementing the duty was led by the Equality Unit and started with the establishment of our Equality Scheme Implementation Group (ESIG) in April 2006. This group included officials from across departments and agencies and provided an oversight of our activities. In addition, to enable us to take forward our work plan and timetable for the implementation of the public sector equality duties effectively, we established a network of contacts across departments and agencies. Officials in this network were involved in the dissemination of information across the organisation and the co-ordination of action.

1.19 Working with ESIG, the Equality Unit developed guidance on the disability equality duty, developed an Equality Impact Assessment Tool and put in place a system to allow departments to provide strategic, co-ordinated input to the content of the scheme. We also delivered a programme of briefing sessions for senior management, departmental business planning officials and other key advisers. This has been followed up with briefing sessions for staff across the Executive on the new public duties and the Equality Impact Assessment Tool.

1.20 Executive officials also engaged with the Disability Rights Commission in determining our approach to the scheme and in the preparation of DRC guidance for the Executive. At the time of writing, the DRC guidance has not been published.

1.21 In addition to ESIG we established a cross departmental disability group involving officials with a specific policy interest in disability from across the Executive's departments and agencies. While this group did not provide specific input to the development of the scheme, they will be instrumental in rolling out the scheme and embedding the duty in the work of the Executive over the next 3 years.

Structure of the disability equality scheme

1.22 Our disability equality scheme contains 12 chapters, structured as follows:

- chapters 1 and 2 introduce the scheme and set it in the context of the Scottish Executive's approach to disability equality;
- chapters 3 and 4 discuss how disabled people have been involved in the development of the scheme and how we will strengthen involvement during the life span of the scheme;
- chapter 5 describes our approach to disability equality impact assessment;
- chapters 6 – 11 set out Scottish Executive corporate functions and describe how we will take forward disability equality in these areas, including information gathering; and
- chapter 12 contains departmental action plans setting out how the policy work of departments and agencies will deliver the disability equality duty;
- an Annex referring to other documents and websites is included at the end.

Reviewing during 2007

1.23 In our scheme we set out departmental action plans, which include key policy priorities for taking forward disability equality over the period 2006-2009. However, we are mindful of the fact that there will be Scottish Parliament elections in May 2007. The outcome of these elections could impact on the policy priorities of Ministers and we are therefore committed to updating our disability equality scheme in the autumn of 2007 to take account of any policy shifts that arise through the election of a new Parliament. We will also take the opportunity provided by this update to give more detail on our website of how Scottish Executive policies are advancing disability equality. This information will be online by the end of 2007.

Annual reporting

1.24 The disability equality duty requires the Scottish Executive to report annually on the progress which we are making to promote disability equality. It is our intention to use the opportunity provided by these annual reports to report across all 6 equality strands and to publish the first of these reports in December 2007. In advance of this we will be highlighting some developments on equality to date in the Equality Report which we publish in January 2007.

Comments

1.25 We are keen to engage and involve those who are affected by our work on disability equality or those who have an interest in it. We would like to know what you think about our disability equality scheme, and how we are making progress, and will give serious consideration to how you think we could do things better.

1.26 We would therefore welcome your comments on this Scheme. Please send them by e-mail to equality.unit@scotland.gsi.gov.uk; or by post to Charlotte McHaffie, Scottish Executive, Development Department, Equality Unit, Area 2-G, Victoria Quay, Edinburgh, EH6 6QQ.

CHAPTER 2 – SCOTTISH EXECUTIVE APPROACH TO DISABILITY EQUALITY

Background

2.1 Our work on disability equality sits squarely within the context of our Equality Strategy and our commitment to mainstreaming, underpinned by dialogue and communication, developing research and statistics, and awareness raising. By providing a clear framework for action, the disability equality duty will help to drive mainstreaming and will help us to deliver the work which we have already embarked upon.

Mainstreaming

2.2 Since 2000 the Executive has been pushing forward activities to embed equality, including disability equality, into all its activities and in 2005 gave this work a particular focus with the establishment of a Mainstreaming team within the Executive's Equality Unit. The focus of their work has been to encourage departments to think about equality issues in the development of their policies and programmes and to ensure that the systems of the Executive are geared to supporting staff in this. Some examples of the progress which has been made are:

- All internal policy briefing notes (Brix notes) now have an equalities section;
- Equality issues, including disability, are incorporated into the Better Policy Making guidance available to staff;
- Updated guidance on equalities is provided to bill teams and an equality clause is considered for all Scottish Executive bills;
- The Good Consultation Guide was reviewed for its equality content;
- Equalities is included in the guidance for public bodies on Best Value;
- Business planning guidance for Executive departments highlights the need to consider equality issues; and
- The guidance on preparation of the Executive's draft budget requests information on equality.

2.3 Several departments, such as Health, Education and the Crown Office have staff with specific responsibility for equality work and they have been instrumental in strengthening the equality work in those areas.

2.4 Further work on mainstreaming is reflected in the actions outlined in this scheme.

Consultation and communication

2.5 The duty sets a framework to help us deliver better dialogue and communication mechanisms and to go further to involve disabled people in Scottish Executive policy making. Since 2002 we have been supporting 2 national grassroots disability organisations to develop networks and structures with disability communities across Scotland. Our funding for Inclusion Scotland and the Scottish Disability Equality Forum has helped us to reach and engage directly with disabled people. The disability equality duty gives an opportunity to strengthen the way that

we work with disabled people and this is discussed further in chapter 4. We remain committed to working with national disability led organisations.

2.6 We also have direct links and close working relations with key service providers in the disability sector who in turn have networks of disabled people. We have been keen to engage their experience and have valued their work with us.

2.7 Several departments have fostered strong links with disability communities and will be seeking to maintain and broaden these links in the period ahead. Departments who have not traditionally had much contact with disabled groups directly recognise the value of doing so and a programme of work will be undertaken to assist them.

Developing research and statistics

2.8 Developing the information base in relation to disability has also been a key strand of our work. We published the Social Focus on Disability in August 2004 and a report on High Level equality statistics in November 2006. Our plans for developing this work further are discussed at chapter 11.

Looking ahead

Cross departmental disability group

2.9 A cross departmental group on disability has been established drawing on the expertise of officials across the Executive. It provides a useful forum for sharing experience, co-ordinating activity and identifying issues. It will help to take forward the recommendations of the disability working group (see chapter 3) and provide a regular oversight of the progress in implementing the disability equality duty.

Audit and inspection

2.10 The disability working group (see chapter 3) recommended that the Scottish Executive, audit and inspection bodies and the Disability Rights Commission should consider developing a framework for auditing of the disability equality duty.

2.11 Whilst the DRC is the enforcement body in relation to the Disability Equality Duty, audit and inspection bodies and the Scottish Executive recognise the importance of finding an appropriate framework for auditing for disability equality and equality more generally. An advisory group has been established consisting of the Scottish Executive, the 3 statutory equality commissions (Disability Rights Commission, Equal Opportunities Commission and Commission for Racial Equality), and audit and inspection bodies (including Audit Scotland and Her Majesty's Inspectors of Education - HMIE).

Public Sector Equality Forum

2.12 The Executive is committed to continuing to work with the DRC, disabled people and public authorities in Scotland to encourage and support the implementation of the disability equality duty. As part of this we plan to establish a Public Sector Equality Forum and will use this as a route to promote shared or joint approaches by public authorities. This Forum will be able to consider the issues arising from all three public equality duties.

Scottish Ministers duty

2.13 The specific duties set out in the Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005 require the Scottish Ministers to publish reports by 1 December 2008 (and every 3 years thereafter) giving an overview on progress towards equality of opportunity between disabled people and other people made by public authorities. The duty will also require Ministers to set out proposals for the co-ordination of action by public authorities to progress disability equality.

2.14 The Scottish Executive will work with the Scottish public sector to develop a strategic approach to this.

CHAPTER 3 – INVOLVEMENT OF DISABLED PEOPLE IN THE DEVELOPMENT OF THE SCHEME

Background

3.1 The Scottish Executive has long recognised that the involvement of disabled people is key to delivering disability equality and to developing our scheme. We also recognised that finding a mechanism for this involvement would be challenging. The involvement of disabled people needs to be influential, particularly in shaping departmental action plans and there was no pre-existing structure that would deliver this across the whole of the organisation.

3.2 We approached the involvement of disabled people in a number of ways. We wanted to build on existing relationships with disabled people and disability organisations that have been influencing Scottish Executive policy for a number of years. However, we also recognised the importance of reaching beyond existing relationships and involving disabled people who have not in the past engaged with Government. Further underpinning our work with disabled people was our understanding that involvement needed to be proportionate and meaningful.

3.3 Taking account of a broad range of views on disability, including the views of disabled people from rural communities, minority ethnic communities and young people was also important to us; and reaching disabled people with a broad range of impairments was another significant consideration. This presented particular challenges and our plans for developing our work on involvement are discussed further in chapter 4.

Our approach to involvement

3.4 Our approach to involving disabled people in the development of the disability equality scheme has therefore followed a number of routes:

- A strategic disability working group;
- Direct engagement with national grassroots disability organisations and, through them, disabled people;
- Harnessing the expertise of our own disabled staff;
- Building on existing relationships with disabled people across departments and working in partnership to develop policies; and
- Looking ahead at ways of supporting meaningful involvement across the Scottish Executive during the life of the scheme.

Strategic disability working group

3.5 The disability working group was established at the request of Scottish Ministers at the end of 2004. It reported in November 2006.

3.6 The membership of the group included organisations of and for disabled people as well as a number of other public sector organisations including Scottish

Enterprise and CoSLA. Many of the individuals who participated were disabled people.

3.7 The remit of the group was to 'establish priorities for the Scottish Executive and partner organisations to promote equality for disabled people in Scotland'. One of the strands of work undertaken by the group was specifically in relation to the disability equality duty and a number of specific recommendations were made on this. However, all of the group's recommendations contribute to how the Scottish Executive is responding to the new duty.

3.8 A meeting was held with the disability working group to discuss the development of the Executive's disability equality scheme and this along with the report of the disability working group has informed the final scheme. Although helpful, we recognised that the disability working group did not represent a full or effective involvement of disabled people in the development of the Scottish Executive's disability equality scheme. We therefore sought to complement the group's input and report with a range of actions working directly with disabled people in order to reach a broader field of views and to focus more specifically on the scheme itself.

Work with national grassroots disability organisations

3.9 The Executive has been supporting 2 national grassroots disability organisations since 2002 – Inclusion Scotland and the Scottish Disability Equality Forum. This has included providing funding for these organisations to reach disabled people and local disability groups across the country.

3.10 Both organisations arranged events for the Scottish Executive to meet directly with disabled people to discuss the disability equality duty and the development of the Scottish Executive's disability equality scheme. These events took place on 6 September 2006 in Glasgow and 12 September in Dunblane. These 2 events were attended by around 60 disabled people from across the country, including participants from Orkney, Sutherland, Dumfries and Galloway, Aberdeen, Fife, Glasgow, Ayrshire and Edinburgh.

3.11 The Scottish Executive has also been working with the Scottish Council on Deafness (SCoD) on a range of actions to support people who are Deaf, deafblind and hard of hearing. SCoD organised an event for us to engage with these communities on 27 September 2006 in Glasgow. This was attended by around 30 people from across the country.

3.12 In addition to the events, a proforma was sent out via the organisations' newsletters and disabled people were invited to submit written answers to a number of questions about the development of the Scottish Executive's scheme. A total of 24 completed proformas were returned.

3.13 A further meeting with disabled people then took place on 7 November to look in more detail at the shape of the Scottish Executive scheme and further prioritise action across departments. This meeting was held in Edinburgh and was attended

by disabled people who had participated in the earlier events. Our events with disabled people were called 'Get Involved'.

Work with disabled staff

3.14 The Scottish Executive has an active staff disability network. This was set up following the introduction of the Disability Discrimination Act 1995. In order to benefit from the knowledge and experience of our disabled staff we held an event with them on 23 June to discuss the disability equality duty and the development of the Scottish Executive's disability equality scheme. In addition, a proforma was sent out to the network inviting members to submit written answers to a number of questions about the development of the Scottish Executive's scheme. Staff were invited to contribute their views as employees on staff employment matters and, as disabled people, on broader disability equality issues. Fifteen disabled staff attended the event and 11 staff returned the proforma.

Existing relationships which shape policy

3.15 The Scottish Executive has, for many years, been working with disabled people across departments to help to inform policy. Examples include the Mobility and Access Committee for Scotland (which advises Scottish Ministers on transport issues for disabled people) and *Fair for All: Disability* (which informs Health Department policy). There are many other groups, structures and relationships and some of these are mentioned in the departmental action plans later in this document.

The outcome of involvement – influencing the scheme

3.16 The Scottish Executive recognises the importance of responding to disabled people's views. In developing our scheme, we used the outcome of our engagement with disabled people to influence the style, structure and content of the scheme and, crucially, to shape priorities for action.

Strategic Disability Working Group

3.17 The disability working group has directly shaped Scottish Executive policy making. The group made recommendations for action to help to deliver the disability equality duty and the Executive will fund this activity over the next 3 years.

3.18 The group made 48 recommendations and a number of these were aimed specifically at supporting the implementation of the disability equality duty at a national level in Scotland. The Scottish Executive has accepted these recommendations and will, over the 3 year life span of the disability equality scheme, deliver the following actions:

- leadership from senior management within the Executive to embed the disability equality duty;
- produce guidance for public authorities on consulting and engaging disabled people;
- undertake research, in the context of the disability equality duty, to map the disability sector and understand the capacity of disability organisations to

engage with public authorities, including collating of existing materials and databases;

- undertake work to build the capacity of disabled people and support their involvement in the implementation of the disability equality duty;
- promote shared or joint approaches by public authorities to local or regional engagement and involvement of disabled people; and
- work with audit and inspection bodies and the Disability Rights Commission to consider a framework for auditing of the disability equality duty.

3.19 The Executive's full response to the group's report was published alongside the report in November 2006 with a commitment of £1 million to deliver an immediate response to the recommendations.

Work with national grassroots disability organisations

3.20 We worked with national grassroots disability organisations to run our 'Get Involved' events. A report of the issues raised at the events with disabled people was issued to Scottish Executive departments along with guidance on developing departmental action plans. Departments were asked to use this material to help them identify policy priorities.

3.21 The outcome of this is reflected in the departmental action plans which include action prioritised by disabled people – for example, to promote positive images of disability and raise awareness (see the Finance and Central Services Department action plan on page 46, and the Development Department action plan on page 74), to improve transport accessibility (see the Transport Scotland action plan on page 208-213) and to support independent advocacy (see the Health Department action plan on page 167).

3.22 Disabled people attending the 'Get Involved' events also identified a range of strategic priorities which would be essential for an effective delivery of the disability equality scheme. These priorities are very similar to some of those identified by the disability working group. It is worth noting that of the 90 or so disabled people who participated at the 4 events held during September – November 2006, perhaps less than 5 had been involved in the work of the disability working group.

3.23 These strategic priorities identified by disabled people include:

- Disability Equality Training
- Accessible Communication
- Awareness, Media and Imagery

3.24 The Scottish Executive will deliver a programme of work over the next 3 years in relation to each of these.

Action on strategic priorities identified by disabled people

Policy	Action	By whom	By when	Outcome
Disability Equality Training (DET)	Establish a reference group including disabled people to consider standards, accreditation, and availability	Equality Unit	Summer 2007	
	Roll out a programme of DET for Executive staff	Equality Unit, Corporate Learning, individual departments	Ongoing	Staff have increased understanding of disability equality and can implement public duty.
Accessible communication	Implement and promote the Scottish Accessible Information Forum's standards	All departments	Ongoing	
Media, Images and Awareness of Disability	Departments are made aware of UK Government advice that 1 in 5 graphics should be of disabled people	All departments	Ongoing	Images used by the Executive properly reflect the contribution of disabled people and challenge stereotypes.
	Widen the use of media to promote awareness including consideration of Scottish wide campaign	Equality Unit	Autumn 2007	Improved understanding of, and attitudes towards, disabled people

Work with disabled staff

3.25 In developing the scheme, the issues raised by disabled staff centre around three areas: the working environment; promoting positive attitudes and being involved in HR decision making. We have considered all of the individual points raised and it was good to note that many of the specific points raised had already been actioned by the Executive, or were in hand, although, clearly, there was still more work to be done.

3.26 Changes had already been made to the reasonable adjustment process and facilities for breaks from the work area are provided in most buildings, although further work will be necessary to ensure that all of our IT systems are compatible with the assistive technology used by staff and our corporate templates are in an accessible format. Training provision is currently being addressed, with plans for a dedicated equalities trainer. The environmental issues raised will also be considered through employee survey responses from disabled staff.

3.27 A programme of internal outreach and awareness raising is ongoing and some information has already been provided to staff on specific disabilities, both through lunchtime seminars and our diversity intranet pages. This work will continue and further engagement will take place with disabled staff to ensure that that we are providing the information and advice that they require. Some of the issues raised were outwith the remit of the Executive as an employer, but we will consider alternative ways in which the information requested can be made available, e.g. through web-site links.

3.28 Since its inception, the Executive's Diversity Team has had a mutually beneficial relationship with the staff Disability Network and its members. The Network has acted as a sounding board for a range of HR policies, influencing both the content of the policies and providing inspiration for future action areas. This role has both directly and indirectly influenced the scheme, in setting past priorities and in highlighting those that still need to be addressed. Steps have now been taken to ensure that all of our under-represented groups, including disabled staff, are actively included in our HR policy review process. We have also invited an external disabled person with a significant depth of experience in disability issues to become a member of our Diversity Forum and to bring an additional perspective to the Executive's diversity agenda.

Existing relationships which shape policy

3.29 Many departments have existing relationships with disabled people through advisory groups, committees and events. Some of these relationships have helped to shape the content of the disability equality scheme. For example, *Fair for All – Disability*, the Health department's strategic partnership with the Disability Rights Commission (DRC), has worked with disabled people and NHS staff to develop a shared vision that improved access to health provision for disabled people cannot be led by legislation alone. This work has shaped the Health Department's contribution to the disability equality scheme.

Reviewing involvement and moving forward

3.30 Involvement means more than consultation. It means taking a new approach that reflects disabled people's priorities in setting agendas. If involvement is meaningful it will empower disabled people and policy makers alike. While we have made a good start, we recognise that our approach has not delivered effective and meaningful involvement in a consistent way to inform all departmental and other actions plans. The next chapter sets out how we plan to address this and to develop our work on involvement over the life of the scheme.

CHAPTER 4 – DEVELOPING THE INVOLVEMENT OF DISABLED PEOPLE DURING THE LIFE OF THE SCHEME

Building on the disability working group

4.1 The disability working group's report and the Executive's response were published in November 2006 and the group's recommendations have been crucial in helping the Executive to determine some of its priorities for promoting disability equality. These are reflected throughout this scheme.

4.2 The disability working group was also asked to develop proposals for longer term mechanisms for engagement with the disability sector. This part of the work is ongoing and further work is planned in 2007 to develop proposals as to how this would work. This will help the Scottish Executive strengthen the involvement of disabled people in the delivery of disability equality.

The British Sign Language (BSL) and Linguistic Access Working Group

4.3 Our BSL and Linguistic Access Working Group has been meeting since 2000 and is now entering an exciting new phase of work. We have created a new post of BSL and Linguistic Access project manager, based in the Equality Unit, for an 11 month period from January 2007. The project manager we have appointed has extensive experience in the deaf field. She will be responsible for driving the work of the group forward, and delivering a 'roadmap' for improving linguistic access across the Executive by the end of 2007. The group is made up of organisations representing Deaf BSL users, as well as people who are hard of hearing, deafened and deafblind, many of whom do not sign but who use other forms of communication. This work will strengthen the involvement of Deaf BSL users, as well as people who are hard of hearing, deafened and deafblind.

Supporting disability-led organisations

4.4 We already support national disability-led organisations such as Inclusion Scotland and the Scottish Disability Equality Forum, to help develop the capacity of their members to engage with the Executive and other public bodies. We are keen to look at ways that we can further support disabled people and their organisations so that they can engage effectively with us.

4.5 In response to recommendations within the disability working group report we have made the following commitments:

- To work with disabled people to commission research to map the disability sector. This will increase our understanding of the capacity of disability organisations to engage with public bodies. This work will be commissioned early in 2007.
- To build the capacity of disabled people and support their involvement in the implementation of the disability equality duty. We will work with national disability led organisations to develop our approach to implementing this recommendation and will do this early in 2007.

Involving a wider range of disabled people

4.6 The Executive is keen to engage with a wide range of disabled people covered by the Disability Discrimination Act (2005), and to ensure that we take into account a range of perspectives, which may vary according to the nature of the disability. We acknowledge that there are some groups of disabled people we have less experience of working with and we are actively addressing this.

4.7 We are exploring ways that we can work with impairment-specific networks of disabled people to see how we can involve them in our work. We are keen to include disabilities that may not be well represented within the groups who are already involved in our work. Some of these groups represent people who may not necessarily see themselves as disabled, whose disability may be hidden, and who may choose not to disclose their disability for fear of discrimination.

4.8 For example, we have identified that we need to work more closely with people with learning disabilities, and those with long term conditions including HIV. We are also discussing ways that we can build on the work funded by the Executive's Mental Health Division to help us to involve people with mental health problems in our work. We have had initial discussions to look at ways that we can engage more effectively with all of these groups of disabled people and we are currently developing firm plans to develop these relationships further.

4.9 We are also providing funding to Communication Forum Scotland for a project to work with people with a variety of communication support needs. The project will run between Jan 2007-March 2008 and aims to develop a network of individuals with communication support needs and to work with them to help them actively engage with public bodies, including the Executive.

Involvement of disabled people in the work of Scottish Executive departments

4.10 We recognise that the involvement of disabled people historically and in the development of the scheme varies across the Executive. While some policy areas – such as transport – have well-established links with disabled people who help to advise/steer their work, others are less used to working with disabled people. Even in areas where there are effective working relationships with disabled people, this may be restricted to certain types of disability, and may not take account of the wide range of interests.

4.11 The Equality Unit is looking at different ways to support departments to involve disabled people in their work.

Short-term support

4.12 As the individual action plans show, many departments have already made a commitment to take steps during the first six months of the scheme to help them to involve disabled people effectively and appropriately. The Equality Unit is looking at ways that we can support, not only those who already have set out their plans, but also the departments who have yet to determine what immediate actions they might take to help them begin to improve their approach to engaging with disabled people.

Longer-term support

4.13 We have identified the need to ensure that the effective involvement of disabled people and other equality groups is strengthened and maintained in the long term. A proposal to provide further resources to this end is being considered.

Action to develop the involvement of disabled people during the life span of the scheme.

Policy	Action	By whom	By when	Outcome
Disability working group to develop proposals for longer term mechanisms for Scottish Executive engagement with the disability sector.	Disability working group to reconvene and focus on this work.	Equality Unit to co-ordinate	During 2007	Effective structure for engagement leading to better informed policy making.
Support disability led organisations.	Work with disabled people to commission research to map the disability sector.	Equality Unit.	During 2007	This will increase our understanding of the capacity of disability organisations to engage with public bodies.
	Build the capacity of disabled people and support their involvement in implementation of the disability equality duty.	Equality Unit.	During 2007	Better involvement of disabled people in the delivery of the public sector disability equality duty.
Involving a wider range of disabled people.	Ensure that options for developing involvement include wide range of disabilities.	Equality Unit	During 2007	Wider engagement, including with disabled people from minority ethnic communities.
Strategic support across Scottish Executive departments.	Support the involvement of disabled people across departments.	Equality Unit and all departments.	Ongoing	Stronger involvement in departmental action planning.

CHAPTER 5 – DISABILITY EQUALITY IMPACT ASSESSMENT

Background

5.1 Equality Impact Assessment (EQIA) is a tool for mainstreaming. It is a mechanism for the thorough and systematic analysis of a policy, to be used at the time of reviewing an existing policy, changing an existing policy or developing a new policy. The primary function of the EQIA is to determine the extent of differential impact upon the relevant groups, and in turn whether that impact is adverse, i.e. whether it has a negative impact on groups or individuals in relation to one or more of the equality strands. The equality strands are:

- Age
- Disability
- Gender
- Race
- Religion or Belief
- Sexual Orientation

The Scottish Executive's approach to EQIA

5.2 The Scottish Executive's approach to EQIA covers all 6 equality strands. If it is decided that the policy could fail to meet the needs of specific groups or has discriminatory outcomes, the policy developer must consider alternatives. These alternatives should consider ways in which the policy can more effectively achieve the promotion of equality of opportunity or any measures that should be employed to mitigate the adverse impact.

5.3 An EQIA will be considered for the full range of the Executive's activities, strategies, functions, policies, legislation and processes.

5.4 Our EQIA was developed in-house and benefited from discussions with external organisations with knowledge of equality impact assessment methods including the Disability Rights Commission, the Equal Opportunities Commission, the Commission for Racial Equality, the Equality Network and others.

The Scottish Executive's EQIA toolkit, guidance and training

5.5 We have developed an EQIA toolkit and associated guidance which is available online through the Scottish Executive's *intranet*. What this means is that the toolkit and guidance are available to all staff on their desktop computers.

5.6 A full programme of briefing on the public equality duties and on EQIA is being delivered to support the roll out of the EQIA process. This programme started in June 2006 and is ongoing. It is being delivered on a departmental basis to small groups of officials from across a range of civil service grades. The aim is to ensure that all Scottish Executive Divisions have staff briefed in use of the EQIA.

5.7 The Scottish Executive’s EQIA looks at 4 key areas. These are:

1. **Policy** – a clear definition of the policy and its aims;
2. **Collecting evidence and engagement** with equality groups;
3. **Differential Impact** – reaching an informed decision on whether or not there is a differential impact on equality groups, at what level and what you will do to address any adverse impact;
4. **Measuring outcomes** – stating methods for monitoring and evaluating the policy to ensure that it is continuing to achieve the expected outcomes for all groups.

5.8 To help deliver this, the Executive’s EQIA includes the following 10 step process:

Step 1	Define the aims of your policy
Step 2	What do you already know about the diverse needs and/or experiences of your target audience?
Step 3	What else do you need to know to help you understand the diverse needs and/or experiences of your target audience?
Step 4	What does the information you have tell you about how this policy might impact positively or negatively on the different groups within the target audience?
Step 5	Will you be making any changes to your policy?
Step 6	Does your policy provide the opportunity to promote equality of opportunity or good relations?
Step 7	Based on the work you have done – rate the level of relevance of your policy – HIGH, MEDIUM OR LOW
Step 8	Do you need to carry out a further impact assessment?
Step 9	Please explain how you will monitor and evaluate this policy to measure progress
Step 10	Sign off and publish impact assessment

5.9 Guidance is available at each step and staff must complete the relevant sections of an online database which has been set up to record this process. The Scottish Executive’s EQIA toolkit and guidance are available online at the people and society, equality pages on the Executive’s website. A link to this website is attached in the Annex.

5.10 Our EQIA and guidance require policy makers to be proactive and look at how they promote equality of opportunity, including the opportunity to encourage participation in public life, promote positive attitudes towards groups of individuals or promote good relations between different groups of individuals may be clear and obvious.

CHAPTER 6 – THE SCOTTISH EXECUTIVE AS AN EMPLOYER

6.1 The Scottish Executive employs 8005 staff. Our role as an employer is subject to the disability equality duty.

About the diversity team

6.2 The Diversity Team forms part of the Executive's Employee Relations Team and is located within the Human Resources Division. The Team has lead responsibility for providing advice and guidance on the Executive's employee policies on equal opportunities and diversity and also for implementing the Executive's Diversity Strategy and Departmental Diversity Delivery Plan.

6.3 The Team also undertakes outreach and awareness-raising activity, both internal and external, and supports the Executive's five staff networks, including those for disabled staff and staff with caring responsibilities.

Our existing policies and strategies

Equal opportunities and diversity policies

6.4 The Scottish Executive's employee policy on equal opportunities is that all staff should be treated equally irrespective of their sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity, caring responsibility, or trade union membership.

6.5 In addition we are committed to increasing the diversity and development opportunities for all staff within the organisation.

Diversity Strategy

6.6 The Scottish Executive's 5-year Diversity Strategy, "Positive about You", was launched in November 2000. Following a review to ensure that it remained fit for purpose, it was re-launched as "Positive about You – 2004 and Beyond", in December 2004. The revised Strategy has a renewed focus on the mainstreaming of diversity across the organisation and aims to consolidate the substantial progress that has been made so far.

6.7 This has now been supplemented by the Executive's Departmental Diversity Delivery Plan, published in July 2006.

Departmental Diversity Delivery Plan

6.8 As part of the Cabinet Office initiative, "Delivering a Diverse Civil Service – a 10 Point Plan", the Executive, in common with other Government Departments has published its Departmental Diversity Delivery Plan. The plan sets out how we plan to change the culture of our organisation and reap the benefits that having a diverse organisation brings.

6.9 The plan's progress is overseen by the Executive's Diversity Forum: a group of key diversity policy leads from across the Executive and is chaired by its Diversity Champion. It also is monitored by the Cabinet Office Diversity Champions' Network.

SCOTTISH EXECUTIVE PROGRESS – DIVERSITY TARGETS, OCTOBER 2006

GENDER	Apr 03	Apr 04	Apr 05	Apr 05	Apr 06	Apr 06	Oct.06***	Oct.2006***	Apr 08
				Targets		Knowns		Knowns	Targets
SCS	28.5	29.2	31.3	30	33.8	N/A	33.6	N/A	37
PB2 + ****			22	20	24	N/A	22.4	N/A	30
BAND C	37.6	40.2	43.3	43	44.7	N/A	45.8	N/A	50.8
BAND B	44.7	45.6	46	48	46.7	N/A	47.4	N/A	**
BAND A	**	**	**	**	**	**	**	**	**
ETHNICITY									
SCS	*	2.3	*	1.7	*	*	*	*	2.15
BAND C	1.2	2.1	1.2	1.7	1.2	1.3	1.1	1.2	2.15
BAND B	1.2	1.4	1.1	1.7	1.1	1.3	1.1	1.3	2.15
BAND A	1.2	1.6	1.2	1.7	1.2	1.4	1.3	1.6	2.15
DISABILITY									
SCS	*	*	2.7	3	3.6	4.6	3.5	4.8	4
BAND C	1.2	1.1	1.9	1.4	2.2	2.8	2.2	3	3
BAND B	2.2	2.6	3.6	3.2	3.4	4.9	3.4	4.8	5.4
BAND A	4.2	5.1	5.9	5	6	9.7	5.9	9.6	8.8

* Figures to be treated as confidential to preserve anonymity (numbers less than 5).

** No target set

*** Most recent figures

**** Senior Civil Service Pay Band 2 and above (Top management posts).

Gathering Information on disability equality and diversity policies

6.10 Under the disability equality duty we are required to have systems in place for gathering information in relation to the recruitment, retention and development of our disabled employees. We use a number of systems for gathering this information and details of these are set out below.

Recruitment

6.11 As part of our recruitment process, information on disability is obtained from staff at the time of entry to the Executive and is recorded on the HR database system, as is information on ethnicity and gender. Details of disability and ethnicity are held confidentially and are available only to selected HR staff on a 'need to know' basis. Staff records are updated in bulk as a result of staff diversity surveys or individually following self-declaration of a disability by a staff member.

Retention

6.12 The Diversity Team, in conjunction with the Executive's Management Information Team, undertakes the key reporting role on equal opportunities and diversity issues for the Executive as an employer. We report to our Management Group Corporate Issues Sub-group on a quarterly basis on a wide range of staffing issues, including turnover, attendance and progress towards our targets for under-represented groups: disabled staff, women in senior posts and staff from a minority ethnic background. In addition, the HR Management Information Team also provides an annual submission to Cabinet Office as part of the UK-wide collection of information on civil servants.

Development

6.13 We record information on staff progress through the organisation in our HR database and some of this is evidenced in the progress towards our diversity targets. Although each member of staff does complete a Personal Learning Plan as part of the Performance Management process, this information cannot easily be disaggregated by equality strand. The facility to record the type and quantity of training undertaken by staff, along with disaggregated information, should be available following the introduction of our e-HR system.

6.14 We also gather information on a range of other HR policies and in a variety of ways, including:

- **Dignity at Work**

6.15 Our Dignity at Work policy aims to eliminate discrimination, bullying, harassment and victimisation. As part of our monitoring of the policy, we gather detailed information on an annual basis on every case recorded to enable us to identify and act on any incidents of discrimination or other unacceptable behaviour. If a complaint of discrimination, or any other form of unacceptable behaviour is raised, this is fully and independently investigated using the process set out in the policy. If it is decided that the complaint is well-founded, action will be taken under the Executive's disciplinary procedures. Depending on the type of complaint, the penalty can be up to, and including, dismissal. Further training can also be recommended.

- **Performance Management**

6.16 The effective operation of the Performance Management system will make an important contribution to meeting our commitment to disability equality by ensuring all staff are valued for their individual contribution and their performance is assessed fairly. All staff have a responsibility to ensure that their participation in the performance management process supports the Executive's diversity agenda. We review all markings given under Performance Management System to ensure that the system is free from bias and undertake regular equal pay reviews to ensure that our pay system is transparent and non-discriminatory. From 2007, all staff will also have a personal diversity objective as part of their performance appraisal.

- **Employee Consultation**

6.17 We consult disabled staff directly, through our disabled staff network and other communications, which we use where input is required for the HR policy review process. We are about to undertake an exercise to identify both qualitative and quantitative evidence on barriers to progress amongst our disabled staff. Our annual employee survey also gathers a wide range of information from staff, which includes a range of equalities information.

Using information in meeting the disability equality duty

6.18 Under the disability equality duty we are required to make arrangements for using the information that we have gathered on staff recruitment, development and retention to help us review the effectiveness of the action that we are taking and inform future schemes. The details of how we aim to meet this requirement are set out below.

6.19 The information we gather is used on an ongoing basis as part of the monitoring and equality proofing of all of our HR policies. If evidence of discrimination or unfair treatment is apparent from any of our monitoring procedures, we consider this further and put in place remedial action as required, e.g. by adapting existing policies or processes to eliminate such discrimination. Once any changes have been made, we would then seek feedback from staff and stakeholders to ensure that they are effective. We review each of our policies on a regular basis, seeking the views of equality groups, including the members of our Disability Network, as appropriate, and taking any action to address evidence of inequality. Also, the procedures that arise from those policies take account of equality issues.

6.20 Our Departmental Diversity Delivery Plan sets out a range of action points across all equality strands and these are reviewed every six months by the Diversity Forum. Each lead policy officer summarises recent action in each of their policy areas and future actions are agreed by the Forum members. The Plan is also reviewed at a Cabinet Office level by the Diversity Champions' Network, which ensures that departmental action is supporting the wider Civil Service agenda and that progress continues to be made towards our targets. Progress towards our diversity targets is also monitored internally on a quarterly basis and we will take steps, as appropriate, to address any issues arising from this information.

6.21 We take the following action to ensure the effective recruitment, retention and development of disabled staff:

- **Recruitment**

6.22 Disabled candidates are automatically invited to interview for a post if they meet the defined minimum criteria and reasonable adjustments are made to the recruitment process as required. A statement about this appears in our recruitment code on our web-site. As part of its annual audit, the Office of Civil Service Commissioners (OCSC) ensures proper arrangements for disabled staff are in place. All candidates details are recorded on our recruitment database and reports are available on demand. If it is apparent from the monitoring of our recruitment processes that action is required to address any particular area, e.g. continued under-representation, we will consider if any additional action is required, such as further outreach work, alterations to our advertising or changes to our recruitment processes. We will also review past recruitment activity to ensure that future initiatives are appropriately targeted to support our aim of becoming an organisation that broadly represents the communities we serve.

- **Development**

6.23 Where required, we make arrangements to ensure that disabled staff can access corporate courses offered to all staff. For example, we will ensure that visually impaired staff can access course materials online using assistive technology and can also receive 1-2-1 training covering essential business needs (e.g. IT skills) as required. Materials are also made available in large print and in dyslexia-friendly print colours, and we have the option to record audio books of training materials where required. Our dedicated training facilities on the SE estate are fully accessible to wheelchair users and disabled staff with mobility and other impairments. If particular groups are under-represented in relation to any of our development opportunities we will take steps to encourage applications from these particular groups and make adjustments to training methods and timetabling if possible. We will also work to ensure there is appropriate representation which reflects the wider Executive population on particular training courses where this is possible.

- **Retention**

6.24 Although the current Executive staff turnover rate is very small, we are committed to the retention of disabled staff, including where Scottish Executive business areas are required to move as a result of Scottish Ministers decisions taken as part of their ongoing relocation review programme. Our policies require that line managers should make reasonable adjustments to accommodate and retain disabled staff in their posts and the procedures that arise from those policies acknowledge this (e.g. in cases of alleged misconduct, the disciplinary procedures require line managers and/or HR to establish the facts before deciding what action might be appropriate. If the reason for the alleged misconduct is related to an individual's disability, reasonable adjustments are considered instead of disciplinary action). The Executive's HR Diversity Team and HR Professional Advisers Unit work closely to ensure that this is achieved through the provision of professional advice and through practical support. Information on the success of this strategy is

obtained on a case-by-case basis as issues arise. We will also monitor more closely the reasons for staff leaving the organisation and use evidence from this to address any areas of inequality or unfair treatment in our policies and processes.

Involving our disabled staff

6.25 The Executive is keen to work closely with all disabled staff to ensure that their needs are met and that we continue to make improvements within the workplace. We have met with our staff Disability Network to agree with them their priorities for action in improving the working environment, in promoting positive attitudes and involving them in their decision-making process. There are a number of areas where these have already been taken forward.

- **The Work Environment**

6.26 A number of our buildings have informal areas where staff can take a break from their immediate workspace. In addition, individual access to our first aid rooms can be made available if required for longer rest breaks. We have provided a wide range of equipment and adjustments for our disabled staff, including physical improvements, and hard and software. The adjustment process is now supported by our new HR Professional Advisers, on an individual casework basis, giving a more personal and consistent approach. We also continue to work closely with our Information Technology and Procurement colleagues to try to ensure that any new systems are accessible and compatible with existing software. Our new flexi-time system is available through our Intranet and so, for the first time, can now be used by many of our visually impaired staff. Where access is not possible, e.g. with our new access control system, adjustments have been made. We are also seeking to address existing diversity and disability training needs and a specialist training post for equality and diversity issues has now been identified by Corporate Learning Services; this is currently in the process of being filled.

- **Promoting positive attitudes**

6.27 All of our diversity information has been relocated to our Diversity Intranet pages, allowing easier and more effective access. The information is reviewed and added to on a regular basis and suggestions from staff are always welcome. The Team also has a hard copy library of a range of information on specific disabilities. We continue to hold regular meetings of our Disability Network, which comprises both disabled staff and others with an interest in disability issues, and now also share information with the Civil Service Disability Network on a regular basis.

- **Involvement in HR decision making**

6.28 We continue to use the Disability Network as a sounding board for our HR policies. Currently, we are involving disabled staff in our policy review exercise and also focus groups as part of the review of our Performance Management process to ensure they are included right from the outset and their views taken on board.

Further action

6.29 As a result of the involvement of disabled staff we intend to take the following specific action:

- To make sure diversity issues are considered by all of our policy makers, a diversity section has been included in our Management Group template; further business planning guidance will also include advice on the inclusion of diversity issues;
- From 2007, all staff will have a personal diversity objective as part of their performance appraisal;
- We will undertake a research exercise in 2007 to investigate the barriers faced by disabled staff in obtaining promotion and accessing other opportunities within the organisation; and
- We will continue to gather equalities information as part of the employee survey and analyse this to allow us to identify any issues that may need to be addressed in relation to any particular equality group.

6.30 here are a number of other action areas that were raised by staff which we have not yet had the opportunity to tackle. However, we will explore these, and other areas, with our disabled staff as part of our commitment both to them and to the wider disability agenda and include them in our future action planning process. In particular:

- We will use the new HR Intranet to promote additional information and guidance;
- We will work closely with the designated equality and diversity trainer to address gaps in this area; and
- We will also ensure that disabled staff are included in policy review at an early stage.

HR Action Plan

Policy	Action	By whom	By when	Outcome
Development of disabled staff	Ensure that disabled staff have the fullest training opportunities.	Line managers and Corporate Learning Services	Ongoing	Disabled staff are able to make the fullest use of training opportunities.
Retention of disabled staff	Monitor the reasons for staff (including disabled staff) leaving the organisation and remedy accordingly.	HR	Ongoing	Disabled staff are retained within the organisation and any unfair treatment is addressed.

Business planning	Disability equality and diversity issues to be included in Management Group template and business planning guidance.		Completed /Spring 2007	Disability equality and diversity issues regularly considered by senior management and incorporated into business planning process.
Performance Appraisal	All staff to have a personal diversity objective.	All staff	April 2007	Increased staff awareness and disability equality in delivery of business objectives.
Promotion	Research to be conducted to investigate barriers to disabled staff in obtaining promotion and accessing opportunities	HR Diversity Team	February 2007	Improved understanding of the barriers facing disabled staff.
Staff information	To continue to gather information on issues facing disabled staff through the staff survey and analyse this to determine actions.	HR Diversity Team	Ongoing	Improved organisational understanding of, and response to, disabled staff's views.
Information and guidance	Establishment of new HR intranet site.	HR	November 2006	Better access to information and guidance for disabled staff.
	New Equality and Diversity Trainer to be appointed .	HR	January 2007	Dedicated support for equality and diversity training and information.
Policy Review	Disabled staff to be involved in the policy review by early engagement with Disability Network .	HR	2007	Policy outcomes properly reflect the views of disabled staff.

CHAPTER 7 – INFORMATION TECHNOLOGY AND WEB ACCESS

Background

7.1 The Information Systems and Information Services (ISIS) division within the Scottish Executive fulfils key information technology (IT) functions. In particular, it:

- helps the Scottish Executive to derive maximum benefit from its information resources, systems and technologies;
- ensures the effective development, implementation and support of information systems;
- provides professional advice and support on information systems and technologies to Ministers, Accountable Officers, project owners and programme managers; and
- provides information services and support for its customers on information management issues.

7.2 Its aims are:

- To ensure the development and delivery of highly effective, secure and reliable information systems and services.
- To work with others to ensure that the Executive makes best use of information systems and services.

ISIS and the Disability Equality Duty

7.3 ISIS ensures that all Information Technology and Telecommunications equipment is purchased taking into account the needs of disabled staff and relevant legislation. Equipment such as large screens, ergonomic keyboards, dictaphones, Braille readers and ergonomic mice/trackballs are supplied as appropriate.

7.4 Purpose-written software suitable for visually impaired people and voice recognition software is provided as necessary. Ancillary equipment is also provided where required. ISIS has developed an effective means of monitoring and progressing equal opportunities issues and providing a timely response through a dedicated point on our Helpdesk. We also ensure that access control facilities to SE buildings can accommodate wheelchairs.

Information Technology and Web Access action plan

Policy	Action	By whom	By when	Outcome
Access	Investigating purchase of large print access readers	IT team		Visually impaired staff can input PINs more easily
Involvement of disabled staff	Dedicated Assistive	IT team	Ongoing	IT projects meet the

	Technology Officer to engage with disabled staff in development of all IT projects			needs of disabled staff
Web access	Ensure Scottish Executive website is accessible for disabled people.	Web team	Review and update regularly.	Disabled people can access information on the Executive's website.

CHAPTER 8 – ACCOMMODATION – THE SCOTTISH EXECUTIVE ESTATE

Background

8.1 The accommodation for which the Executive is directly responsible is compliant with the DDA and generally accessible to disabled people in a range of ways including physical accessibility, the provision of toilets, the availability of induction loops and disabled parking. We have improved our main signage and undertaken access audits on all our buildings. Work will be carried out in these areas over the three years covered by the disability equality scheme to ensure that our arrangements continue to improve and meet the needs of disabled people.

Accommodation Action Plan

Policy	Action	By whom	By when	outcome
Accommodation	Improved main signage within buildings	Facilities and Estates Services	Programme of work completed by 2010	Main signage meets needs of disabled people
	Follow up action points arising from access audits of SE buildings. All buildings accessible but further improvements in areas like conference rooms, seating, car parking lining and signage needed	Facilities and Estates Services	Programme of work completed by 2010	All buildings accessible and meeting needs of disabled people
	Programme of training of frontline staff on disability equality underway. Programme to continue.	Facilities and Estates Services	Ongoing	All frontline staff disability aware and able to ensure good customer service for disabled staff and visitors.
	Involving disabled staff in future policy development by creation of a user group.	Facilities and Estates Services	2007	Disabled people's needs better reflected in decisions taken over accommodation

CHAPTER 9 – PROCUREMENT

Background

9.1 The procurement activities of public bodies are highly regulated (EU Treaty, specific EU Directives on procurement and jurisprudence from the European Court of Justice and the national courts) which means that such bodies are obliged to ensure that they act in a transparent and proportionate manner ensuring equal treatment and non discrimination in all their activities. In essence, this means that good procurement practice is fundamentally about treating potential suppliers equally and awarding contracts on the basis of merit following fair and open competition wherever possible. In this respect, good procurement practice is therefore consistent with equality policies.

9.2 We are currently working on a guidance document for the public procurement community in Scotland highlighting the extent to which social issues including disability equality can be incorporated into procurement processes

9.3 The Executive accepts that as a major procurer of goods and services it has to ensure that those who are contracted by us do not compromise our duty to promote disability equality when carrying out services to the public on our behalf.

9.4 The Executive will amend its standard set of terms and conditions to include a clause stating that contractors shall not unlawfully discriminate with regard to disability, age, gender, sexual orientation, race or religion.

9.5 We require potential contractors for significant contracts to disclose any adverse judgements/rulings and have published guidance for suppliers on our procurement website that warns that failure to comply with legislation may result in them being excluded from bidding.

Procurement Action Plan

Policy	Action	By whom	By when	Outcome
Procurement	We will review standard contract conditions to ensure that they commit our suppliers to comply with all relevant equality legislation.	Scottish Procurement Directorate	December 2006 and ongoing	All contract conditions compliant with DDA and Disability Equality Duty

CHAPTER 10 – LEGAL AND PARLIAMENTARY SERVICES

Background

10.1 The central purpose of the Scottish Executive's Legal and Parliamentary Services (LPS) Department is to support Ministers, and in particular the law officers and Ministers for Parliamentary Business, across the range of their legal and parliamentary responsibilities.

Key functions

10.2 The key functions of LPS include:

- the preparation of primary and subordinate legislation;
- the provision of legal advice and services to Ministers and Departments; and
- overall management of the Executive's legislative programme, and coordination of that programme with the UK government's legislation.

Role in relation to disability equality

10.3 Most of the Department's work, therefore, consists of the provision of legal services with advice to Ministers and the Executive on legal and constitutional issues, managing the legislative programme and managing the freedom of information regime. Although this will sometimes impact directly on equality issues, and this will require ongoing sensitivity and awareness, responsibility for action generally lies with line Departments. In all of these responsibilities we will work to support Departments to meet their legal and voluntary obligations in terms of equality."

CHAPTER 11 – GATHERING INFORMATION AND MAKING USE OF INFORMATION

Scottish Executive Analytical Services Divisions

11.1 Research and evidence helps us to think about new and better ways of doing what we do and it also provides new insights, understandings and discoveries that are to the benefit of Scotland. The Executive funds a wide range of research activity which both contributes to the knowledge base of Scotland, the UK and internationally and helps us to inform and assess Scottish Executive policies.

11.2 All of the main Scottish Executive Departments have a dedicated Analytical Services Division (or ASD), which provides integrated analytical support from social researchers, statisticians and economists. The presence of these divisions across the Scottish Executive means that departments are able to develop and resource a relevant and focussed evidence base which includes economic appraisal, research, evaluation and statistical analysis.

Delivering the duty: the importance of evidence

11.3 The Scottish Executive is committed to the development and implementation of good quality public policies which are based on sound evidence (or data) obtained from a variety of sources such as new and existing research, information, statistics, and stakeholder consultation with those with the interest, knowledge, expertise and relevant experience of the issues in question. We refer to this as ‘evidence based policy making’.

11.4 The people of Scotland are not one homogenous group; we have different needs, experiences and expectations and it would be wrong to assume, as we are developing our policies, that ‘one size fits all’. Our broader commitment to the equality agenda means that we aim to take account of the diversity of people in Scotland as far as we are able with a view to continuously improving our understanding of the complex interaction between people’s needs, views and experiences. In order to build upon our own commitment to disability equality and to take forward the disability equality duty, we need to ensure that public policy properly reflects the needs, experiences and views of disabled people. As such, it is important that the information, research and data that we collect takes disability equality issues into account.

11.5 We recognise the importance of continually improving the quality of our evidence, particularly in terms of equality data. In particular, we understand the need to provide a comprehensive picture of the experiences of equalities groups and explore where differences between social groups may be due to disadvantage arising from inequality of opportunity and/or discrimination.

11.6 This type of evidence should be used to inform and justify public policy decision-making, actions and outcomes, and help to guide us in the identification and development of the appropriate adjustments and interventions that can help address inequalities.

11.7 We also recognise that the disability equality duty requires us to gather and analyse information in order to develop disability equality action plans and to review the effectiveness of those action plans.

11.8 To meet this end, the Scottish Executive (ASDs) are committed to a programme of work that will take forward a series of actions to achieve the following aims:

- Improve information collections on equalities groups where gaps are identified;
- Increase the availability, accessibility, and quality of data;
- Maximise the use of evidence in helping to identify and evaluate policies and action which will achieve greater equality and to help us to guard against potential adverse impacts of policy on social groups;
- Ensure that data is used effectively and systematically to evidence outcomes; and
- Ensure that evidence/data will be used effectively and systematically as part of the process of reviewing the effectiveness of the disability equality scheme and to inform the development of future schemes.

11.9 The achievement of these objectives will be crucial in underpinning the effective discharge of the disability equality duty and the review and implementation of future schemes by the Scottish Executive. Further, this work will directly underpin the effective implementation of the following parts of the legislation.

Equality Impact Assessments

11.10. We see the Equality Impact Assessment (EQIA) process as the bedrock of the duty. It is through this process that disability equality and positive outcomes for disabled people will be considered and addressed in everything we do. EQIAs are undertaken on new and developing policy. We will also be looking at our existing policies and prioritising those areas over the lifetime of this, and subsequent schemes, in order to ensure that what we do does not lead to negative outcomes for disabled people. In conducting EQIAs, robust information on disability will help Scottish Executive officials to identify where they may need to adjust individual policies and strategies in order to address disadvantage and achieve greater equality in the delivery and implementation of their work.

Delivering the duty: an Executive-wide framework for data collection, analysis and use

11.11 We are developing a framework for data collection, analysis and use which will involve all analytical divisions across the Executive.

11.12 In September 2006, a number of senior analysts and the Scottish Executive Equality Unit met with the Disability Rights Commission, Commission for Racial Equality and Equal Opportunities Committee to discuss the core analytical requirements. It was acknowledged that there are very real challenges in generating disaggregated data, particularly for race, but the Commissions identified several priorities, including the following, for disability:

- The Scottish Executive needs to identify core data requirements;
- Progress on disability equality needs to be measured over time by collecting better outcomes data; and
- Some definitions used to measure disability should be more focused on the barriers people experience, for example making transitions between education and employment, rather than the nature of the disability.

11.13 It was agreed that Scottish Executive departments should set out their arrangements for a systematic approach to the effective collection and dissemination of data on disability. The following steps have been taken to help departments work towards this goal:

Briefing Sessions and Guidance for analysts

11.14 The first step has been to raise awareness of the role of evidence in meeting our obligations. To this end we have run targeted briefing sessions with economists, statisticians and researchers drawn from departments across the Executive. The purpose of these sessions has been to help all government analysts understand their roles and responsibilities in relation to the implementation of and compliance with the disability equality duty (and other equality duties) and to enable analysts to prepare and plan for the types of activity they will need to undertake. During the briefing sessions it was emphasised that:

- Analytical work with respect to disability, and other equality dimensions, fits squarely within the evidence-based policy agenda;
- Monitoring and data collection are not an end in themselves – information needs to be put to use so that we are able to achieve improved outcomes for disabled people;
- Improved data which tells us more about the experiences, needs and views of disabled people can be used to help to challenge and re-shape policy; and
- Information gathering must be linked to disability equality action planning and, in particular, for reviewing the effectiveness of action plans.

11.15 We followed these briefing sessions by issuing guidance to analysts. In this guidance we have detailed the steps analysts will need to take to support policy decisions in relation to disability equality. Analysts are expected to:

- Work collaboratively with policy colleagues to conduct EQIA's;
- Find ways of defining objectives and measuring progress on their achievement – including identifying indicators; and
- Build equalities analytical activity into the business planning process.

Equalities Public Duties Analysts Group

11.16. To address more specific issues around definitions, data collection and use of evidence/data, a working group has been set up with membership drawn from across the analytical services divisions to offer practical support and advice to other analysts. It is envisaged that this group will also work in partnership with the Scottish

Executive's Equality Unit, the existing equality Commissions and with the Commission for Equality and Human Rights (CEHR) when it is formally established, to develop a framework for systematic collection and reporting in respect to the core requirements of the disability duty, in addition to the race and gender duties.

Linking Information Gathering to Action Planning

11.17 We recognise the importance of gathering information to inform action plans. Our disability equality scheme contains departmental action plans for Scottish Executive departments and some agencies. Departmental ASDs will focus on assisting departments to gather information in relation to the actions identified in their departmental action plans. This will include information to inform EQIA and policy development as well as systems for monitoring and recording in order to understand the effectiveness of policies and the outcomes for disabled people.

Central support, expertise and coordination

11.18 Although the ultimate aim is to mainstream equalities analysis across the Scottish Executive, there has been an increase in the demand for authoritative and expert advice on the most appropriate methods of collecting data, and for statistical resources that can provide accessible, user-friendly information on the different equalities groups.

11.19 The Scottish Executive has designed and developed the following resources and publications to make existing information on equalities issues, including disability issues, more accessible to Scottish Executive officials, and to help analysts interpret and use relevant data on equalities issues within their area of interest.

The 'Portal to Resources and Information on Mainstreaming Equalities' (PRIME)

11.20 PRIME is the recently re-launched Scottish Executive website which was formally known as the Mainstreaming Equality Website. The website has been updated and refreshed, and is now called 'The Portal to Resources and Information on Mainstreaming Equalities' or PRIME. This website pulls together links to a wide range of research and statistical evidence across a full range of equality and policy areas, and is designed to help colleagues review and strengthen the evidence relevant to disability (and other equalities groups) within policy areas.

High Level Summary of Equalities Statistics

11.21 The High Level Summary of Equality Statistics (HLSES) was published in November 2006. This presents statistical trends on the main areas of Government activity in Scotland, and is broken down by the following equality dimensions: age, disability, ethnicity, gender, and in some cases religion. The material contained within the report may help policy makers identify high level indicators to measure whether we are achieving disability equality. The publication is also designed to provide users with information/ access on a wide range of data sources in relation to information on the above equality dimensions and will be made available as a hard copy and on a newly designed Scottish Executive statistics web-site. The

information contained in the HLSES will be made available by topic and by equality dimensions, depending on users' requirements.

Social Focus on Disability (2004)

11.22 The 2004 Social Focus Publication released explores the characteristics and position of disabled people in Scotland. It collates high level material from a range of survey and data sources and present statistics on a broad range of policy areas, including demography, housing, education, health and care, income and benefits, and transport.

Long term strategy for improving data

11.23 There is a distinct need to improve the collection and analysis of equalities data, particularly in terms of the kinds of data that is collected on the needs, views and experiences of disabled people. All national surveys now break down data by the equalities strands and more work is being done by various departments to link mainstreaming concerns with data collection and analysis issues. Examples of how we intend to improve the collection and analysis of data are discussed below.

Disability definitions

11.24 In 2006, The Disability Rights Commission produced guidance setting out three separate disability questions which public authorities would wish to consider, depending on the outcome required. In 2007, the Executive will continue to work with the Disability Rights Commission (and the CEHR after Autumn 2007) to explore ways to further standardise definitions of disability used in its data collections.

11.25 We also recognise the need to broaden our understanding of the term 'disability' beyond a medical model, i.e. to take a social approach to understanding how we can make progress in achieving disability equality. As part of our approach, we have commissioned a comprehensive programme of research on how people with communication support needs experience the justice system, employment, education, health, and housing services. It is anticipated that subsequent stages of the communication support needs initiative will involve consultation with people with a range of impairments/support needs about their perceptions of services and barriers to accessing those services. Analysts from the Executive are also participating in the advisory group for the proposed longitudinal disability survey of Great Britain currently being developed by the Office of Disability Issues (within the Department of Work and Pensions), in order to ensure that useful information on the experience of disability is provided for Scotland.

11.26 In addition, we recognise that it will sometimes be important to monitor the impact of policies on disabled people with different impairment types – the way in which wheelchair users experience a service or are affected by policy making may be very different from the way in which deaf people are affected.

11.27 It will also be important to collect data which will inform the promotion of more positive attitudes towards disability. To this end, the most recent cycle of the

Scottish Social Attitudes Survey, the results of which are due to be published in February-April 2007, will look at attitudes towards people with both physical and learning disabilities. This will provide us with baseline information on people's perceptions of disability and give us an insight into some of the attitudinal barriers faced by disabled people.

Data comparing social groups

11.28 If we are to address inequality effectively, we need to use data that is able to compare and contrast the experiences and views of disabled men and women with those of non-disabled people, and avoid focusing too narrowly on women or disabled people as isolated groups. Where sample sizes permit, we should also understand more about the complex interlinkages between gender, poverty, race, age etc.

11.29 Although there are technical challenges involved in breaking down information on groups that are statistically small in number, we are making progress on finding solutions to these challenges by undertaking work to integrate its five core surveys. Each survey would include a core set of harmonised questions which is likely to include disability, gender and ethnicity. The aim of this approach is that it opens up the possibility of combining samples to increase numbers. The Scottish Household Survey (SHS) will now be used as a starting point to harmonise response categories relating to disability across Scottish Executive surveys.

Exploring Various Methodologies

11.30 We are also exploring whether the use of different methods, such as standalone, issue-focused surveys would provide additional supplementary quantitative information to the larger national surveys.

Scottish Household Survey

11.31 The SHS questionnaire structure and content has undergone a recent review. It has been agreed that the number of respondents asked whether they have a disability/long-term illness should be increased. This should increase the reliability of data analysed by disability in the long term. A new question has been added to the questionnaire which asks respondents about experiences of verbal or physical abuse within their communities because of their disability, gender, age, race, faith or sexual orientation.

Specific action by ASDs across the Executive

11.32 Individual Departments have been taking strides towards improving data collection as part of their existing data collection cycles to meet current and future information needs. The Development Department: ASD has a dedicated equalities research team which supports the Equality Unit and other Executive departments to support the delivery of mainstreaming equality and research, evaluation and analysis on specific equality areas. Other departments, however, have also been taking forward equalities related work. We will report on this in our equality report to be published in January 2007.

Analytical Services Group (ASG)

- Accessibility of internet sites
As a good deal of dissemination is undertaken via the web and procurement is undertaken through e-tendering, ASG will ensure that its internet sites are fully accessible so that visually impaired people are not disadvantaged.
- Procurement
The procurement process places a duty on contractors to consider equality issues in the conduct of research and ASG are putting in place monitoring arrangements to ensure that disability issues have been considered as part of the tendering/contract process.
- Business Planning
ASG currently considers equality issues across all areas in its annual business planning process, and will bring the issue of the disability duty regarding newly commissioned consultations to policy customers' attention through the Consultation Registration Evaluation system (CRES).
- ASG business plans and proposed Strategy for Analytical Services are committed to strengthening engagement with stakeholders on the production and use of analysis, which will help to ensure that the needs of equality groups are addressed.
- The equalities agenda is embedded in the ASG business plan and the divisions that make up ASG. Business plans are regularly monitored and progress checked against milestones. Monitoring of compliance with equalities duties will be an indicator checked with each review. However, business plans are viewed as live documents so any achievements or failings in complying with equality duties will be highlighted as best practice or rectified through remedial action.

Our arrangements for using information to review progress

11.33 As well as developing systems which enable us to gather information we recognise the need to use that information in order to review the effectiveness of our disability equality scheme, in particular departmental action plans, and to inform the development of future schemes. This task will be undertaken by the Equalities Public Duties Analysts Group, mentioned at para 11.16 above. This group will work with individual departmental ASDs to evaluate departmental actions plans. The Group will report on this work in summer 2009 in order to inform the development of the next disability equality scheme.

CHAPTER 12 – DEPARTMENTAL ACTION PLANS

Background

12.1 The following pages set out action plans for the promotion of disability equality across Scottish Executive departments and agencies.

12.2 Some work has been done to show how departmental action reflects the involvement of disabled people. However, we recognise that we do not yet have in place an effective structure for involving disabled people in a meaningful and appropriate way in identifying and prioritising departmental action in relation to disability. Our work on involvement of disabled people has certainly helped to shape some of the content of the departmental plans and has helped some departments or agencies to prioritise their work (see chapter 3 for a full discussion of our work on involvement of disabled people). But the influence has been inconsistent and has not yet become embedded in the Scottish Executive's work. We will take action to address this and have set out in chapter 4 our plans for strengthening involvement and engagement, both in the immediate term and over the duration of the scheme.

Structure of the action plans

12.3 The action plans first describe what the department or agency does. They then go on to list the key policy areas in which disability equality will be taken forward and provide a statement of the departments' objectives for the advancement of disability equality. Specific actions are then listed with expected outcomes, timescales and where the responsibility lies for delivering.

12.4 The action plans then go on to describe specific activities which departments are delivering in relation to the 6 parts of the general duty and how they will develop their approach to the further involvement of disabled people.

Coverage

Departments

Development	Health
Education	Justice
Enterprise Transport & Lifelong Learning	Office of the Permanent Secretary
Environment and Rural Affairs	Finance & Central Services
Crown Office	

Agencies

12.5 Some agencies are included within the action plan of their sponsoring department, and some have produced action plans of their own. The National Archives and the Registers of Scotland have produced their own schemes, and the Scottish Courts Service and Scottish Prisons Service have produced associate schemes (see paragraphs 1.11-1.14 in chapter 1).

FINANCE AND CENTRAL SERVICES DEPARTMENT (Including Scottish Public Pensions Agency (SPPA))

Core Functions of Department

The Finance and Central Services Department (FCSD) supports the Finance and Public Service Reform (FPSR) Ministerial portfolio and is wide-ranging in the areas it covers including:

- Planning and prudently managing the public finances;
- delivering excellence in public services;
- supporting growing Scotland's economy;
- enabling local democracy to flourish;
- promoting Scotland's international image; and
- explaining the Executive's activities throughout Scotland, the UK and abroad.

The Finance and Central Services Department also manages the Inspectorate of Prosecution in Scotland and the Scottish Public Pensions Agency (SPPA).

Departmental Priorities in 2006 – 2009

- To plan and prudently manage public finances.
- To secure, with local government, improvement in local authority services and reform in the wider public sector.
- To provide a professional, innovative and creative communication support to Ministers and Departments.
- To advance Scotland's place in Europe and the wider world by maximising Scotland's influence within the European Union, building mutually beneficial links with other countries and regions, promoting Scotland abroad, and attracting fresh talent to live and work in Scotland.
- To inspect the operation of the Crown Office and Procurator Fiscal Service.
- To administer National Health Scheme (NHS) and Scottish Teachers' Superannuation Scheme (STSS) pensions.

Departmental Statement of Objectives/Aims to Advance Disability Equality

To ensure that, as a Department, we are doing all we can to involve disabled people in the development of our policies and to encourage the participation of disabled people in public life.

**FINANCE AND CENTRAL SERVICES DEPARTMENT
(Including Scottish Public Pensions Agency (SPPA))**

Disability Equality Duty Action Plan

Key policy areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
Best Value in Public Services (BVPS). Refreshed guidance was issued in May 2006 to public service organisations, which explains Best Value and what bodies need to do to achieve it. The duty of Best Value includes having regard to equal opportunities requirements.	Awareness-raising of BVPS using telephone survey and possible event for senior officials in public service organisations to highlight the 9 characteristics of Best Value (including the one on equalities). The telephone survey may indicate that training is required on BVPS. Any training for representatives of public service organisations on the equalities characteristic would be taken forward in consultation with the Scottish Executive Equality Unit.	Best Value & Performance Team	March 2007	High level buy-in and commitment from leaders of public service organisations to Best Value which includes disability equality under the equalities characteristic.
Public Bodies Policy	Update guidance to Sponsor Teams on Non-Departmental Public Bodies (NDPBs) equality duties. This forms part of a wider review of sponsorship guidance. We will engage with relevant internal and external contacts to ensure appropriate coverage of disability equality issues.	Public Bodies Policy Team	Early 2007	Ensure Executive sponsor teams communicate consistent information to NDPBs about their equality responsibilities.

Public Appointments	Work with the Commissioner for Public Appointments to develop and implement her Equality Strategy. The detail of the Strategy is the statutory responsibility of the Commissioner, but the primary focus is likely to be on increasing participation rates (although current participation rates exceed the proportions of disabled people in the general population).	Public Appointments Team	Mid-2007 [Exact timescale a matter for Commissioner]	Agreed strategy for promoting equality in public appointments.
Public Service Reform "Transforming Public Services – the next phase of reform"	The values underpinning our commitment to reform of public services are that reformed services must all promote social justice and equality and build for the future. We will ensure, when taking forward reform, that these values are central to the redesigned delivery of public services.	Public Service Reform team	Ongoing	Public services which are high quality, innovative, efficient, productive, joined up, accountable and user focused and which are organised around the needs and aspirations of service users and citizens, not the convenience of the service provider.
Marketing / Advertising	We will make commissioning Departments aware of the Department of Work and Pensions guidance (published in 2004) that 1 in 5 images of people in advertising/marketing campaigns feature or depict disabled people.	Marketing	Ongoing	Recent campaigns of such action are Children's hearings and domestic abuse.
Inspection of Prosecution in Scotland	To include monitoring of compliance with statutory duties in inspection work.	Inspectorate Team	Per Inspection Timetable	Reports published.

	The Chief Inspector attends equality in audit and inspection meetings, information cascaded to team.			
Scottish Public Pensions Agency	Administration of National Health Scheme and Scottish Teachers Superannuation Scheme Pensions	SPPA	Ongoing	Equal access for all. In house facilities available for disabled customers (access, text phone, loop hearing system) Ensure Web page remains user friendly
Arrangements for delivering the general duty to promote disability equality.				
	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	Ensure that all staff understand their responsibilities towards disabled colleagues, stakeholders and customers and the implications for policies / services.	Cascading through Group and Division Heads.	December 2006	Policies/services take account of disabled people.
	We will give a link to the disability equality scheme on the FCSD Intranet site.	Business Management team	December 2006	
	Ensure that website information is fully accessible to all (the SE website has an international A rating and meets UK accessibility standards).	Media and Communications team	Ongoing	

<p>2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?</p>	<p>The FCSD Departmental Business plan commits the Department to “Delivering professional policy”. This includes ensuring that policy development, and the Spending Review, complies with SE equality policies and supports the delivery of policy using the ‘policy cycle’ toolkit - including impact assessing all new policy proposals – and including a question about disability impact in all relevant consultations.</p> <p>The FCSD Departmental Business plan commits the Department to “Putting the People of Scotland First”. This applies to all stakeholders, included disabled people. We aim to:</p> <ul style="list-style-type: none"> • understand what stakeholders are trying to achieve; • understand constraints facing stakeholders; • involve stakeholders at an early stage in developing policy; • share information openly; • keep stakeholders informed about how thinking is developing. 	<p>Division Heads and team leaders</p>	<p>Ongoing</p>	<p>Policies / services take account of the needs, views and experiences of disabled people.</p>
<p>3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to</p>	<p>By working with departments commissioning marketing and public information awareness campaigns.</p>	<p>Marketing in conjunction with relevant Executive department.</p>	<p>Ongoing</p>	<p>Better public awareness.</p>

eliminate any harassment of disabled people, related to their disability?				
4. What arrangements will you put in place to promote positive attitudes towards disabled people?	<p>Ensure Department is fully aware of the need for disability equality.</p> <p>We will make commissioning Departments aware of the Department of Work and Pensions guidance (published in 2004) that 1 in 5 images of people in advertising/marketing campaigns feature or depict disability.</p>	<p>Learning and Development sub-group of the Departmental Management Board.</p> <p>Media and Communications team.</p>	<p>April 2007</p> <p>Ongoing</p>	Supported staff.
5. What action will you take to encourage the participation of disabled people in public life?	<p>We will support flexible working within the Department.</p> <p>We will work with the Commissioner for Public Appointments to develop and implement her Equality Strategy. The detail of the Strategy is the statutory responsibility of the Commissioner, but the primary focus is likely to be on increasing participation rates (although current participation rates exceed the proportions of people with disability in</p>	<p>Division Heads and team leaders</p> <p>Public Appointments Team</p>	<p>Ongoing</p> <p>Mid 2007</p>	<p>Supported staff.</p> <p>Agreed strategy for promoting diversity in public appointments.</p>

	<p>the general population).</p> <p>Through advising on campaigns such as Children's hearings and the councillor recruitment campaign which are open to all to apply, including disabled people.</p> <p>We will include a question about equality impact in all relevant consultations.</p>	Marketing with commissioning department Division Heads and team leaders.	<p>Ongoing</p> <p>December 2006</p>	<p>Better public awareness of opportunities for participation in public life.</p> <p>Policies/services take account of disabled people.</p>
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	<p>The Department does not provide direct services but develops policy to be implemented by local authorities and other public bodies. Policy development will be taken forward in consultation with partners e.g. Convention of Scottish Local Authorities (COSLA), Society of Local Authority Chief Executives, Community Planning Partnerships, public bodies, the Improvement Service and relevant Executive policy divisions e.g. the Equalities Unit.</p> <p>SPPA plans to form an internal disability forum.</p>	<p>Best Value team</p> <p>SPPA</p>	<p>On-going</p> <p>April 2007</p>	<p>Policies/services take account of disabled people.</p> <p>Promote the SPPA's support of disabled staff.</p>
7. What arrangements will you put in place to ensure	This will be through an annual report to the FCSD Departmental Management	Group Heads and Divisional	April 2007	Evidence of improved services/policies/

that we are able to report on progress on an annual basis?	Board.	Heads.		processes which take account of disabled people
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OFFICE OF THE PERMANENT SECRETARY

Core Functions of Department

- We help the First Minister and Deputy First Minister to set out the strategic direction for the Scottish Executive as a whole, to deliver on that and to perform their constitutional role by supporting effective, collective decision-making; improved development, implementation and delivery of policy, effective working relations with the UK government, smooth-running processes and events, capacity for long-term thinking, effective engagement with developments outside the Executive.
- We support the work of the Permanent Secretary, both as Head of the Scottish Executive civil service and as Department Head of OPS.
- We enhance the contribution of high quality analysis and robust evidence to policy formulation and delivery, thereby increasing policy effectiveness, strengthening national and local accountability and contributing to the improved well-being of Scotland and its people.
- We ensure that the Executive is staffed with sufficient number and mix of people with the necessary skills and behaviours to work effectively with Ministers, stakeholders and each other to meet operational requirements now and in the future.
- We also plan for the future of the Executive as an organisation by identifying talent, supporting staff in their development and identifying the appropriate career opportunities.
- We help the Executive to derive maximum benefit from its investment in information systems and technologies.
- We provide high quality, cost effective office space for the Executive and the associated facilities management services
- We work to mainstream and embed the cultural principles which underpin the change agenda.

Departmental Priorities in 2006 – 2009

- To ensure that thinking at the Executive-wide level is fully joined up across different policy areas.
- Engaging in long term thinking and ensuring strong analytical support for policy making and delivery.
- To ensure that the Scottish Executive and its Agencies have appropriate services and support and people with the right mix of skills and experience to meet our responsibilities now and in the future. Within this context delivering the Departmental Diversity Plan is key.

Departmental Statement of Objectives/Aims to Advance Disability Equality

We provide statistical, economic, analytical and scientific research that will support and inform policy development across the Executive, ensuring that the needs of disabled people are fully taken into account.

We aim to ensure that the Executive becomes an exemplar employer in the field of all diversity issues including disability, across all of our departmental functions. We will do this by ensuring that our make-up broadly reflects the population we serve, that each member of staff is valued for their particular contribution and that the organisation is able to benefit fully from this contribution.

We will ensure that every member of staff has equality of opportunity, including the development of individual potential, and will make reasonable adjustments where required.

We will also act to eliminate disability discrimination, or other unacceptable behaviour.

In addition, we will work to raise awareness of disability issues across the organisation through our programme of internal outreach events and our staff disability network.

OFFICE OF THE PERMANENT SECRETARY

Disability Equality Duty Action Plan

Key policy and functional areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
Statistical, economic, analytical and scientific research that will support and inform policy development, ensuring that the needs of disabled people are fully taken into account,	Provision of disaggregated disability data to support departmental policy formulation.	OPS; Analytical Services Group	Ongoing	Evidenced based policy making reflecting the needs, views and experience of disabled people.
Human Resources. Diversity Strategy – the strategy reflected legislative and organisational priorities that were identified by the working group of both internal and external equalities experts. The chair of the Executive’s staff disability network was a member of the working group.	Review Strategy through involvement with stakeholders including disabled staff and disability network via electronic consultation and meetings. To ensure it reflects staff views and requirements and embraces best practice.	OPS: HR Diversity Team	2008 - thereafter every 3 years.	Compliance with legal requirements and becoming an exemplar employer and employer of choice. This will ensure that policies encourage and help disabled staff into the organisation and

<p>Diversity Delivery Plan – sets out how we will ensure proper and effective representation of disabled staff at SCS and feeder grade level. By bringing on and bringing in talent will ensure we meet targets to do this.</p>	<p>Progress, monitor and report on actions within plan every 6 months. This report will also be audited by a Cabinet Office Peer Group.</p> <p>There are a range of actions that will deliver disability equality, including identifying barriers to progression; policy review and monitoring; expanding development opportunities; awareness raising initiatives and embedding diversity in our business planning process.</p>	<p>OPS: HR Diversity Team/stakeholders</p> <p>OPS: HR Diversity Team</p>	<p>2008</p>	<p>aid retention when they join.</p> <p>Outcomes and targets within plan are achieved.</p>
<p>Diversity Placement Scheme</p>	<p>Successful placement of around 5 disabled graduates and non graduates over Easter and summer 2007.</p>	<p>Diversity Team</p>	<p>Summer 2007</p>	<p>Awareness of the business of the Executive and opportunities is increased amongst disabled people resulting in an increase in disabled people applying for and securing posts in the Executive.</p>
<p>Monitoring diversity targets</p>	<p>Effective re-survey of staff ethnicity and disability. We will do this by reviewing</p>		<p>April 2007</p>	<p>Reduction in number of non</p>

	<p>how and at what stages we capture diversity information. We will also positively target all staff whose diversity information is missing or incomplete. This will allow us to monitor and track disabled staff at all stages of their career to check for and rectify any discriminatory or negative effects of any policies or procedures.</p>			<p>respondents to surveys below 25%.</p>
<p>Resourcing Policy applies to recruitment and resourcing in the Executive and its Agencies. Those involved in any stage of the staff resourcing process should be aware of and adhere to the contents of this policy.</p> <p>Any feedback from the disability network group will be taken into account.</p> <p>Interchange Strategy: Interchange is a temporary exchange of people between the Scottish Executive and other public, private and voluntary organisations.</p>	<p>We will continue to review the policy and associated processes to ensure they reflect best practice and are legally compliant.</p> <p>We will continue to review Interchange policy and strategy to ensure best practice. In line with wider resourcing policies applications from disabled people are encouraged.</p>	<p>OPS: HR Resourcing Centre of Expertise</p> <p>OPS: HR Resourcing Centre of Expertise</p>	<p>Ongoing. With the introduction of a dedicated Resourcing Centre of expertise within our HR, it will ensure the resourcing and interchange policies will be revised continuously in response to feedback and legislative requirements.</p>	<p>The Executive complies with legal requirements and will be a best practice employer.</p> <p>We will comply with legal requirements and will be best practice employer.</p>

Diversity and equalities training	We are presently reviewing and enhancing the training available to staff (both on their legal duties, their duties as managers, and the impact of policies on disabled people). We are also recruiting for a specialist trainer to take this forward.	Corporate Learning Services (CLS)/Equality Unit/Diversity Team	Ongoing. An appointment process is currently underway for an equalities trainer.	Managers and policymakers understand and comply with their legal obligations, and produce policies which recognise the needs of disabled people.
Access to training facilities	We continue to meet the specific needs of individual disabled staff so as to enable them to access training by making reasonable adjustments as requested and providing alternative formatted materials.	CLS/Diversity Team	Ongoing in response to need.	Disabled staff can access the same or better development opportunities as colleagues.
Human Resources Policy Review	The review will include ensuring policies reflect best employment practice and are legally compliant, through benchmarking with other organisations, reference to ACAS (Advisory, Conciliation and Arbitration Service) and consultation with Scottish Executive solicitors.	HR Employee Relations, Policy Reviewer	Ongoing during 2006 and 2007.	HR Policies comply with legal requirements (including requirement to promote equality for disabled people) and demonstrate best practice.
Health and Safety	Ensure necessary adaptations identified and implemented to enable disabled staff to operate effectively in the workplace	OPS: Facilities and Estates Services	Ongoing – requirement is to keep up with demand	Services do not provide unreasonable barriers to disability equality

Accommodation	<p>Ensure premises compliant under DDA</p> <p>Extend range of adaptations.</p>	<p>OPS: Facilities and estates services</p> <p>A user group to look at existing and new accommodation and IT project and policies will be set up to take account of the views of all groups, including disabled people will be set up in the coming year.</p>	<p>Done</p> <p>Ongoing</p>	<p>Services do not provide unreasonable barriers to disability equality.</p>
IT services	<p>Ensure appropriate equipment and IT best practice standards are followed.</p>	<p>OPS: Information Systems and Services.</p> <p>A user group to look at existing and new accommodation and IT project and policies will be set up, in the coming year, to take account of the views of all groups, including disabled people.</p>	<p>ongoing</p>	<p>IT accessible to disabled people.</p>
Internal communications	<p>Assess current disability equality</p>	<p>OPS: Internal</p>	<p>Initial review</p>	<p>new internal</p>

<p>delivery development of corporate internal communications strategy and policy on diversity and equality matters will involve the participation of staff, in consultation with Equality Unit and HR.</p>	<p>arrangements - existing commitment to a comprehensive review and evaluation of corporate internal communications, including "accessibility issues", The Team will support the development and delivery of a Diversity and Equality Communications Plan.</p>	<p>Communications Team</p>	<p>December 2006 – March 2007 thereafter continuing assessment of internal communications impact</p>	<p>communications guidance: practice statement on disability equality matters.</p>
<p>Excellence Awards aim to recognise, celebrate and inspire others through the work of teams and individuals who have gone that extra mile whilst working towards the vision of the Scottish Executive through the "Big Picture".</p>	<p>Review current disability equality arrangements – an initial diversity and equality assessment of existing arrangements, in consultation with Equality Unit and HR, followed up with an impact assessment of 2007 Excellence Awards process and outcomes to influence future arrangements.</p>	<p>OPS: Internal Communications Team</p>	<p>December 2006 Existing Management Group commitment to a 5 Year programme of Employee Surveys – commenced with ES 2005 – annual survey evaluation.</p>	<p>New internal communications guidance, practice statement on disability equality matters.</p>
<p>Employee Survey. The Executive is committed to annual employee survey as a means of assessing employee engagement across the organisation</p>	<p>Review current disability equality arrangements.</p> <p>The Employee Survey 2006 action planning workstream will be aligned with the team's ongoing review and evaluation programme – disability and equality matters will be taken into full account when developing future employee engagement surveys</p>	<p>OPS: internal Communications Team</p>	<p>December 2006 Existing MG commitment to a 5 year programme of Employee Surveys – commenced with ES 2005 – annual survey evaluation.</p>	<p>new internal communications guidance: practice statement on disability equality matters.</p>

				opportunities.
	All IT systems tested to ensure DDA compliance. This includes the internet website of the Scottish Executive	OPS: Information systems.	Ongoing	Accessible IT for disabled people
	In implementing a new HR system, take account of both the needs of disabled people for HR services and their need to access the system.	OPS: e-HR programme team	12-18 months	Equality of access for disabled people
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	Ensure that HR policy review and development: <ul style="list-style-type: none"> • Is carried out in consultation with relevant groups i.e. staff disability network. • Involves and consults key people, including Diversity Manager, trade unions, Scottish Executive solicitors, and staff. • Is overseen by a diverse working group including disabled people. 	OPS: Diversity Team/Stakeholders	Ongoing	SE achieves and maintains best practice and continues to strive to become exemplar employer and employer of choice.
	The new policies, including guidance and procedures, will: <ul style="list-style-type: none"> • Take account of the SE Diversity Delivery Plan. • Have a monitoring and evaluation framework, including Management Information. • Be clearly communicated to all staff, with training where appropriate. 	CLS/Diversity Team	Ongoing	See above, also reduced staff turnover and absence.

	Regular monitoring of staff through all stages of employment to ensure no disparate effects. Where disparate effects are identified remedial action is taken.	HR Resourcing Centre of Expertise	Ongoing	Ability to obtain feedback directly from disabled staff.
	Regular communication with staff disability network. Involvement of members of staff disability network in reviews of training and development. A statement about how we recruit people appears in our recruitment code on our internet web site. Statements about disability are embedded into resourcing policies and strategies.		The dedicated HR Resourcing Centre of Expertise ensures that the statement is reviewed continuously.	SE complies with legal requirements and will be a best practice employer.
	Appropriate consultation as changes in accommodation are made. A user group to look at existing and new accommodation and IT project and policies to take account of the views of all groups, including disabled people will be set up in the coming year	OPS: Facilities	Ongoing	Equality of access to building and accommodation services.
	Office of the Chief Statistician commissioned work on a gender audit of statistics and research. This report will,	OPS: Analytical Services Group	January 2007	Wide range of statistics disaggregated by

	where possible, disaggregate statistics on disability,			gender and where possible disability and ethnicity,
	ASG will draw to policy customers' attention through the Consultation Registration Evaluation System (CRES) the issue of disability and other equality duties regarding newly commissioned consultations.	OPS: Analytical Services Group	January 2007	Disability issues fully considered in newly commissioned consultations.
	Stakeholder consultation; e.g. review customer feedback on web services and internal customer feedback to gauge satisfaction with services.	OPS: IT and accommodation services	Ongoing	Services which meet the needs of internal and external disabled users.
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?	<p>Ensure that policy review and development:</p> <ul style="list-style-type: none"> • is carried out in consultation with relevant groups i.e. staff disability network; • involves and consults key people, including Diversity Manager, trade unions, Scottish Executive solicitors and staff; and • is overseen by a diverse working group. 	OPS: Diversity Team	Ongoing	SE achieves and maintains best practice and continues to strive to become exemplar employer and employer of choice.

	<p>The new policies, including guidance and procedures, will:</p> <ul style="list-style-type: none"> • take account of the SE Diversity Delivery Plan; • have a monitoring and evaluation framework, including Management Information; and • be clearly communicated to all staff, with training where appropriate. <p>Regular monitoring of staff through all stages of employment to ensure no disparate effects. Where disparate effects are identified, remedial action is put in place.</p>	OPS: Diversity Team	Ongoing	See above - also reduced staff turnover and absence.
	<p>Appropriate consultation as changes in accommodation are made.</p> <p>A user group to look at existing and new accommodation and IT project and policies will be set up to take account of the views of all groups, including disabled people will be set up in the coming year.</p>	OPS: Facilities and Estates Services	Ongoing	Equality of access to building and accommodation services.
	<p>The Mainstreaming Equality Website has been updated and relaunched as the Portal to Resources and Information on Mainstreaming Equalities (PRIME). It contains a toolkit to help analysts consider, incorporate and address</p>	OPS: Analytical Services Group	Ongoing	Statistical publications proofed to ensure disability issues are addressed.

	equality issues, including disability, from the early stages of project design to publication dissemination.			
4. What arrangements will you put in place to promote positive attitudes towards disabled people?	Ensure that both internal and external recruitment advertising literature use positive images of disabled people. The HR policy review will be taking account of this and will be clearly communicated to staff on an ongoing basis, including where training is appropriate.	OPS: Diversity Team/Resourcing	Ongoing	Increase in applications from disabled people.
	IT project requirements regarding accessibility for disabled people will stand on their own justification and will not be discounted on the basis of cost.	OPS: IT services	Ongoing	Accessible IT for staff and external users (e.g. internet users).
5. What action will you take to encourage the participation of disabled people in public life?	Support for and extension of flexible working hours and flexible work patterns to facilitate staff, including disabled staff, participation in volunteering or other opportunities in their communities.	OPS: Diversity Team	Ongoing	Disabled staff have the flexibility to take advantage of opportunities.
	Continue to encourage staff to take part in secondment working with disability organisations. These opportunities are advertised on our internal vacancy board and staff are invited to apply.	OPS: HR Resourcing Centre of Expertise	Ongoing	See above
	To draw to the attention of policymakers the Office of the Chief Statistician's Social Focus on Disability published in 2004. This publication explores in depth, the	Office of the Chief Statistician (OCS)	Complete	Work produced by OCS provided greater information on

	characteristics and position of disabled people in Scotland.			disabled people in Scotland enabling relevant action to be considered.
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	Regular communication with staff disability network. Including providing the network with information and advice on relevant subjects either electronically or by appropriate speakers and also by seeking and considering their feedback on policy development and internal processes.	OPS: Diversity Team/Stakeholders	Ongoing	The Executive achieves and maintains best practice and continues to strive to become exemplar employer and employer of choice.
	Seek and consider feedback from disability network. The HR policy review will include appropriate consultation, including disabled members of staff.	OPS: HR Resourcing Centre of Expertise HR Employee Relations, Policy Reviewer.	Ongoing	Executive complies with legal requirements and strives to be a best practice employer.
	Involvement of disabled people and specialist in disability access in accommodation and IT projects.	OPS: FES and ISIS	Ongoing	DDA compliant(and beyond) accommodation and IT facilities.
	The PRIME Website assists analysts to consider, include and incorporate ideas and perspectives of disabled people, which informs research and evidence that feed in to policy formulation across the	Analytical Services Group	Ongoing	Views of disabled people fully taken account of in policy formulation and

	Executive.			implementation.
	Ensure disabled people are given the opportunity to express their views through SE consultation exercises. The Office of the Chief Researcher will continue to provide advice to policy colleagues through consultation registration evaluation system to capture Scotland's demographics.	Analytical Services Group	Ongoing	Disabled people consulted on all issues affecting Executive policies.
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	Staff monitoring is in place for all stages of employment this will be further enhanced with the introduction of E-HR in late 2007 (an electronic Human Resources data system, which will allow staff to enter, update and manage their own diversity information which will increase the reliability of information and the level of information captured). Re-survey of staff disability to reduce non respondents to under 25%.	OPS: Diversity Team/Management Information Team	Ongoing April 2007	Robust and reliable information.
	Continued collation of Statistical information on disabled applicants from external and internal recruitment competitions.	OPS: HR Central Resourcing Unit. (Part of Shared Service Centre)	Ongoing. Has been available from May 2005.	As above.
	The HR Policy Review will have a monitoring and evaluation framework, including management information, and will be overseen by a working group. Progress information will be collected on an ongoing basis. The monitoring and	HR Employee Relations, Policy Reviewer.	Throughout 2006 and ongoing as review milestones arise.	Diversity is mainstreamed throughout all HR policies.

	evaluation framework will be used.			
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DEVELOPMENT DEPARTMENT (Including the Scottish Building Standards Agency)

Core Functions of Department

The aim of the Development Department is to ensure that everyone in Scotland, no matter where they live or their circumstances, can enjoy a good quality of life. In seeking to achieve this, we work to the Scottish Executive's aims, vision and values. We support this through our work on housing and regeneration, land use planning and building standards, social inclusion, equality and poverty. We lead for the Scottish Executive on Closing the Opportunity Gap, equality issues and the voluntary sector. We work closely with Communities Scotland, the Scottish Executive's housing and regeneration agency, in the delivery of key policies and investments.

Departmental Priorities in 2006 – 2009

- Delivering good quality, warm, sustainable and affordable housing for everyone.
- Building stronger, safer communities through regeneration.
- Closing the Opportunity Gap by providing routes out of poverty and supporting active citizenship.
- Tackling inequality, discrimination and disadvantage and promoting mainstreaming of equality.
- Eradicating fuel poverty as far as is reasonably practicable by 2016.
- Administrating the Scottish planning system including the preparation of legislation and policy / guidance to planning authorities.
- Casework issues relating to Scottish Ministers' statutory role in the consideration of development plans and decisions on individual applications.
- Modernising the Scottish planning system with community involvement at its heart.
- Implementing the provisions contained in the Planning etc. (Scotland) Bill.
- Ensuring planning and building standards legislation contribute to the delivery of a more inclusive built environment.

Departmental statement of objectives to advance disability equality

The Development Department is committed to addressing the inequality and discrimination that disabled people face. This commitment informs all of our work across housing and regeneration, land use planning and building standards, social inclusion and tackling poverty. We also provide strategic co-ordination across the Executive in relation to disability issues and disability equality. The department will ensure that staff are aware of their responsibilities in relation to disability equality, including the need to involve disabled people in policy making. We will ensure that we have the mechanisms to involve disabled people in the development of our policies and activities and will ensure that equality impact assessment becomes a key feature of our programme of work.

DEVELOPMENT DEPARTMENT (including the Scottish Building Standards Agency)

Disability Equality Duty Action Plan

Key policy areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
The disability working group identified fuel poverty as a key issue for disabled people, particularly families with disabled children. As a result we will address the following:				
Central Heating Programme.	We will make sure that our Central Heating Programme makes suitable and appropriate adjustments for disabled beneficiaries	Programme Managing Agent/ Communities Scotland (CS)	31 December 2006	Any necessary adaptations to installations will be mainstreamed in the Central Heating Programme.
Central Heating/ Warm Deal Programme.	We will make sure our call centre for the Programme is suitably equipped to deal with callers with special needs and that materials produced for the Programmes are available in a range of different formats.	Managing agent/ CS	31 December 2006	The application process along with information about the Programmes is accessible to all.
Scottish Fuel Poverty Forum.	We will review the membership of the Forum to ensure that the needs of disabled fuel poor people are represented.	Fuel Poverty Team	31 March 2007	All Fuel Poor Groups are represented on the Forum whether via direct representation or through trusted client intermediaries.

Accessibility of fuel poverty programme.	We will undertake to identify how eligible disabled people are accessing fuel poverty programmes and whether barriers prevent this. We will monitor uptake of programmes and take remedial action in relation to disability if necessary.	Fuel Poverty Team	End of 2007	Addressing any issues of inequality in access to fuel poverty programmes.
Get Involved events with disabled people identified the importance of access issues, including access to buildings and to public spaces. As a result we will prioritise the following activities in relation to Planning and building standards:				
Planning etc (Scotland) Bill Secondary Legislation and Guidance.	Secondary legislation and guidance on the new inclusion measures in the Bill will be developed in consultation. We will discuss with the Disability Rights Commission and the Built Environment reference Group how we involve disabled people and disability groups in developing the policy.	Planning Divisions	Various sets of regulations and guidance developed during 2007 and 2008.	There will be more and improved opportunities for disabled people to be actively involved in planning matters.
National Planning Framework 2 (NPF2) (which will set out in broad terms the development and use of land in Scotland).	Development of a participation strategy that will include how disabled people and groups can be involved.	By end 2008	Secondary legislation and guidance will be developed in consultation paper in 2007.	The involvement of disabled people in the development of the NPF2.
Requirement for Access and Design Statements.	We will develop guidance to support the requirement for certain planning applications	Planning Divisions	Provision to be commenced in early 2007.	Planning authorities and developers are aware that access

	to be accompanied by a statement as to how access for disabled people, to the development, has been dealt with and a statement setting out design principles and concepts.			and design issues should be considered at an early stage in the development process, leading to better designed developments, and that access for disabled people is an integral part of the design process.
Planning equality duty.	The Planning etc. (Scotland) Bill places a general duty on Ministers and planning authorities to encourage equal opportunities – this includes disability equality A steer will be given to planning authorities on this and training for planning authorities on planning related equalities issues will be provided through the Planning Development Programme during 2007.	Planning Division 1	Draft consulted on in 2006. Final to be published in early 2007.	The Executive and planning departments considering equal opportunities when undertaking planning functions.
Promotion of Community Engagement.	Preparation of a Planning Advice Note on Community Engagement – which includes guidance on involving all communities of interest in the planning decisions which	Planning Division 1	Funding until March 2008	Enhanced opportunities to be involved in decisions affecting the lives of disabled people.

	<p>affect their lives</p> <p>Funding of Planning Aid for Scotland (core and project) which provides impartial advice on planning issues as well as a range of training opportunities for communities including disabled people.</p>			<p>Improve awareness of planning and help build capacity to help ensure sustainable community engagement.</p>
<p>Promote and enforce an inclusive approach to the design of the built environment.</p>	<p>Under the Building (Scotland) Amendment Regulations 2006, introduce revised building standards and guidance that both increase the scope of issues covered and better reflect accepted good practice for the delivery of inclusive environments.</p>	<p>Scottish Building Standards Agency</p>	<p>May 2007</p>	<p>All new buildings subject to building standards will be more accessible and offer greater general amenity, removing physical barriers to access and disabling elements.</p>
<p>Deliver new housing that is more accessible and sustainable.</p>	<p>As above</p>	<p>Scottish Building Standards Agency</p>	<p>May 2007</p>	<p>All new housing built in Scotland will be more immediately accessible and better suited to adaptation to respond to the varying and changing needs of occupants.</p>

The disability working group highlighted the discrimination and disadvantage that disabled people experience. Involvement events also highlighted the disadvantage that disabled people face in employment and access to services.				
The Executive is committed to <i>Closing the Opportunity Gap (CtOG)</i> for the most disadvantaged people and communities in Scotland.	Equality proof CtOG target delivery plans.	Social Inclusion	Ongoing	Better understanding of disability becomes built in to CtOG delivery and disability equality can be measured.
The disability working group made 48 recommendations for promotion of disability equality. It also recommended that implementation of its report should be reviewed after 2 years and a progress report published. We consider implementation of the report to be key to promoting disability equality. We will:				
Implement the disability working group's report.	Take forward action to deliver recommendations to promote disability equality including in relation to disability equality training, awareness raising and improving information.	Equality Unit	Report end of 2008 and progress indicated in annual report on duty in 2007.	Outcomes measured against recommendations made in the disability working group report. Disabled people have improved access to, and better experience of, public services
Involvement of disabled people.	Departments will receive tailored support to help them to engage effectively with disabled people who have particular skills or interests in their area of work	Equality Unit	Over the next 2 years and beyond.	Departments have effective engagement with disabled people

	Build capacity of disability organisations and disabled people. Discussion to be had with disability organisations and disabled people about the best methods to do this.	Equality Unit	2007.	Disabled people are better able to engage with public authorities.
The disability working group and our <i>Get Involved</i> events stressed the importance of accessible communication and accessible information. As a result we will prioritise work to deliver this as follows:				
Make information and communication more accessible.	Implement and promote the Scottish Accessible Information Forum standards.	Equality Unit	Ongoing	Better access to information leading to greater access to and satisfaction of public services for disabled people.
	Commission research to identify specific information needs of disabled people and how improvements might be made, including the coverage, quality and accessibility of information, and how well it is sign posted.	Equality Unit	2007	
	Continue to deliver improvements in linguistic access for people who are Deaf, deafblind and hard of hearing.	Equality Unit, via BSL and Linguistic Access Working Group.	Appoint new BSL coordinator and deliver recommendations by end of 2007.	BSL users have improved access to services and engagement in Executive policy making.
	Look at ways of increasing the number of registered BSL/English interpreters.	Equality Unit	Ongoing	Double the number of BSL registered interpreters by 2012.

The disability working group and <i>Get Involved</i> events recognised the need to respond to the needs of the individual and to understand that disability may be just one dimension of a person's identity. We will:				
Improving services for those with multiple and complex needs.	15 demonstration projects over two years to test out and evaluate different approaches to providing services to those with multiple and complex needs including disabled people.	Social Inclusion	Projects will last until March 2008	Identification of improved ways of providing services to people with multiple and complex needs.
In addition to areas identified and prioritised by disabled people, there are other areas which provide opportunities for promotion of disability equality. These include:				
Regeneration policy emanating from the Regeneration Policy Statement.	Define equalities actions against all chapters of the Regeneration Policy Statement and make arrangements to take these forward. Promote accessible design in physical regeneration.	Regeneration Unit	November 07	Improved outcomes for all parts of the community living in deprived areas.
Development of a Strategy for a Scotland with an Aging Population	Development of the strategy has included extensive consultation and engagement with older people and other stakeholder organisations. This has considered issues around accessibility and mobility.	Equality Unit	Launch in Spring 2007	The barriers that older disabled people face are considered in the developed of SE policy.

Arrangements for delivering the general duty.				
	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	<p>We will: Ensure that disability equality training is made available to all staff. We will also ensure that the staff employed by our management agent for fuel poverty programmes are trained in disability equality.</p> <p>Undertake programme of equality impact assessment of policies beginning with new and emerging policies.</p> <p>Ensure that information provided to the public about our functions and services is accessible, including through websites.</p>	All Divisions/Equality Unit	Ongoing throughout the life of the scheme. We will report on progress in December 2007.	Policies are developed which do not unlawfully discriminate against disabled people.
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity	<p>We will: Ensure all staff are aware of the disability equality duty.</p> <p>Staff understand the Equality Impact Assessment process and undertake these</p>	All Divisions/Equality Unit	Ongoing throughout the life of the scheme. We will report on progress in December 2007.	Staff have a better understanding of disability equality leading to better, more inclusive policies and

<p>between disabled and non-disabled persons?</p>	<p>assessments as an integral part of their policy development .</p> <p>Work with disabled people to prioritise which existing policies need to be looked at in relation to their impact on disabled people.</p> <p>We will work with DD:Analytical Services Division to ensure that have robust disability data and information and that we are able to measure progress.</p> <p>Ensure that information provided to the public about our functions and services is accessible, including through websites.</p> <p>Include questions about disability equality in policy consultations, customer surveys and programme monitoring.</p> <p>Where appropriate we will write to local authorities to remind them of their new</p>	<p>All divisions/Equality Unit</p>		<p>improved outcomes for disabled people.</p>
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	duties, for example in relation to the Supporting People grant.			
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?	<p>We will:</p> <p>To take account of information arising from staff surveys and HR monitoring to determine any action needed to protect staff and remedy any harassment</p> <p>Promote the good consultation guidance and ensure that staff engaging with external stakeholders understand the needs of disabled people and ensure that there is disabled staff are not subject to harassment at events for which they are responsible.</p> <p>Staff undertaking equality impact assessment are advised to consider their policy development for action they might take to eliminate harassment of disabled people</p>	Departmental Board and line managers	Ongoing throughout the life of the scheme. We will report on progress in December 2007.	<p>Disabled staff do not experience harassment.</p> <p>Disabled stakeholders do not experience harassment.</p>
4. What arrangements will you put in place to promote positive attitudes towards disabled people?	<p>We will:</p> <p>Encourage all divisions to consider positive images of disability and positive messages about disability in</p>	Equality Unit/All divisions	Ongoing throughout the life of the scheme. We will report on progress	Disabled people are properly reflected in departmental publications and

	Reporter vacancies are advertised in places where they will be seen by disabled people.	Shared Services	recruitment campaign.	
	Work with disabled people to outline a programme of work to promote positive images.	Equality Unit	Programme outline by Autumn 2007.	Improved public attitudes towards disabled people.
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	We will: Make engagement with disabled people a key element of developing and delivering policy. Ensure that funding is in place to support effective and meaningful engagement. Continue to support organisations of disabled people to engage with public policy makers.	All divisions Equality Unit	Ongoing throughout the life of the scheme. We will report on progress in December 2007.	Disabled people involved meaningfully in policy development and service design and delivery.
	Specific support to be given to staff to assist them to involve disabled people in their work.	Equality Unit	Early 2007	Staff have a good understanding of how to involve disabled people.
	Disabled groups targeted for feedback in Inquiry Reporters customer surveys.	Chief Reporter/Head of Administration	By December 2007	Reporters understand directly from disabled people their views on service we provide.

EDUCATION DEPARTMENT

(incorporating contributions from the Social Work Inspection Agency and Historic Scotland)

Core Functions of Department

The Scottish Executive Education Department is responsible for administering policy, driving change and securing delivery in relation to pre-school and school education; children and young people; and tourism, culture and sport.

The overarching aims of the Education Department are:

- to give every child and young person the best possible start in life, through delivering the National Priorities in Education and Closing the Opportunity Gap for those who are not sharing the general level of attainment and wellbeing; and
- to enhance everyone's quality of life in Scotland through widening participation in sport and culture, building a successful and sustainable tourism and creative industries sector, to grow the Scottish economy, creating jobs and opportunities.

In terms of our Agencies:

- Historic Scotland safeguards the nation's historic environment and promotes its understanding and enjoyment. As such, the agency also has a key role in the sustainable development of tourism and its contribution to the economy.
- The Social Work Inspection Agency aims to inspect all social work services in Scotland, generating improvements in standards and quality, and positive outcomes for service users.

Departmental Priorities in 2006 – 2009

Currently, Education priorities for this period are:

- Closing the opportunity gap by: putting children and young people and their families first; ensuring they are safe and do not threaten the safety of others; promoting equality, inclusion and diversity; achieving and developing values and citizenship.
- Building capacity by: establishing an effective framework for learning; investing in infrastructure; and ensuring the workforce has the capacity to deliver high quality services.
- Ensuring excellence by: maximising achievement and attainment; and providing a basis for Learning for Life.
- To ensure that people of all ages have the opportunity to take part in a variety of cultural and sporting activities.
- To support social inclusion by ensuring the widest possible involvement in cultural, social and sporting opportunities.
- To promote a high standard of conservation of historic buildings and to promote the highest standards of contemporary buildings.
- To generate jobs and wealth for Scotland by promoting and developing the creative industries.
- To develop Scotland's tourism potential through Historic Scotland and VisitScotland, and in partnership with all relevant bodies.
- To promote excellence in sport and culture.

Other priorities which relate specifically to our Agencies are:

Historic Scotland

- To care for, protect and enhance the historic environment.
- To secure greater economic benefits from the historic environment.
- To increase public appreciation and enjoyment of the historic environment.
- To achieve continuous improvement in the performance of the Agency.
- To support the other policies of the Scottish Executive.

Social Work Inspection Agency

- Improve the quality of social work services across Scotland.
- Secure improved public confidence in social work services.
- Build capacity in Scotland's social work services.
- Inform social work policy development.
- Be an excellent organisation.

Departmental Statement of Objectives/Aims to Advance Disability Equality

The Education Department is committed to a fair and just Scotland, where everyone has the opportunity to fulfil their potential, and where we respect each other and our differences. We aim to improve outcomes for all our customers, including disabled people. We will ensure that:

- Each child and person who needs it has an integrated package of appropriate health, care and education support through our range of policies and strategies.
- Social inclusion is promoted through the arts and cultural activities, and sports and leisure activities.

We also aim to counter inequalities related to disabilities throughout all of our work.

In terms of the next steps, we will seek to include disabled people's views in development through current consultative forums, existing networks, and key stakeholders.

Historic Scotland aims to:

- employ a workforce representative of Scotland's diverse population,
- ensure that employees and prospective employees are not discriminated against on any grounds,
- encourage positive attitudes towards disabled people; and
- ensure that disabled people are afforded every opportunity to develop and participate fully in the activities of Historic Scotland

Social Work Inspection Agency aims to:

- adhere to Scottish Executive recruitment policies with respect to disability equality;
- encourage positive attitudes towards disabled people;
- ensure that employees and users of services are not discriminated against on any grounds including disability; and
- ensure that the services and activities of SWIA are fully accessible to disabled people and their participation is encouraged.

EDUCATION DEPARTMENT (incorporating contributions from the Social Work Inspection Agency and Historic Scotland)

Disability Equality Duty Action Plan

Please identify key policy areas where the department is currently taking forward disability equality and how the department is involving disabled people				
Policy	Action	By whom	By when	Expected Outcome
<p>Promotion of Equal Opportunities in School Education</p> <p>Evidence: First stage of this work was to review and assess current provision – materials being produced in response. Also, we know from events held to involve disabled people in the development of this scheme that staff training on disability equality, and an exercise to review and promote the materials used in schools on disability were recommended.</p>	<p>Provision of materials for Education Authorities and Schools which will ensure that equality issues, including disability, are mainstreamed into the curriculum, and will assist staff in developing their knowledge in relation to equality and anti-discrimination.</p>	<p>ED: Schools Group, Schools Division</p>	<p>Staff materials will be available by Spring 2007, and curriculum materials by Autumn 2007.</p>	<p>Schools will have lesson ideas for mainstreaming equality into the curriculum over a range of subject including English and Maths, and school staff will be provided with training materials on equality, inclusion and anti-discrimination, including case studies.</p>
<p>Provision of support for pupils with Additional Support Needs</p> <p>Evidence: The SE <i>Get</i></p>	<p>Supporting all children with additional support needs and mainstreaming disabled pupils in mainstream schools where this is in their best</p>	<p>ED: Schools Group, Support for Learning Division</p>	<p>HMIE are to report in late 2007 on their monitoring and evaluation of Education</p>	<p>Effective implementation of the Additional Support for Learning (ASL) Act 2004 in schools ensures</p>

<p><i>Involved</i> consultation identified access to mainstream education as a priority area for disabled people in Scotland; regular consultation with DRC; wide consultation before and during Additional Support for Learning Bill in Parliament, which emphasised the need for change and improvement.</p>	<p>interests, thus, recognising that some will continue to be best served through specialist provision.</p>		<p>Authorities' implementation of the Education (Additional Support for Learning) Scotland Act 2004. This will inform future policy development.</p>	<p>the needs of pupils with additional support needs are met.</p>
<p>Support for Families with Disabled Children</p> <p>Evidence: Issues of rationalising Government funding, and support for families with disabled children raised as important issues through the <i>Get Involved</i> consultations.</p>	<p>To provide greater and more flexible support to families with disabled children through extending the work of the Family Fund, a government funded independent charitable organisation which makes small grants to families on low income with severely disabled children, the development of clear guidelines to local authorities to stimulate uptake of direct payments to families with disabled children, and continuing support to vulnerable families with very young children aged 0-3 years, including children and</p>	<p>ED: Children Young People and Social Care Group, Early Education and Childcare Division.</p>	<p>Family Fund: end 2006</p> <p>Direct payments guidelines: April 2007</p> <p>Sure Start Scotland: Ongoing</p>	<p>Increased numbers of grants to families with disabled children, greater parental empowerment and control over services to disabled children and continued support for vulnerable families affected by disability.</p>

	disabled parents under Sure Start Scotland.			
<p>Changing Lives – personalisation and access standards are workstreams forming part of the implementation process for <i>Changing Lives</i> (report of 21st century social work review), and are intended to ensure that the views of services users inform service development; and to develop access standards which ensure equal access to services for all, regardless of personal or social circumstances</p> <p>Evidence: Barriers to accessibility of public services raised as a key priority for disabled people in Scotland through the <i>SE Get Involved</i> consultation. Users and carers raised similar issues during the social work review.</p>	<p>To ensure that social work/care service providers take due account of the needs of service users, including those with disabilities, when designing and delivering services.</p> <p>Development and promulgation of access standards to ensure that all citizens have equal access to social work/care services.</p>	ED: Children Young People and Social Care Group, Social Work Services Policy Division	2007/08	<p>Re-designed services which better reflect the views and needs of service users.</p> <p>Standards clarifying the legitimate expectations of all service users in relation to accessing care services.</p>

<p>Getting It Right for Every Child: a project to reform children's services in three areas: practice change for professionals, removing barriers to joint working, and legislation to support these developments</p> <p>Evidence: Evidence comes from a number of different sources, including: For Scotland's children: Better integrated children's services (Scottish Executive, 2001), It's everyone's job to make sure I'm alright: Report of the child protection audit and review (Scottish Executive, 2002), and consultation on Getting it right for every child: The review of the Children's Hearings system (Scottish Executive, 2004) and Getting it right for every child: Proposals for action (Scottish Executive 2005).</p>	<p>Changing services.</p>	<p>Children's</p>	<p>Children, Young people and Social Care: Youth Justice and Children's Hearings Division</p>	<p>Implementation is 2007 onwards, with outcomes being achieved from 2010. The legislation is proposed to be introduced after the election in 2007, subject to decision by the new set of Scottish Ministers.</p>	<p>Children's services configured around the needs of individual children.</p>
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<p>Access Scottish Historic Environmental Policy (SHEP)</p> <p>Evidence: Access to a variety of public services, including leisure activities, raised through <i>Get Involved</i>.</p>	<p>Creation of policy on providing equality of access, where reasonable.</p>	<p>Historic Scotland: Policy Unit</p>	<p>March 2007</p>	<p>Better communicated policy on equality of access to the Properties in Care. External involvement with appropriate groups.</p>
<p>Scottish Household Survey (SHS): Culture and Sport Module</p> <p>Evidence: It was identified that disability was unrepresented, and its inclusion would assist in the development of current and new policies.</p>	<p>SHS will provide robust evidence of participation in the arts and sport, including information on participation of the disabled population. This module will be in addition to the Culture and Sport section of the main SHS. Importantly, reasons for non-participation will also be collected to help us to identify physical and perceived barriers, not just in the disabled population but also in other equality strands.</p>	<p>ED: Tourism, Culture and Sport Group</p>	<p>Field work in early 2007 and interim results in mid 2008</p>	<p>The survey will identify barriers to participating in TCS activities, as well as levels of participation, which will feed back into policy development.</p>
<p>Inspection of learning disability services</p> <p>Evidence: The Disability Working Group recommended that research on care and support services for</p>	<p>Performing inspections on local authority learning disability services.</p>	<p>SWIA Inspectors</p>	<p>Ongoing</p>	<p>Ensuring best possible social services for disabled people and equal treatment in the provision of social care.</p>

disabled people should be reviewed and any gaps identified should be addressed. SWIA are also under ministerial direction to carry out this policy.				
Arrangements for the delivering the general duty to promote disability equality				
	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?.	Education Department Publications are available via the Scottish Executive website, which conforms to strict accessibility standards. We will also respond to requests for hard copy documents in alternative formats.	ED	Ongoing	Our disabled customers and stakeholders are able to access Education Department information.
	We will engage effectively in the equality impact assessment process to inform policy development, and ensure we recognise any policies which discriminate so appropriate action can be taken.	ED	From December 2006	Our policies comply with the law, and promote equality, and prevent discrimination.
	The Education Department will continue to conform with corporate HR arrangements and training policies, to ensure that our staff	ED	Ongoing	Our staff are aware of their responsibilities in relation to their specific remits.

	understand what is unlawful discrimination, and are aware of their responsibilities to disabled customers/ stakeholders.			
	We will ensure provisions are made so that events are accessible to all attendees, including disabled people. For example, where required British sign language interpreters will be in situ, and wheelchair ramps will facilitate physical access.	ED	Ongoing	Events which provide information about our policies are accessible.
	Historic Scotland: Communications channels and mechanisms to be made fully accessible. All HR policies and procedures will undergo an equality impact assessment. Complete a programme of access audits for all 345 Properties in Care (PIC) to assess their accessibility.	Historic Scotland: HR/Communications Historic Scotland: HR Historic Scotland: PIC via appointment of consultants Buro Happold, and involving disabled people.	December 2006 Ongoing Access audits of 75 staffed properties completed in 2005. 270 non-staffed properties completed by March 2007.	Accessible communications. Non-discriminatory policies, procedures and practices. Identify and agreed actions to improve physical and intellectual access to each PIC. Integration of access-enabling works into existing PIC work programmes.

	Full consideration of the DDA incorporated into the design of all new build projects at PICs	Historic Scotland: PIC	Ongoing	All new build works at PICs fully compliant with access legislation (and full justifications provided where full access cannot be afforded for reasons of conservation).
	<p>Social Work Inspection Agency: Support and inform social work policy by collecting and disseminating good practice in social work service delivery.</p> <p>Inclusion of information on disability equality in the staff welcome pack and training and development strategy.</p> <p>Ensure all communication channels are fully accessible to disabled people; all publications appear in plain English, and are available in alternative formats on request. The SWIA communications strategy stresses accessibility of information to disabled</p>	<p>SWIA Inspectors</p> <p>SWIA: Corporate Services</p> <p>SWIA: Corporate Services</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Improved practice in Local Authority social care services.</p> <p>Awareness of disability equality issues amongst staff.</p> <p>Accessibility of services and information to disabled people, and removal of barriers to disabled lay inspectors.</p>

	<p>people.</p> <p>Ensure complaints are effectively handled through the SWIA complaints procedure.</p> <p>Ensure appropriate social services and equal treatment for disabled people through performance improvement.</p>	<p>SWIA: Corporate Services</p> <p>SWIA</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Issues regarding disability inequality are effectively identified and resolved.</p> <p>A comprehensive evaluation of learning disability services across 3 local authority areas.</p>
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	We will engage effectively in the equality impact assessment process to inform policy development, and ensure we recognise any policies which discriminate so appropriate action can be taken.	ED	From December 2006	Our policies comply with the law, promote equality, and prevent discrimination.
	We will continue to ensure that all statistical data collections and research are equality proofed in relation to disability. Data collections will be broken down by disabled/non-disabled wherever feasible and appropriate. For example, we are now collecting data on the number of disabled pupils, and whether the child	ED: Information and Analytical Services Division	Ongoing	Provide Education Department policy teams, and our customers/stakeholders, with data to feed into policy development.

	has been assessed as requiring access to adaptations.			
	We will continue to collect data for monitoring key trends in relation to disability; identifying any gaps in terms of monitoring within the current policy context. This is particularly relevant in relation to the priority areas we have identified.	ED: Information and Analytical Services Division; Policy Divisions	Ongoing	We are able to monitor the outcomes of our policies for disabled people, to ensure they are the same for non-disabled people.
	We will review the SEED Analytical Strategy to ensure it makes appropriate reference to the Equality Impact Assessment process.	ED: Information and Analytical Services Division	August 2007	Policy makers have appropriate support in applying the SE Equality Impact Assessment process at the early stages of policy development.
	The Education Department will develop its automated Business Planning Tool, which feeds into Departmental reporting systems, and associated guidance to incorporate material on equality, including disability.	ED: Information and Analytical Services Division	For F/Y year 2007/08	Reports on Equality Duties and commitments will be maintained electronically, and issues of consistency will be more readily demonstrated and audited by managers at different levels.
	We will ensure that all of our consultations reflect the	ED	Ongoing	Policy development accurately reflects the

	diversity of our communities, and will seek to include all those people affected by the proposals.			needs of disabled people.
	<p>Historic Scotland:</p> <p>HR policies and procedures will undergo an equality impact assessment , and we will monitor the various policies to determine take-up by disabled people.</p> <p>Encourage and support disabled employees to participate in schemes designed to promote the advancement of disabled people, for example the Civil Service Bursary Scheme for Disabled employees. We will also support the necessary adjustments for disabled people to carry out all types of roles across Historic Scotland.</p> <p>Staff will undertake disability awareness training, and we will provide an Access Guide to the PICs involving disabled people.</p>	<p>Historic Scotland: HR</p> <p>Historic Scotland: HR/training</p> <p>Historic Scotland training unit/PIC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing/2007/08</p>	<p>Ensure our policies and practices are non-discriminatory, identifying areas which need to be improved.</p> <p>Development opportunities for disabled employees.</p> <p>Non discriminatory treatment of PICs customers, with an Access guide available in a range of formats.</p>

	<p>Social Work Inspection Agency:</p> <p>Perform an impact assessment on SWIA's disability equality scheme.</p> <p>Monitor the number of disabled people applying for employment in SWIA; actively engage with the Scottish Executive in their work placement scheme; and actively recruit and provide appropriate support to disabled lay inspectors.</p> <p>Actively poll disabled service users on satisfaction with services, and our inspectors will target and consult with a representative sample.</p> <p>Determine the number of people requesting alternative formats of reports.</p> <p>Address disability equality issues through the Performance Inspection Model.</p>	<p>SWIA: Corporate Services</p> <p>SWIA: Corporate services and Statisticians</p> <p>SWIA Inspectors and statisticians</p> <p>SWIA statisticians</p> <p>SWIA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Identify progress and further action required on disability equality.</p> <p>Removal of barriers to employment and appointment as lay inspectors for disabled people, with a number of satisfactory work placements for disabled people arranged.</p> <p>Incorporate the view of disabled people in the development of services.</p> <p>Identify number of disabled people accessing SWIA information.</p> <p>Equality of social care services.</p>
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<p>3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?</p>	<p>We will engage effectively in the equality impact assessment, and ensure that where policies can help to prevent harassment we build appropriate measures into their development.</p>	<p>ED</p>	<p>From December 2006</p>	<p>Our policies prevent harassment, where possible.</p>
	<p>Historic Scotland:</p> <p>Staff will undertake disability awareness training</p>	<p>Historic Scotland: Training Unit and Managers.</p>	<p>Ongoing</p>	<p>Non discriminatory treatment of Properties in Care customers</p>
	<p>Social Work Inspection Agency:</p> <p>Include a diversity component in a learning and development strategy.</p> <p>Ensure that Local Authority services eliminate harassment of disabled people.</p>	<p>SWIA: Corporate services</p> <p>SWIA Inspectors</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ensure disability equality awareness amongst all staff.</p> <p>Improved Local Authority social care services for disabled people.</p>
<p>4. What arrangements will you put in place to promote positive attitudes towards disabled people?</p>	<p>We will continue to ensure that the positive images we use in Education Department publications fully represent Scottish society, including disabled people.</p>	<p>ED: Policy Divisions and Communications Education</p>	<p>Ongoing</p>	<p>Positive images of disabled people are disseminated.</p>
	<p>Where appropriate, we will encourage Ministers to attend</p>	<p>ED</p>	<p>Ongoing</p>	<p>Key positive messages about disabled people,</p>

	key events in relation to disability issues, and meet with relevant groups.			and our associated work, are in the public domain.
	The views and contributions of disabled people are incorporated into the materials and information we develop. For example, this approach has been employed through the development of the Curriculum for Excellence.	ED	Ongoing	The materials we produce are inclusive of disabled people.
	Historic Scotland: Train all staff in HR in disability equality. Continue the work of the Monument Access Group established within PIC.	Historic Scotland HR/Training Historic Scotland: Properties in Care	March 2007 Ongoing	Better customer care and awareness Develop information systems, share best practice and develop a holistic approach to disabled access provision across the PICs and services. Provide advice and guidance on disability issues to PIC colleagues. Promote consultation with local access forums.

	<p>Social Work Inspection Agency:</p> <p>Incorporate information on disability equality in a Learning and Development Strategy.</p> <p>Ensure that images, views and contributions from disabled people are incorporated in SWIA materials, e.g. posters.</p> <p>The SWIA communication Strategy makes reference to accessible information for disabled people.</p>	<p>Corporate Services and all staff</p> <p>Corporate Services</p> <p>Corporate Services</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>A positive attitude towards disabled people.</p> <p>Increase visibility of disabled people and highlight their role in SWIA.</p> <p>All SWIA information is accessible to disabled people.</p>
5. What action will you take to encourage the participation of disabled people in public life?	Encourage organisations, such as the Scottish Youth Parliament, which acts as representation of young people to promote participation of and inclusion of disabled young people.	ED	In ongoing work plans	Promote participation of and inclusion of disabled young people.
	Ensure all adverts for public appointments include appropriate text about interviewing disabled candidates.	ED	Ongoing	Disabled people are given equal opportunity to take up positions of responsibility in public life.
	We will ensure our	ED	Ongoing	Disabled people are

	consultation arrangements facilitate input from disabled people.			given the opportunity to contribute to the development of our policies.
	<p>Historic Scotland:</p> <p>Ensure that our job adverts encourage applications from disabled people; Advertise jobs in places where they can be accessed by disabled people; and encourage our volunteer partner, Project Scotland, to place disabled volunteers.</p>	Historic Scotland: HR	Ongoing	More disabled applicants and volunteers.
	<p>Social Work Inspection Agency:</p> <p>SWIA participates in the SE 'two-ticks' and work placement schemes.</p> <p>Ensure that job adverts encourage applications from disabled people, and we will support flexible working patterns.</p> <p>Encourage social care services to provide mechanisms to allow disabled people to participate more fully in public life.</p>	<p>Corporate Services</p> <p>Corporate Services</p> <p>SWIA Inspectors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Work placements for disabled people.</p> <p>A diverse workforce, with greater participation of disabled people.</p> <p>Greater participation of disabled people in public life.</p>

<p>6. How will you ensure that disabled people are involved in the development of your department's policies and activities?</p>	<p>Ensure that consultation and consultative forums, such as working and advisory groups, are representative of disabled people's views, particularly in relation to our key policies. For example, maintaining broad representation of disabled people groups on the cross-departmental direct payments working group.</p>	<p>ED</p>	<p>Ongoing</p>	<p>Views of disabled people are heard and acted upon.</p>
	<p>Any Advisory Groups established in key policy areas are representative. For example, our Additional Support Needs Advisory Group includes representatives of disabled people.</p>	<p>ED</p>	<p>Ongoing</p>	<p>Forums to influence key policy areas are provided to disabled stakeholders.</p>
	<p>Historic Scotland:</p> <p>Encourage, facilitate and monitor disabled employees participation in the development of HR policies, procedures and practices.</p> <p>Monument Access Group will promote involvement with relevant national and local disabled people and groups.</p>	<p>Historic Scotland: HR</p> <p>Historic Scotland: PIC.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>More effective policies, procedures and practices.</p> <p>More effective engagement with relevant groups.</p>

	<p>Social Work Inspection Agency:</p> <p>Actively involve disabled people in inspection process and seek their views as service users.</p> <p>Support and inform social work policy by collecting and disseminating good practice in social work service delivery.</p>	<p>SWIA Inspectors</p> <p>SWIA Inspectors</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Disabled-friendly social services.</p> <p>Use inspection-derived knowledge on services for disabled people to inform social care policy.</p>
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	Our Business Planning Tools will be developed to provide information on progress against equality issues. This will provide an automated process for monitoring.	Developed by ED: Information and Analytical Services Division	By 2007/08	Reporting is assisted by automated processes, and mainstreamed into current practice.
	We will review our Analytical Strategy to commit to the early involvement of analysts in the Equality Impact Assessment process. This will include the development of additional indicators/evidence as appropriate to enable monitoring.	ED: Information and Analytical Services Division and Policy Divisions.	August 2007	We have suitable indicators to assist impact assessment and monitoring.
	Where our policies have review processes built-in, we	ED	Ongoing	Effective monitoring of policies in relation to

	will mainstream equality issues in the exercises, as with the forthcoming review of the Youthwork Strategy.			equality.
	<p>Historic Scotland:</p> <p>Monitor all relevant HR activities, including recruitment, training and development.</p> <p>Properties in Care to agree all equality actions as part of annual planning process and allocate staff and funding resources, as required. Review projects related to access for all.</p>	<p>Historic Scotland: HR</p> <p>Historic Scotland: Properties in Care</p>	<p>Ongoing - Submit an annual report</p> <p>Ongoing</p>	<p>Evidential basis for future planning.</p> <p>Evidential basis for future planning.</p>
	<p>Social Work Inspection Agency:</p> <p>Report on disability equality issues within the Local Authority social care services as part of the inspection process.</p>	SWIA Inspectors	Ongoing	Local Authority action plans to deliver improvements in services.

JUSTICE DEPARTMENT

Core Functions of Department

The Justice Department has responsibility for police, fire, community justice services, antisocial behaviour and community safety, drugs policy, criminal justice policy, civil law matters and administrative support to the Supreme and Sheriff Courts. The Scottish Prison Service, Scottish Court Service and the Accountant in Bankruptcy are Executive Agencies of the portfolio.

We intend to continue to focus on tackling antisocial behaviour, reducing crime, particularly violent and drug-related crime, reducing re-offending and ensuring the police are able to meet the threat posed by terrorism. We will deal swiftly and effectively with those who commit crime and secure a criminal justice system that reduces the risk of harm to the public and fully supports victims and witnesses. We will continue to modernise the law and legal system to make it fairer and faster. We are committed to ensuring that we work to grow the economy, to promote equality and close the opportunity gap and to ensure that our activities are sustainable.

Departmental Priorities in 2006-2009

In 2007-08 we will:

- allow for additional recruitment of police officers to offset a peak in officer retirements around 2009-2010, maintain record levels of police officers, and provide additional counter-terrorism measures;
- provide the Scottish Prison Service with resources for two new prisons, further modernisation of the prisons estate and delivering 500 additional prisoner places to tackle overcrowding and slopping out;
- to ensure appropriate access to justice through provision of publicly funded legal assistance, including 6 new public defence solicitors offices and a civil legal assistance office network which will assist those who cannot access publicly funded civil legal aid, eg for family proceedings, either for reasons of geography or availability of providers;
- build stronger and safer communities by tackling antisocial behaviour, which can particularly affect older and vulnerable citizens, and drug misuse which can particularly affect vulnerable people in families;
- assist continued improvement of support for victims and witnesses, such as children of either sex experiencing abuse and vulnerable adults who may amongst other reasons be disabled, to ensure that they receive services that respond to individual needs;
- support a judicially led review of the civil courts, to ensure access to justice by all equality groups;
- to streamline summary justice, which mainly affects young males, who are over-represented among those accused persons; and
- to reduce re-offending which mainly affects young males who are over-represented among offenders and repeat offenders.

Departmental statement of objectives to advance disability equality

The Justice Department aims to secure a justice system in which disabled people are and feel fairly treated in accordance with their needs, whether as victims, witnesses, accused persons, offenders, employees or parties to civil law dispute.

JUSTICE DEPARTMENT

Disability Equality Duty Action Plan

Key policy areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
Implementation of the Vulnerable Witnesses (Scotland) Act 2004 Evidence shows that vulnerable witnesses may be intimidated from giving their best evidence by the courtroom setting. The Act provides for special measures such as screens, live TV link etc to protect children and other vulnerable witnesses when giving evidence.	Implementing provisions of the Act that will protect disabled witnesses if they are accepted by the court as being vulnerable for the purposes of the Act.	Victims and Witnesses Unit, with COPFS, Scottish Court Service, ACPOS, SCRA, voluntary orgs. Law Society, judiciary.	Completion of the implementation programme will be 1 April 2008.	Fairer treatment of all child and adult vulnerable disabled witnesses with easier and wider access to the measures in the Act.
	Evaluating the impact of the Act will assess how effective it is in supporting vulnerable witnesses.	Independent consultants commissioned by ASD/Victims and Witnesses Unit.	Ongoing	Assess impact of legislation on all witnesses to whom the provisions are applied, including those whose disability features as a basis for their vulnerability under the terms of the Act.
	Published practitioner guidance on working with witnesses with particular needs.	Published Victims and Witnesses Unit; prepared by Enable; endorsed by all criminal justice agencies.	Currently in use	Ensure that all practitioners working with vulnerable witnesses are better aware of the requirements of witnesses with particular needs.

	Providing information booklets and a DVD specifically designed for witnesses with learning disabilities and their carers.	Produced by Enable and Lanarkshire ACE with support from Victims and Witnesses Unit	Currently in use	To ensure that witnesses with learning disabilities are better aware of their role and responsibilities and what they should expect from the criminal justice system.
	Working towards monitoring the application of the Act which includes recording any disability of child and adult vulnerable witnesses.	Victims and Witnesses Unit, with COPFS, SCS, SCRA, ACPOS	Ongoing	Intended to enable SE to establish the impact of the legislation on disabled people.
Sentencing and Hate Crime Evidence shows that disabled people are prone to be victimised on account of their perceived membership of the relevant group, as well as general vulnerability.	Take forward Sentencing Commission report on consistency in sentencing	Criminal Law Division	Ongoing	Disabled people protected from offenders through consistent sentencing approaches. Improved credibility of criminal justice system in its dealings with disabled victims and those who offend against them.
Improvement of the Adults with Incapacity (Scotland) Act 2000 to make it less expensive	Legislation in the Adult Support and Protection (Scotland) Bill to	Civil Justice, Law Reform and International Division	End 2007	Adults with incapacity are better protected by the law, at less expense to their own estates or the legal aid fund.

<p>and more accessible for users.</p> <p>Monitoring of the Act has shown that the complexity and expense of proceedings undermines the willingness of carers and others to use the provisions to benefit adults with incapacity. Also there is a need to ensure that the Act is not used inappropriately with the delay and expense involved, when other measures would be more appropriate.</p>	<p>improve operation of the Act.</p>			
<p>Support for Victims of Crime</p> <p>Evidence: Scottish Crime & Victimization Survey victims experience of criminal justice system.</p>	<p>National Standards for Victims of Crime includes a commitment that the standards apply to all victims regardless of their disability.</p>	<p>Published by Victims and Witnesses Unit and endorsed by all major criminal justice agencies.</p>	<p>Ongoing</p>	<p>All who have endorsed the standards should be able to demonstrate how they are being applied in practice.</p>
<p>Sponsorship of Victim Support Scotland</p>	<p>Through our financial sponsorship of VSS, we expect</p>	<p>Victims and Witnesses Unit and VSS</p>	<p>Ongoing</p>	<p>Effective access to services provided to victims and witnesses who have a disability.</p>

	them to promote equality and tackle discrimination through their work with victims and witnesses. This is included as a commitment in VSS's corporate plan which is backed up by its Diversity Policy.			
Arrangements for delivering the general duty to promote disability equality				
	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	Justice Department Publications, written in plain English, are available via the Scottish Executive website, which conforms to strict accessibility standards.	All staff	Ongoing	Our disabled customers and stakeholders are able to access Justice Department information, having regard to the needs of visually impaired users and those with learning difficulties.
	The Justice Department will continue to conform with corporate HR arrangements and training policies, to ensure that our staff	All staff	Ongoing	Our staff are aware of their responsibilities in relation to their specific remits.

	understand what is unlawful discrimination, and are aware of their responsibilities to disabled customers and stakeholders.			
	We will ensure that provisions are made so that events/meetings etc. with Stakeholders are accessible to all attendees, including disabled people.	All staff	Ongoing	Events/meetings with stakeholders which provide information about our policies are accessible to disabled people.
	The Scottish Crime and Justice Survey (SCJS) collects data on extent of crime and experience of victimisation in Scotland as well as public attitudes and perceptions of the criminal justice system, its agencies and related issues. This includes data on respondents gender, whether they have a	ASD	Ongoing	Extent of analysis is dependent on sample and sub-sample sizes. So far as possible data will be analysed so as to identify differential impact of crime on victims in different disability groups.

	disability, ethnicity and age.			
	Implementing provisions of the Vulnerable Witnesses (Scotland) Act 2004 that will protect disabled witnesses if they are assessed as being vulnerable for the purposes of the Act.	Victims and Witnesses Unit	From April 05 until April 08	Fairer treatment of all child and adult vulnerable disabled witnesses.
	Through our financial sponsorship of VSS we expect them tackle discrimination through their work with victims and witnesses.	As Above	Ongoing	Effective access to services provided to victims and witnesses who have a disability.
	National Standards for Victims of Crime includes a commitment that the standards apply to all victims regardless of whether they are disabled or not.	As above plus other Criminal Justice Agencies	Published Feb. 05. Ongoing monitoring of application.	All who have endorsed the standards should be able to demonstrate how they are being applied in practice.
	As part of implementation of	As above	Published June 05	Ensure that all practitioners working with vulnerable witnesses are better

	the Vulnerable Witnesses Act, published practitioner guidance on working with witnesses with particular needs.			aware of the requirements of witnesses with particular needs.
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	We will engage effectively in the equality impact assessment process to inform policy development, and ensure we recognise any policies which discriminate so appropriate action can be taken.	All policy divisions	From December 2006	Our policies comply with the law, and promote equality, and prevent Discrimination.
	We will ensure that all statistical data collections and research are equality proofed in relation to disability where possible. Data collections will be broken down by disability wherever feasible and appropriate.	JD: Analytical Services Division	Ongoing	Provide Justice Department policy teams, and our customers/stakeholders, with data to feed into policy development.

	We will collect data for monitoring key trends in relation to disability; identifying any gaps in terms of monitoring within the current policy context.	All Policy Divisions and JD: Analytical Services Division	Ongoing	We are able to monitor the outcomes of our policies for disabled people, to ensure they are the same for non-disabled people.
	We will review the Justice Department Analytical Strategy to ensure it makes appropriate reference to the Equality Impact Assessment process.	JD: Analytical Services Division	August 2007	Policy makers have appropriate support in applying the Executive's equality impact assessment process at the early stages of policy development.
	The Justice Department will assess the potential for developing its automated Business Planning Tool, which feeds into Departmental reporting systems, and associated guidance to incorporate material on equality, including disability.	JD Business Planning Team	Summer 2007	Reports on Equality Duties and commitments may most effectively be maintained electronically, and issues of consistency may more readily be demonstrated and audited by managers at different levels.

	To ensure that the Department is meeting its equality duties.			
	We will ensure that all of our consultations and external engagement with stakeholders in the development of policy proposals reflect the diversity of our communities, and will seek to include representatives of all those people affected by the proposals.	All Staff	Ongoing	Policy development accurately reflects the needs of disabled people.
	Encourage and support disabled employees to participate in schemes designed to promote the advancement of disabled people, for example the civil service bursary scheme for disabled employees. We will	All Staff HR/training	Ongoing	Development opportunities for disabled employees.

	also support the necessary adjustments for disabled people to carry out all types of roles across HS.			
	We will require reviews of NDPBs (such as the first review of the new Scottish Legal Complaints Commission) to consider take-up of services by disabled people.	Access to Justice	Ongoing	Improvement in services based on evaluation.
	We will set up the Scottish Civil Enforcement commission under the Bankruptcy and Diligence Bill.	Civil and International	Ongoing	Regulation of sheriffs officers in carrying out debt enforcement.
	National Standards for Victims of Crime includes a commitment that the standards apply to all victims including disabled people..	Victims and Witnesses Unit plus other Criminal Justice Agencies	Published Feb. 05. Ongoing monitoring of application	All who have endorsed the standards should be able to demonstrate how they are being applied in practice.
	As part of implementation of the Vulnerable	As above	Published June 05	Ensure that all practitioners working with vulnerable witnesses are better aware of the requirements of witnesses

	Witnesses Act, published practitioner guidance on working with witnesses with particular needs			with particular needs.
	As part of implementation of the Vulnerable Witnesses Act, providing information booklets and a DVD specifically designed for witnesses with learning disabilities and their carers.	Produced by Enable and Lanarkshire ACE with support from Victims and Witnesses Unit	Published Sept 06	To ensure that witnesses with learning disabilities are better aware of their role and responsibilities and what they should expect from the criminal justice system.
	Through our financial sponsorship of VSS we expect them to promote equality through their work with victims and witnesses.	Victims and Witnesses Unit	Ongoing	Effective access to services provided to victims and witnesses who have a disability.
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are	We will engage effectively in the equality impact assessment, and ensure that where	All policy divisions	Ongoing	Our policies prevent harassment where possible.

<p>able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?</p>	<p>policies can help to prevent harassment build appropriate measures into their development.</p> <p>We will ensure that policy decisions on extension of legal advice provision take into account the advice needs of those experiencing discrimination or harassment.</p>		<p>Ongoing</p>	
	<p>Through our financial sponsorship of VSS we expect them to be sensitive to disabled people experiencing harassment when providing services to victims and witnesses.</p>	<p>Victims and Witnesses Unit</p>	<p>Ongoing</p>	<p>VSS services are sensitive to the needs of disabled people who are the victims of harassment.</p>
<p>4. What arrangements will you put in place to promote positive attitudes towards disabled people?</p>	<p>We will ensure that the images we use in Justice Department publications fully represent all parts of</p>		<p>Ongoing</p>	<p>Positive images of disabled people are disseminated.</p>

	society, including disabled people.			
	Where appropriate, we will encourage Ministers to attend key events in relation to disability issues, and meet with appropriate stakeholders.	All Staff	Ongoing	Key positive messages about disabled people, and our associated work, are in the public domain.
	The views and contributions of disabled people will be incorporated into the materials and information we develop.	All Staff	Ongoing	The materials we produce are representative of disabled people.
	As part of implementation of the Vulnerable Witnesses Act, published practitioner guidance on working with witnesses with particular needs, including disabilities	Victims and Witnesses Unit	Published June 05	Ensure that practitioners involved in applying the Act do so in ways which ensure a positive attitude to the needs of disabled people.
	Through our financial sponsorship of VSS we would expect	As above	Ongoing	VSS demonstrate positive approach to supporting disabled people through results of user surveys.

	them to promote positive attitudes towards disabled people when providing services to victims and witnesses			
5. What action will you take to encourage the participation of disabled people in public life?	Ensure we continue to observe the requirements of current anti-discrimination legislation (eg Sex Discrimination Act, Disability Discrimination Act) throughout the public appointments process.	All Staff	Ongoing	Disabled people are given equal opportunity to take up positions of responsibility in the public life.
	Continue to ensure that vacancies for Public Appointments are advertised across a wide sphere of interests, including disability and women's Groups.	All staff	Ongoing	Disabled people are given the opportunity to contribute to the development of our policies.
	We will ensure our consultation arrangements facilitate input from	All staff	Ongoing	Disabled people are given the opportunity to contribute to the development of our policies.

	disabled people.			
	JD sponsors several NDPBs Board members of all NDPBs are appointed by the public appointments process which is subject to OCPAS scrutiny. OCPAS principles support equality principles including encouraging applications from women and disabled people.	JD sponsoring divisions for Parole Board, Risk Management Authority, Scottish Legal Aid Board, Scottish Law Commission and Scottish Criminal Cases Review Commission	Ongoing	Disabled people are given equal opportunity to take up positions of responsibility in the public life.
	Implementing provisions of the Vulnerable Witnesses (Scotland) Act 2004 that will protect disabled witnesses if they are assessed as being vulnerable for the purposes of the Act and ensure they are better able to give their evidence in court.		From April 05 until April 08	The Act is intended to ensure that more vulnerable disabled witnesses are able to give their evidence.
6. How will you ensure that	Ensure that	All staff	Ongoing	Views of disabled people are heard and

disabled people are involved in the development of your department's policies and activities?	consultation and consultative forums, such as working and advisory groups, are representative of disabled people, particularly in relation to our key policies.			acted upon.
	Representative advisory groups are established in key policy areas	All policy Divisions	Ongoing	Forums to influence key policy areas are provided to disabled stakeholders.
	Vulnerable witnesses will be involved in the evaluation of the Vulnerable Witnesses Act and we would anticipate that a number of these will be disabled people who have been assessed as vulnerable witnesses for the purposes of Act.	Victims and Witnesses Unit	Ongoing	Should enable us to see how disabled people are affected by the Act.
	A variety of groups representing people with special needs (including disabled	As above	Ongoing	Will enable groups representing the interests of disabled people to feed into ongoing development of the policy.

	people) are members of a reference group that assist with the implementation of the Vulnerable Witnesses Act.			
	Ongoing development of the Scottish Strategy for Victims will include consultation with groups that represent disabled people.	As above	Ongoing	Will ensure that ongoing policy development for victims will include perspectives of disabled people.
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	We will assess the potential for developing our business planning tools to provide information on progress against equality issues. This could provide an automated process for monitoring.	JD: Business Planning Team	By 2007/08	Reporting is assisted by automated processes, and mainstreamed into current practice.
	We will review our Analytical Strategy to commit to the early involvement of	JD: Analytical Services Division and All Policy Divisions.	August 2007	We have suitable indicators to assist impact assessment and monitoring

	<p>analysts in the Equality Impact Assessment process. This will include the development of additional indicators/evidence as appropriate to enable monitoring.</p>			
	<p>Where our policies have review and oversight processes built-in, we will mainstream equality issues in the exercises.</p> <p>Evaluation of the implementation of the Vulnerable Witnesses Act includes and monitoring system to allow for collection of information by criminal justice agencies on those who benefit from special measures etc. This system</p>	<p>All Policy Divisions.</p> <p>Victims and Witnesses Unit</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>We take advantage of current processes and structures to ensure regular monitoring of progress against equalities goals.</p>

	should include data on disabled people.			
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CROWN OFFICE AND PROCURATOR FISCAL SERVICE (COPFS)

Core Functions of Department

COPFS is Scotland's sole national prosecution service. We also investigate sudden and suspicious deaths, carry out independent inquiries into complaints of criminal conduct by police officers and administer property falling to the Crown. Our core functions include:

- the prosecution of crime;
- the investigation of sudden deaths and, when appropriate, the conduct of public inquiries;
- identifying and meeting the information needs of victims, witnesses and bereaved relatives;
- provision of accessible information to all service users: interpreting, translation and transcription;
- employment; and
- access policy

Departmental Priorities in 2006 – 2009

Strategic Aim:

- Serving the public interest, prosecuting cases independently, fairly and effectively.

Key Objectives:

- To secure the confidence of our diverse communities by improving the delivery of justice through the timely, efficient and effective prosecution of crime.
- Give priority to prosecution of serious crime, including drugs trafficking and persistent offenders.
- To provide services that meet the information needs of victims, witnesses and nearest bereaved relatives, in co-operation with other agencies.
- To ensure that all deaths reported to the procurator fiscal are investigated appropriately and speedily.

Departmental Statement of Objectives/Aims to Advance Disability Equality

The Crown Office and Procurator Fiscal Service (COPFS) is committed to tackling the sources of inequality faced by disabled people so as to ensure that the delivery of our services is fair, inclusive and accessible. We aim to actively involve disabled people in making equal opportunities central to our service delivery, employment of staff and development of policies and practice and to take action to eliminate unlawful discrimination and prevent harassment.

The key policy areas below have been identified and informed through the direct involvement of disabled people on our Staff Forum and Equality Advisory Group, engagement with disability organisations, consultation with COPFS Area Diversity teams and by drawing on the final report of the disability working group.

CROWN OFFICE AND PROCURATOR FISCAL SERVICE (COPFS)

Disability Equality Duty Action Plan

Key policy areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
Securing the confidence of disabled people in the delivery of justice,	<p>We will work with criminal justice partners and other agencies, at national and area level, to increase the confidence of disabled people to report crime., by:</p> <ul style="list-style-type: none"> • Identifying the means to record and analyse relevant data. • Engaging with community disability organisations at Area level. <p>We will assess our prosecution policies and practice to ensure no discrimination, unfair bias, or negative impact on disabled people.</p>	Lead by Victims and Diversity Policy and Development Division (VDPDD) and COPFS Area Diversity Teams	Throughout 2006/07	<p>Increased confidence of disabled people within our communities, measured through consultation with community disability groups, customer feedback and surveys.</p> <p>Effective impact assessment of prosecution policies and practice, and the auditing of case management, decision-making and outcomes, will eliminate unlawful discrimination and negative impact on disabled people.</p>
Summary Justice Reform	We will work with criminal justice partners and voluntary stakeholder organisations to assess the case marking policies	Lead by the Steering Group for Reform and supported by	Throughout 2006/07.	Case decision-making policy developed and implemented that makes appropriate use of new and enhanced alternatives to

	arising from the reform programme, so as to identify and eliminate any unlawful discrimination or negative impact on disabled people in relation to full and appropriate use of new and enhanced alternatives to prosecution.	the Diversity Team.		prosecution, having taken account of stakeholder opinion and ensuring no unlawful discrimination or negative impact on disabled people.
Review Of Sexual Offences	We will work with criminal justice partners and voluntary stakeholder organisations to assess the case decision-making policies arising from the review and implementation programme, so as to identify and eliminate any unfair bias or negative impact on disabled people.	Lead by the Steering Group for Sexual Offences Review and supported by the Diversity Team	Throughout 2006/07	Successful implementation and monitoring of the Review recommendations, enabling disabled victims of sexual offences to have increased confidence in the quality of investigation and prosecution of this serious category of crime.
Promoting Positive Attitudes	We will identify opportunities for positive images of disability to counter negative stereotypes and promote positive attitudes amongst COPFS staff through the continuing delivery of Diversity Awareness Programme and increased guidance and training.	Lead by VDPDD	Throughout 2006/07	All new staff attend Diversity Awareness Programme with specialist input from external disability equality trainers. Guidance and training material provided and available to staff to reflect positive images of disabled people and a positive approach to disability equality.
Supporting Victims, Witnesses and Bereaved Relatives	We will demonstrate our commitment to constantly improving the services we provide by ensuring that disabled victims, witnesses and bereaved	Lead by VDPDD and BPDD (Business Policy and Development	Throughout 2006/07	Disabled victims, witnesses and bereaved relatives will be afforded equal access to court preparation opportunities and support,

	<p>relatives have equal opportunities to participate in the criminal justice process. We will:</p> <ul style="list-style-type: none"> • Ensure accessibility and availability of information and advice, 'being a witness' material and court familiarisation visits. • Provide information about access arrangements, facilities and support for disabled people in our offices and courts. 	Division)		<p>Staff will be familiar with the range of information and advice material and availability of different formats to ensure accessibility.</p> <p>Access information will be available to disabled victims, witnesses and bereaved relatives on COPFS website and to all staff on COPFS intranet by end December 2006.</p>
Provision of accessible information: interpreting, translation and transcription	<p>We will promote our commitment to providing accessible information across all of COPFS' functions, by:</p> <ul style="list-style-type: none"> • Establishing a statement or logo for use on all new and revised COPFS publications. • Continuing to develop our own expertise in working with British Sign Language interpreters, as part of the investigation process, and as part of a criminal justice system protocol for working with interpreters in court. 	Lead by VDPDD, as chair of Working Group on Interpreting and Translating, and all Areas.	Throughout 2006/07	<p>Information will be available in accessible formats on request, and, where this is not immediately available, we will have systems in place to provide it within a reasonable time.</p> <p>Guidance on transcription services available to staff with library and monitoring system in place.</p> <p>Increased staff expertise through training sessions on how to use interpreters developed for Legal Induction Course Module 3 and precognition core courses.</p> <p>Joint Protocol for using interpreters at court.</p>

<p>Provision of safe access to and from and within COPFS premises</p>	<p>We will provide disabled people with physical access to and from and within our buildings, offices and workplaces, as far as it is reasonably practical to do so.</p> <p>We will establish a system of annual audits of buildings to include accessibility of escape routes, emergency alarm systems and signage.</p>	<p>Lead by Estates, Health and Safety and Office Managers</p>	<p>March 2007 plus annual reviews</p>	<p>Fewer disabled people will experience difficulties gaining access to our buildings and reception areas and using our services. In particular, all offices will have sufficient hearing induction loops installed and available as required.</p>
<p>Human Resources - Recruitment Policy</p>	<p>We will work with relevant disability organisations to raise the image of COPFS as an employer of choice for disabled people in order to attract competent and capable staff. We will:</p> <ul style="list-style-type: none"> • Promote accessible advertising and application methods. • Ensure that those who chair and participate in recruitment and promotion boards are fully conversant with disability equality issues by revising guidance and training. 	<p>Lead by Human Resources</p>	<p>Guidance to interview board members issued by end 2006. Consultation on the review of recruitment pack started by February 2007.</p> <p>Equality data on staff published every 6 months.</p>	<p>Increased awareness at Area level, of accessible advertising and recruitment, through revised recruitment pack issued to Area Business Managers.</p> <p>Members of interview/promotion boards fully aware of disability equality issues.</p> <p>An increase in the number of disabled staff applying and/or being employed by COPFS.</p>
<p>Securing the confidence of disabled staff in Human Resources policies and</p>	<p>We will develop a system which encourages staff confidence in reporting a disability and/or additional or different needs without fear of stigma or</p>	<p>Lead by Human Resources</p>	<p>Throughout 2006/07</p>	<p>Increase in self-reporting by disabled staff, with access to transparent self-reporting policies available on intranet, and a staff leaflet.</p>

practices	discrimination. We will enhance the development of skills and progression of disabled staff through the identification of fully accessible training and development opportunities.			Career development and career progression accessible through the Integrated HR System (The Learning Academy) and Skills for Success programmes.
Alternative Working patterns and reasonable adjustments	We will ensure working practices are sufficiently flexible to take account of different needs of disabled staff by: <ul style="list-style-type: none"> Developing and implementing COPFS alternative to the Department of Work and Pensions' scheme 'Access to Work' to provide specialised equipment, travel and support to disabled staff as assessed. Developing a Health and Safety policy to provide automatic annual workplace assessments for ALL staff. 	Lead by Human Resources and VDPDD	Throughout 2006/07 Alternative to Access to Work scheme developed and implemented by October 2006	Staff fully aware of the policy and guidance on 'Purchase of specialised equipment and/or provision of support' as the COPFS alternative to DWP 'Access To Work' scheme All disabled staff have access to alternative working patterns and reasonable adjustments as required.
Arrangements for delivering the general duty to promote disability equality.				
	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop	The COPFS Diversity Strategy will continue to use:: <ul style="list-style-type: none"> The Diversity Proofing Tool (DPT) and Diversity Proofing Progress Chart (DPCC) to 	Lead by VDPDD but responsibility also lies with all COPFS staff,	In place	COPFS staff will be aware of the relevant legislation; statutory code of practice and impact on policies and practice in relation to the need to eliminate unlawful discrimination

<p>and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?</p>	<p>show how we assess and monitor the impact of our policies and practices;</p> <ul style="list-style-type: none"> • An independent Equality Advisory Group (EAG) with whom we consult on a wide range of equality issues. Membership includes at least one disabled person. (The Group's remit is to provide independent, expert advice to COPFS on the impact or likely impact of our existing and future policies on equality issues). • The COPFS Staff Disability Forum. (The group's remit is to identify possible priorities for the Department in the promotion of disability equality; provide advice on the impact or likely impact of existing and future policies/practices on equality for disabled members of staff and the public; and help COPFS monitor progress as part of the Department's Disability Equality Action Plan). • Two disabled members of a disability equality training 	<p>Area Teams and Divisions.</p>		<p>against disabled people.</p> <p>The Diversity Strategy ensures that:</p> <ul style="list-style-type: none"> • the EAG meets 3 monthly and minutes are published on website • the DPPC is published internally and externally on the COPFS website to demonstrate our commitment to equality and diversity and to enable us to receive feedback and suggestions for change. <p>The initiatives and the systems to involve disabled people will assist us in meeting the requirements of the disability equality duty and demonstrate our continued commitment to eliminating any unlawful discrimination against disabled people.</p>
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	organisation are members of the Forum and facilitators.			
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	<p>The Diversity Strategy and systems described above will assist us in paying due regard to the need to promote equality of opportunity between disabled and non-disabled persons and to monitor progress with regard to service delivery.</p> <p>Human Resources revised Learning Academy system will gather data to track staff access to training, career development and progression.</p>	VDPDD and all staff Human Resources	In place	<p>Publication of EAG minutes and DPPC as above.</p> <p>Data gathered will provide evidence of progress.</p>
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?	A Fair Treatment Policy developed and implemented by the Human Resources, Staff Welfare Team will be finalised and made accessible to all staff, through local Fair Treatment Officers, and Investigation Officers and overseen centrally by the Staff Welfare Team.	Lead by Human Resources	By end 2006	All staff will be aware of the new Fair Treatment Policy, launched by the end 2006, with all Fair Treatment and Investigation Officers fully trained.
4. What arrangements will	Our mandatory 2-day diversity awareness programme will	VDPDD, Human Resources and	In place	The Department is perceived as adopting a positive attitude towards

<p>you put in place to promote positive attitudes towards disabled people?</p>	<p>continue to encourage staff to adopt a wide definition of diversity with specialist input from external disability trainers.</p> <p>Our diversity structure will secure the involvement of staff at all levels in the Department in the process of promoting diversity and progressing and monitoring our equality action plans.</p> <p>Through collaboration with disabled persons and disability organisations centrally and at ADT level, we will develop a range of guidance for staff on removing barriers to disability equality.</p>	<p>Area Diversity Teams (ADT)</p>		<p>disability equality, reflected in the diversity awareness programme and ADT 6 monthly reports published on website.</p> <p>Guidance will be available to staff on intranet and Area training events.</p>
<p>5. What action will you take to encourage the participation of disabled people in public life?</p>	<p>Each of the 11 Area Diversity Teams is developing Area Plans for engaging with local disability organisations, and involving disabled staff and service users locally.</p> <p>Our diversity strategy ensures that we continue to recruit disability equality trainers to help deliver our diversity awareness programme and ensure the participation of disabled people</p>	<p>Area Diversity Teams, VDPDD and Human Resources</p>	<p>By April 2007</p>	<p>Area Business Plans will reflect their commitment to engaging with disability organisations locally.</p>

	<p>as members of our equality advisory group.</p> <p>Our revised Human Resources recruitment policy will be issued to all areas with guidance.</p>			
<p>6. How will you ensure that disabled people are involved in the development of your department's policies and activities?</p>	<p>Our Diversity Proofing Process will continue to secure the involvement of our staff disability forum and our equality advisory group in maintaining our systems for impact assessment and impact monitoring of policies and practice, to identify and eliminate any unfair bias or negative impact on disability equality and to reflect a positive approach to equality for disabled people.</p> <p>Our Staff Disability Equality Forum will provide advice on the impact or likely impact of existing and future policies/practices on disabled members of staff and the public.</p> <p>Our equality advisory group will continue to provide independent advice on equality issues.</p> <p>Our 11 Area Diversity Teams are pro-active in making links with</p>	<p>VDPDD and Area Diversity Teams</p>	<p>In place with continuing discussion in relation to a joint criminal justice disability forum.</p>	<p>Areas will report on their community engagement and participation of leaders/representatives of local disability groups in ADTs and provision of local training.</p> <p>The involvement of disabled staff, service users and members of the public, will be evidenced in our Disability Equality Action Plan (DEAP) report, equality advisory group minutes and updated DPPC, all of which are published.</p>

	<p>local groups.</p> <p>Our independent disability equality trainers will continue to provide input into our Diversity Awareness Programme.</p> <p>Our 'user involvement' questionnaire will target disabled service users. Our generic "Have Your Say" customer feedback system will be revised to ensure it is fully accessible to all our service users and staff.</p> <p>We are also in discussion with our justice partner organisations and the Scottish Executive about the need for a 'criminal justice' disability forum to enable disabled people with an interest in the justice system to be involved in advising the criminal justice agencies as a whole.</p>			
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	We have developed a COPFS Disability Equality Action Plan (DEAP), which identifies areas of policy and practice assessed as immediate priorities for COPFS, either because they are major in themselves or because they are assessed as having a major	VDPDD	In place by December 2006	DEAP produced, implemented and published on the COPFS website by December 2006 and updated annually. Our Diversity Structure ensures regular progress reports from Areas and VDPDD to the Diversity

	<p>impact on disabled people. The plan determines what we will do, by when and tracks our progress.</p> <p>Responsibility for implementing the plan is shared amongst all COPFS staff with leadership and direction from senior management.</p> <p>Information gathered through data collection, staff and customer surveys; and local sampling audits will be analysed.</p>			<p>Strategy Group, chaired by the Solicitor General.</p> <p>The COPFS diversity proofing progress chart provides evidence of impact assessment and monitoring and is published on our website.</p> <p>Proportionate and relevant decisions taken as a result of information gathered</p>
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ENTERPRISE, TRANSPORT AND LIFELONG LEARNING DEPARTMENT

Core Functions of Department

To develop/implement/administer a range of policy and activity in the following areas:

- supporting business and encouraging enterprise;
- building on the excellence of our universities and colleges;
- improving skills and employability;
- promoting economic growth, social inclusion, health and protection of our environment through a safe, integrated, effective and efficient transport system; and
- promoting a strong energy sector in Scotland, with increasing capacity in clean, renewable energy, and focusing on energy efficiency.

Departmental Priorities in 2006 – 2009

Our strategic priorities in delivering the Partnership Agreement and other commitments are:

- Supporting growth and improving productivity throughout the economy.
- Supporting an aspiring, ambitious and enterprising business and learning culture.
- Making Scotland an attractive place in which to live, learn, work and do business.
- Connecting Scotland at home and abroad.
- Closing the Opportunity Gap.

Delivering efficient and effective public services

Departmental Statement of Objectives/Aims to Advance Disability Equality

In delivering policies which aim to improve the lives of the people of Scotland, the Enterprise, Transport and Lifelong Learning Department is committed to ensuring that those policies meet the diverse needs of that population, by ensuring that they are accessible to all – taking into account the needs which might arise due to an individual's age, gender, race, sexual orientation, disability and religion/belief.

ETLLD is committed to ensuring that our people are aware of their responsibilities in this regard and are equipped to undertake their duties accordingly. It is further committed to initial and, where appropriate, ongoing impact assessment of its activities on an equalities basis.

ETLLD will advance disability equality by evaluating key, and all new, policies in a way which involves and reflects the views of disabled people, in order to ensure that relevant policy is developed and implemented in a way which promotes positive attitudes, eliminates unlawful discrimination and enables equality of access for disabled people.

ENTERPRISE, TRANSPORT AND LIFELONG LEARNING DEPARTMENT

Disability Equality Duty Action Plan

Key policy areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
ETLLD - Transport				
Publishing the National Transport Strategy (NTS)	To develop a National Transport Strategy for Scotland.	Transport Group and Transport Scotland	End of 2006	An NTS that will cover all modes and <u>all</u> travellers, be medium to long term in nature and be based on wide-ranging consultation. Increased mobility of older and disabled people in Scotland.
Concessionary travel for older and disabled people. It was estimated that there were approximately 1.2m people eligible to access Scotland-Wide Free Bus Travel. At 31 October 2006 957,200 had been issued with National Entitlement Cards	We introduced Scotland-wide free bus travel on 1 April 2006 for older and disabled people. We will continue to monitor the impact of the scheme, including the experiences of disabled people. We are in the process of establishing a	Aviation, Ports and International Division in conjunction with Transport Scotland and relevant Analytical Services teams	Over the first 2 years of operation – and ongoing. We have tools in place that enable reporting on the uptake at any time. Once the Smart Ticketing Equipment has been rolled out on buses by the end of	Transport Scotland continues to work with the Local Authorities to ensure that the target population are aware of the Scheme and know how to access the Scheme. This is

<p>giving them access to the concession. This represents 80% uptake.</p>	<p>survey capability. It is hoped that this capability will be in place early in 2007. One of the functions of this survey capability will be to ensure that the requisite monitoring and data collection and evaluation is done; including providing the analysis required to ensure we are meeting the Disability Duty.</p>		<p>2008 we will also be able to report on usage by card type. This again can be done at whatever interval is required. The global reporting on uptake and usage can be made public to those who request it.</p> <p>Once we have the infrastructure in place to monitor the impact on disabled people, it will continue to be done on an ongoing basis.</p>	<p>done by placing the appropriate literature and application forms in areas such as Post Offices, Local Council Offices and One Stop Shops. Once the infrastructure for the Citizens Account is in place it will be possible to directly target individuals who are eligible for the concession</p>
<p>Bus Route Development Grant</p>	<p>Accessibility is one of the key aims of the scheme by providing funding for improved bus services which will feature increases in frequency, quality, capacity and accessibility of vehicles (e.g. low floor). Growth in passenger journeys will be monitored. There is also</p>	<p>Bus and Taxi Policy Branch of Bus, Freight, and Roads Division and ASD.</p>	<p>Projects will be required to submit quarterly monitoring reports.</p>	<p>Funding will only be paid if the projected improved or additional services are delivered. Projects feature an increased number of bus services which are accessible to disabled people. In total 22.5 million</p>

	a research project underway to assess the overall effectiveness of the scheme, which is due to report early 2007.			additional bus passenger journeys should be achieved over a 3-year period, by the end of 2009, if projects run to plan.
Establishing statutory regional transport partnerships (RTP).	The Transport (Scotland) Act 2005 requires all Regional Transport Partnerships (RTP) to include, as an integral part of the development of their Regional Transport Strategies (RTS), provision about how transport as a whole will encourage equal opportunities.	Regional Transport Partnerships.	RTPs were established on 1 December 2005. They have a legislative duty to forward their Regional Transport Strategies to the Minister by 01 April 2007 (see below).	RTPs will be subject to the Disability General Duty from 4 December 2006 and will be consulted about other equality duties. The RTPs will address particular social inclusion/equality issues through their Regional Transport Strategies (see below).
Assessing the RTPs' regional transport strategies (RTS) against statutory SE guidance	The regional transport strategy guidance issued to all Regional Transport Partnerships suggests they should undertake an equality impact assessment as part of the development of their RTS. The draft RTSs to	Local Authority and Partnership Liaison Team in conjunction with Transport Scotland (Strategy and Investment)) and other Scottish Executive stakeholders.	Draft Regional Transport Strategies due October-December 2006. Final RTS due 31 March 2007. Transport Group has three Policy and Liaison Officers	That Regional Transport Strategies will address particular social inclusion/equality issues in meeting regional transport needs. Local

	be scrutinised and feedback offered.		that between them attend all partnership meetings and liaise with RTP officials	Authority & Partnership Liaison Team monitor receipt of various documents relating to the strategies in line with the guidance timetable.
Encouraging local authorities to draw up local transport strategies in line with non-statutory SE guidance.	The Local Transport Strategies (LTS) guidance issued to all LAs` suggests they should give particular consideration to assessing and meeting the needs of different groups of people including disabled people and carers, children and young people and the different needs of men and women.	The local authorities. The LAs forward draft strategies to Local Authority & Partnership Liaison Team for comments	32 revised LTSs due between August 2006 and April 2007.	LTSs will address particular social inclusion/equality issues in meeting local transport needs. Local Authority and Partnership Liaison Team will review the strategies against the guidance.
Establishing a Public Transport Users Committee for Scotland.	Set up a new advisory NDPB, the Public Transport Users Committee (PTUC). Establish a joint Secretariat with the Mobility and Access Committee for Scotland Ensure it has close working relationships	Transport Strategy Division/MACS.	PTUC will be legally established on 1 January 2007 and fully up and running, staffed and with all 12 appointees in place by 1 April 2007.	Independent advice to Ministers on all transport accessibility issues.

	with MACS. Public advertising of membership.			
ETLLD – Lifelong Learning				
Engaging with employers on workforce development and employability to make the best use of the skills of their workforce and for employees to be able to upgrade and upgrade their skills easily.	Embedding employability framework: Workforce Plus; developing training provision (modern apprenticeships / training for work)	Skills for Life and Work Division, Transitions to Work Division	<p>Formation of a National Workforce plus partnership autumn 2006</p> <p>Local workforce plus partnerships to equality proof the plans they submit to the Executive, January 2007</p> <p>Formation of a National Workforce plus partnership autumn 2006</p> <p>Local workforce plus partnerships to equality proof the plans they submit to the Executive, January 2007</p>	In order to measure our achievements on the equalities outcomes we seek to achieve in each of the key policy areas, we will have to either establish and/or develop the information we have available on the relevant indicators. As a critical first step in this process, ELL's Analytical Services Division are therefore establishing the feasibility of reporting against equalities related information in our regular statistical, and other, reports where appropriate. We will update on

				progress with this in the December 2007 update to this plan.
Promote a system that offers and supports focused and flexible learning opportunities and entitlement in education and training.	More Choices, More Chances - a strategy to reduce the proportion of young people in education and employment or training in Scotland / Higher and Further Education futures work.	Not in Employment, Education or Training unit/Higher Education and Learner Support Division , Further and Adult Education Division. Students Awards Agency	Completion of local partners action plans and targets end 06. Continual development of accessible information, application and delivery process for disabled students allowance.	Fewer individuals out of employment, education and training due to disability. More individuals with learning disabilities.
Improving information, advice and guidance for learners in Scotland.	Ministers are considering output of consultation on demerger of Careers Scotland from Scottish Enterprise. Building on the information service offered by Leardirectscotland we are now in the final stages of developing and introducing a national information provider on funding.	Skills for Life and Work Division, Transition to Work Division, Higher education and Learner Support Division.	Launch of Leardirectscotland national provider. Annual reporting of NDPB to the Executive on progress and outcomes. Ministerial decision on demerger of Careers Scotland.	Clearer IAG focused on individual needs, provided through appropriate intermediates Smaller percentage of disabled adults excluded from learning. Increased percentage of disabled people accessing information and guidance services- Leardirect

				Scotland / careersScotland management information collection.
Supporting community based adult learning to make a positive difference in our communities and peoples lives.	Adult ESOL (English for Speakers of Other Languages) Strategy / Working together to build stronger communities (WALT) / Adult Literacy and Numeracy Strategy refresh (ALNES)	Further and Adult Education Division	ESOL Strategy launch planned for late Autumn 2006; Continue supporting implementation of WALT through community based adult learning. ALNES refresh due to be complete spring 2007	Larger percentage of disabled adults engaged in learning
Supporting successful progression through learning	Determined to succeed / school college strategy / Review of Scotland's Colleges	Determined to Succeed / Further and Adult Education Division.	Review of Scotland's Colleges all strands to complete by spring 2007. Phase two pilot of Skills for Work courses (school college strategy) complete 2007/08.	Fewer individuals dropping out of learning because of disability. Higher percentage of disabled individuals as employees in FE/HE sector
ETLLD: Enterprise				

	equality proofed policy in this area.			
To fund and set the strategic framework for Scottish Enterprise (SE) and Highlands & Islands Enterprise (HIE), the main economic development agencies in Scotland.	Smart, Successful Scotland, the strategic guidance given to SE and HIE takes appropriate account of the need for their activity to be equality proofed. We will ensure that the annual operating plans for both Networks follow through their commitment to mainstreaming their approach to equal opportunities.	Enterprise Networks Division	Both Networks have committed to embedding diversity in all their work and will conduct equality impact assessments on all major policies and programmes.	To ensure that the main economic development agencies are operating within a framework which enables them to meet their equalities duties as effectively as possible.
To promote a strong energy sector in Scotland, with increasing capacity in clean, renewable energy, and focusing on energy efficiency.	We will equality impact assess our policy responsibilities to identify any disability/gender equality issues that should be addressed.	Energy and Telecommunications Division.	Energy efficiency and renewable energy programmes will be equality impact assessed by Summer 2007. Equality clauses inserted in grant offers and contracts will be reviewed, and revised as	Subject to result of impact assessment, policies to be developed to seek to address, as far as is possible, any emerging equality issues.

			necessary, as new grants are made or grants renewed at the end of this financial year (April 07 onwards).	
To develop policy and manage delivery of all European Structural Funds across Scotland, supporting the Executive's and the European Union's aims of boosting economic growth and improving productivity while reducing economic and social disparities.	<p>Equal opportunities to be integrated as a horizontal theme in new Structural Funds programmes for 2007-2013. This will include integrating consideration of all equality strands (disability, gender, race, age, sexual orientation and religion/belief). Detailed consultation on future programmes which specifically asks whether equality focus is sufficient.</p> <p>Equality opportunity workshops held to identify how programmes can help to promote equal opportunities. Attended by various equality groups.</p>	European Structural Funds Division	Throughout lifetime of Programmes which run from 2007-2013.	<p>Reduce inequalities in the workplace.</p> <p>Increase opportunities for groups who may be disadvantaged in the workplace.</p>

<p>To deliver the Executive's broadband strategy – bringing affordable and pervasive access to the technology – and to provide advice to Ministers on telecoms matters relating to Scotland.</p>	<p>We will ensure that any strands of the Executive's broadband strategy which may require to be equality impact assessed are assessed as appropriate and ensure that future policy/activity within the strategy does not exclude any equality groups.</p>	<p>Energy and Telecommunications Division</p>	<p>Annual review</p>	<p>Disabled people not disadvantaged by – or unable to benefit from - our method of rollout of the broadband strategy.</p>
<p>Arrangements for delivering the general duty to promote disability equality.</p>				
	<p>Action</p>	<p>By whom</p>	<p>By when</p>	<p>Expected Outcome</p>
<p>1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?</p>	<p>We will:</p> <ul style="list-style-type: none"> • ensure sure all staff are aware of the disability duty and are trained in disability equality; • enable all policy teams to use the equality impact assessment tool as part of policy proofing stage; and • advise and support policy teams to engage with disabled 	<p>All Enterprise, Transport and Lifelong Learning Divisions</p>	<p>Ongoing, however we will report on progress (staff training; EQIAs undertaken; policies developed) in update to this action plan in December 2007.</p>	<p>Satisfaction from our stakeholders that the disability duty is being observed in a meaningful and effective manner; with necessary information in place to demonstrate that on an ongoing basis.</p>

	people in policy planning stage, as appropriate.			
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	<p>We will:</p> <ul style="list-style-type: none"> • embed a question in all new consultations (where appropriate) about equality; • enable all policy teams to use the equality impact assessment tool as part of policy proofing stage; • incorporate impact assessment tools in option appraisals for Ministers; • ensure, where possible that mainstream provision is inclusive of the needs of disabled people rather than making adjustments as an add on provision; and • continue to expand collection of data relating to participation of disabled people in 	All Enterprise, Transport and Lifelong Learning Divisions	Ongoing, however we will report on progress in update to this action plan in December 2007.	Satisfaction from our stakeholders that the disability duty is being observed in a meaningful and effective manner; with necessary information in place to demonstrate that on an ongoing basis.

	our provision.			
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?	<p>We will:</p> <ul style="list-style-type: none"> • ensure sure all staff are aware of the disability duty and are trained in disability equality; • ensure all teams incorporate impact assessment tool in early option appraisals with a specific view to highlighting potential areas of discrimination; and • include a specific question around evidence of discrimination within all policy evaluations. 	All Enterprise, Transport and Lifelong Learning Divisions	Ongoing, however we will report on progress in update to this action plan in December 2007.	Satisfaction from our stakeholders that the disability duty is being observed in a meaningful and effective manner; with necessary information in place to demonstrate that on an ongoing basis.
4. What arrangements will you put in place to promote positive attitudes towards disabled people?	<p>We will:</p> <ul style="list-style-type: none"> • support all policy teams to involve, where appropriate, disabled people in stakeholder representation and liaison; • implement a programme of diversity training to 	All Enterprise, Transport and Lifelong Learning Divisions	Ongoing, however we will report on progress in update to this action plan in December 2007.	Satisfaction from our stakeholders that the disability duty is being observed in a meaningful and effective manner; with necessary information in place to demonstrate that on an ongoing

	<p>encourage all staff to be more aware of how their attitudes and behaviours can have an unequal impact on disabled people;</p> <ul style="list-style-type: none"> • positively encourage the appointment of disabled people to public positions and as representatives on advisory groups; and • encourage all policy implementation teams to consider positive promotion of attitudes to disability in their communications strategies, including for Ministerial public statements. 			basis.
5. What action will you take to encourage the participation of disabled people in public life?	We will positively encourage the appointment of disabled people to apply for public positions and as representatives on advisory groups.	All Enterprise, Transport and Lifelong Learning Divisions.	Ongoing, however we will report on progress in update to this action plan in December 2007.	Increased number of disabled people in public appointments or on advisory groups.
6. How will you ensure that disabled people are involved in	<p>We will:</p> <ul style="list-style-type: none"> • support all policy 	All Enterprise, Transport and Lifelong Learning	Ongoing, however we will report on	Satisfaction from our stakeholders

<p>the development of your department's policies and activities?</p>	<p>teams to involve, where appropriate, disabled people in stakeholder representation and liaison; and</p> <ul style="list-style-type: none"> • ensure all policy development and implementation teams, where appropriate, involved disabled people as part of the planning phase as well as consultation phase. 	<p>Divisions.</p>	<p>progress in update to this action plan in December 2007</p>	<p>that the disability duty is being observed in a meaningful and effective manner; with necessary information in place to demonstrate that on an ongoing basis.</p>
<p>7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?</p>	<p>We will work with our Analytical Services Division to ensure that, where they do not already exist, the necessary baseline information is established and that appropriate monitoring milestones, and means of meeting these are built in to this process.</p>	<p>All Enterprise, Transport and Lifelong Learning Divisions.</p>	<p>Ongoing, however we will report on progress in update to this action plan in December 2007</p>	<p>Satisfaction from our stakeholders that the disability duty is being observed in a meaningful and effective manner; with necessary information in place to demonstrate that on an ongoing basis.</p>

ENVIRONMENT AND RURAL AFFAIRS DEPARTMENT (and the Scottish Agricultural Science Agency)

Core Functions of Department

ERAD is responsible for the following outcomes:

All in Scotland acting for sustainable development, with:

- Clean air
- Safe, affordable drinking water
- Communities protected from flooding, climate change and other environmental hazards
- Waste minimised, recycled where possible and otherwise disposed of properly
- Rivers, lochs and beaches free of unacceptable pollution
- Well-maintained landscapes and biodiversity benefiting people and business
- Sustainable agriculture, forestry and fisheries, competitive in markets and contributing to local economies
- Well-treated and healthy domestic and farm animals
- Rural development benefiting communities
- Access to public services for people in rural areas; and
- Science fully reflected in planning the future of Scotland's environment, marine and rural affairs.

Departmental Priorities in 2006 – 2009

Clean air:

- Contribute to fulfilling the partnership agreement commitment to reduce car (vehicle) emissions, and work towards improving the quality of an air in Scotland in the long term.

Safe, affordable drinking water:

- Assess Scottish water's drinking water quality data;
- Secure from Scottish water a plan for delivery of the next regulatory settlement which commands the confidence of Ministers and regulators; and
- Monitor progress under Scottish Water delivery plan through outputs monitoring group.

Communities protected from flooding, climate change and other environmental hazards:

- Monitor progress against the Scottish Climate Change Programme and produce the first annual report for cabinet;
- Develop processes to mainstream climate change thinking throughout the Executive; and

- Increase protection for flooding through investment in flood alleviation measures, and flood defences, and through implementation of the flooding action plan.

Waste minimised, recycled where possible and otherwise disposed of properly:

- Achieve 25% recycling and composting of municipal waste in calendar year 2006;
- Progress National Waste Plan Implementation through investment in major infrastructure for residual waste; and
- Secure agreement on the way forward for managing radioactive waste.

Rivers, lochs and beaches free of unacceptable pollution:

- Implement the water frameworks directive and other relevant directives.

Well-maintained landscapes and biodiversity benefiting people and business:

- Support delivery of the biodiversity strategy;
- Implement the Marine and Coastal Strategy, including a Coastal and Marine National park;
- Promote sustainable management of Scotland's landscape and countryside assets, including the promotion of public access and enjoyment; and
- Ensure EU and international obligations on nature conservation and protected areas are met.

Sustainable agriculture, forestry and fisheries, competitive in markets and contributing to local economies:

- Ensure passage of the crofting reform bill;
- Implement the agriculture strategy;
- Implement the review of levy boards;
- Consult on country of origin labelling;
- Enhance the statutory and regulatory framework for aquaculture and fisheries;
- Implement the Sustainable Framework for Scottish Fisheries and Strategic Framework for Inshore Fisheries;
- Implement the strategic framework for Scottish Aquaculture; and
- Influence the annual negotiations for sea fisheries, culminating in the December 2006 EU Council.

Well-treated and healthy domestic and farm animals:

- Implement the Animal Health and Welfare Act;
- Ensure disease preparedness and resilience; and
- Implement the Animal Health and Welfare Strategy.

Rural development benefiting communities:

- Prepare the final Scotland Rural Development Plan; and

- Agree and publish refreshed rural policy strategy, and implement follow up action.

Access to public services for people in rural areas:

- Contribute to UK policy on Post Office network, ensuring proposals are acceptable; and
- Increase efficiency and effectiveness of delivery activities across the ERAD family.

Science fully reflected in planning the future of Scotland's environment, marine and rural affairs:

- Provide robust evidence to support the preparation of ERAD's contribution to the spending review 2007;
- Develop a clear and mutually agreed description of the aims and objectives of the different ERAD funding streams for research; and
- Develop a strategy to enhance the use and robustness of evidence in ERAD business.

Departmental Statement of Objectives/Aims to Advance Disability Equality

All in Scotland, whatever their age, status, occupation and lifestyle, acting for sustainable development.

ENVIRONMENT AND RURAL AFFAIRS DEPARTMENT (and the Scottish Agricultural Science Agency)

Disability Equality Duty Action Plan

Key policy areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
Sustainable Development	Influence and coordinate the implementation of "Choosing our Future" (Scotland's Sustainable Development Strategy) commitments and reporting regularly to the Cabinet Sub-Committee on Sustainable Scotland.	ERAD: Sustainable development and Biodiversity Division	Ongoing	Seeks social outcomes as part of approach.
Environmental volunteering	Advise service providers to ensure that disabled people can participate fully.	ERAD: Environmental Futures Division	Ongoing	Facilities open to disabled people. Increase in numbers of disabled people volunteering.
Delivery of grants	Ensure accessible documentation and application etc., processes.	Rural, Marine, Operations and Environment Groups	Ongoing	Opportunity for all to apply for grants and funding
Animal Health and Welfare	Implementation of new animal health and welfare legislation.	Animal Health and Welfare Division	2006 and ongoing	Secondary legislation which takes account of the needs of people who are blind or

				deaf and other people who use "assistance" dogs.
Arrangements for delivering the general duty to promote disability equality.				
	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	<p>Establish expert equality forum (including disabled interests) to give strategic advice to ERAD DMB on ongoing implementation of duties.</p> <p>Develop more detailed action plans for each of the Department's 10 outcomes (in 2007-8).</p>	ERAD DMB	March 2007	Policy development and delivery fully informed by expert advice.
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	<p>Establish expert equality forum (including disabled interests) to give strategic advice to ERAD DMB on ongoing implementation of duties.</p> <p>Develop more detailed action plans for each of the Department's 10 outcomes (in 2007-8).</p> <p>ERAD Analytical Services Division will assist divisions in</p>	ERAD DMB	March 2007	Policy development and delivery fully informed by expert advice.

	gathering evidence and monitoring policies, and we will review our existing gathering data exercises to assess whether we can broaden our database to capture equality information.			
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?	<p>Establish expert equality forum (including disability interests) to give strategic advice to ERAD DMB on ongoing implementation of duties.</p> <p>Develop more detailed action plans for each of the Department's 10 outcomes (in 2007-8).</p> <p>ERAD ASD will assist divisions in gathering evidence and monitoring policies, and we will review our existing gathering data exercises to assess whether we can broaden our database to capture equality information.</p>	ERAD DMB	March 2007	Policy development and delivery fully informed by expert advice.
4. What arrangements will you put in place to promote positive attitudes towards disabled people?	Establish expert equality forum (including disability interests) to give strategic advice to ERAD DMB on ongoing implementation of	ERAD DMB	March 2007	Policy development and delivery fully informed by expert advice.

	<p>duties.</p> <p>Then develop more detailed action plans for each of the Department's 10 outcomes (in 2007-8).</p> <p>ERAD ASD will assist divisions in gathering evidence and monitoring policies.</p> <p>We will draw from corporate awareness raising processes to promote awareness in our own staff.</p>			
<p>5. What action will you take to encourage the participation of disabled people in public life?</p>	<p>Establish expert equality forum (including disability interests) to give strategic advice to ERAD DMB on ongoing implementation of duties, including to help us develop a better understanding of any barriers to participating in public life that arise from our processes.</p> <p>We will build on the existing opportunities available through implementation of our sustainable development strategy and environmental volunteering work.</p>	ERAD DMB	March 2007	Policy development and delivery fully informed by expert advice.

<p>6. How will you ensure that disabled people are involved in the development of your department's policies and activities?</p>	<p>We intend to establish an equality forum, which would advise the ERAD Departmental Management Board on how to best involve disabled people in our different policy activities.</p> <p>ERAD ASD will assist divisions in gathering evidence and monitoring policies, to identify any gaps in stakeholder engagement.</p>	<p>As above</p>	<p>As above</p>	<p>As above</p>
<p>7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?</p>	<p>We will reflect the commitments in this template in our Departmental and Divisional Business plans, the former being monitored on a quarterly basis, and will reflect progress in a report on delivery at the end of the business year.</p> <p>ERAD ASD will support this work.</p>	<p>ERAD Business Manager</p>	<p>From 2007/8</p>	

HEALTH DEPARTMENT

Core Functions of Department

The Health Department determines national objectives for health services and offers guarantees on behalf of patients, providing a clear statutory and financial framework for NHS Scotland and holds it to account for its performance. It also has the discretion to intervene if serious problems arise at local level.

The Department is working in partnership with service users, carers, local authorities, the NHS, the Care Commission and the voluntary and independent sectors to improve community care services across Scotland.

Departmental Priorities in 2006 – 2009

Health and Community Care Portfolio: Aims

- to protect and improve the health and quality of life of people in Scotland; and
- to promote better health and community care services, ensuring there is treatment, care, support and protection for those in greatest need.

Key Targets

The Minister for Health and Community Care set 28 Key Targets for the NHS in December 2005. These Targets underpin 4 Key Objectives which are set out below:

- Health Improvement for the people of Scotland – improving life expectancy and healthy life expectancy;
- Efficiency and Government Improvements – continually improve the efficiency and effectiveness of the NHS;
- Access to Services – recognising patients' need for quicker and easier use of NHS services; and
- Treatment Appropriate to Individuals – ensure patients receive high quality services that meet their needs.

The 28 Key Targets form the basis of Local Delivery Plans (LDPs). LDPs have been produced by each of the 14 area NHS Boards. They set out trajectories for each Board's expected performance towards meeting the Targets and are an agreement between the Department and each Board focusing on the delivery of the Targets. The progress of each Board is tracked on a regular (monthly) basis by the Health Department Board with appropriate intervention/support when necessary.

Departmental Statement of Objectives/Aims to Advance Disability Equality

Fair for All – Disability, the Department's strategic partnership with the Disability Rights Commission (DRC), has worked with people with a disability and NHS staff to develop a shared vision that improved access to health provision for disabled people cannot be led by legislation alone. Improving access is not just about the built environment: it is about developing inclusive attitudes and practices that permeate every aspect of services so that people we serve have their diverse

needs recognised. 'Achieving Fair Access' *Fair for All* – Disability's new guidance was developed with extensive involvement of disabled people.

We aim to ensure that disabled people are involved in the development of health and community care policy and in the design, development and delivery of local services which recognise and respond sensitively to the individual needs and circumstances of disabled peoples lives, in an NHS that is free from prejudice and discrimination.

While each NHS Board will publish their own Disability Equality Schemes, in recognition of the relationship between the Health Department's strategic role and NHS Boards' role in the delivery of services, we are implementing a 'whole system' approach to disability equality across our key clinical priorities. Additionally, we will specify key policy areas which are Health Department specific.

HEALTH DEPARTMENT

Disability Equality Duty Action Plan

Key policy areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
<p>Cancer</p> <p>The DRC Formal Investigation into health inequalities experienced by people with mental health problems and learning disabilities in England and Wales reported that analyses of some 8 million patient records identified that these groups have much lower rates of health screening, e.g. cervical screening, higher rates of certain health conditions, e.g. diabetes, are more likely to die young; and live with physical ill health than other citizens. It is likely that experience in Scotland will be similar.</p> <p>We have agreed with our <i>Fair for All</i> – Disability partners that we will address the issues identified beginning with our key clinical priorities, starting with cancer</p>	<p>A detailed plan is being drawn up, to be agreed with the DRC in December for implementation across Health Department (SEHD) /NHS Scotland in 2007-08</p>	<p>Patients and Quality Division; Staff Governance Unit, Healthcare Planning Division, Diversity Taskforce and <i>Fair for All</i> initiatives</p>	<p>Dec 06</p>	<p>Action Plan to mainstream disability equality across services beginning with Cancer service pilot</p>
	<p>A research project has commenced to draw together the evidence on the inequalities disabled people face in relation to Cancer services.</p>	<p>As above</p>	<p>Dec 06</p>	<p>Evidence collated of inequalities experienced by disabled people in cancer services</p>
	<p>Support key stakeholders, eg Cancer leads, in Impact Assessing their policy, and in reviewing how to promote equality for disabled people.</p>	<p>As above</p>	<p>Ongoing</p>	<p>Equality Impact Assessed Policy sets expectation for the equitable and fair</p>

services.				delivery of cancer services to disabled people.
<p>Research has been commissioned to gather evidence of the inequalities faced by different groups in epidemiology; accessing services; services delivery and outcomes in relation to the design, development and delivery of cancer services.</p> <p><i>Fair for All</i> – Disability partnership will provide the evidence base.</p> <p>Work we fund at the Scottish Cancer Care Research Centre identified poor deaf awareness amongst healthcare professionals and a lack of accessible information on conditions and treatment</p>	Joint work with other UK health departments on sharing best practice.	As above	Ongoing	Share/develop best practice/learning
	Work with Scottish Cancer Group, regional cancer networks, patient and staff groups involved in the design, development and delivery of cancer services, on improving outcomes.	As above	Ongoing	Shared ownership of approach to improving the disabled people's access to, and experience of cancer services.
	Work with NHS Quality Improvement Scotland (NHS QIS) to Impact Assess clinical standards/guidelines are involved in their development.	NHS QIS	Ongoing	Improved access and outcomes for disabled patients
	Work with Scottish Health Council (SHC) to measure impact through annual assessment of Boards.	SHC	Ongoing	Evidence of improved patient experience.
<p>Mental Health</p> <p>There is significant evidence that people with mental health problems experience discrimination from health care providers (In one study, 44% of respondents reported discrimination from GPs, 32% from other health services -</p>	Work to ensure all providers of care and the public more generally adopt behaviours which support and embrace the agenda around promoting equality, non-discrimination, social inclusion and equal rights	National Programme for Improving Mental Health and Wellbeing and Mental Health Division	Ongoing	Better public understanding of, and less stigmatising of people with mental health problems and better outcomes for users of mental health services

<p>De Ponte, 2000) in that physical illnesses were not taken seriously or attributed to mental distress.</p> <p>The DDA prohibits discrimination against disabled people in recruitment and employment, yet research consistently records that, generally, people with mental health problems experience barriers in retaining and/or gaining access to employment.</p> <p>The Equal Minds report¹ brought together evidence of the mental health inequalities experienced by disabled people and laid out the implications for policy and practice.</p> <p>A new Mental Health Delivery Plan (MHDP) has been with a focus on inclusion and equality issues.</p>				
	Training for staff and peer workers to recognise and respond to inequalities, including disability equality	Mental Health Division working with Scottish Recovery Network	Ongoing	Improved experience of services
	Develop robust mechanism to measure progress	Mental Health Division	Ongoing	Evidence of improved service user outcomes and experience
	MHDP Commitment: We will develop a tool to assess the degree to which organisations and programmes meet our expectations in respect of equality, social inclusion, recovery and rights.	Mental Health Division working with Scottish Recovery Network	The tool will be piloted in 2007 and be in general use by 2010.	Services being delivered in a manner that better addresses disability equality issues.
	MHDP Commitment We will improve the physical health of those with severe and enduring mental illness by ensuring that every such patient where possible and appropriate has a physical health assessment at least once every 15 months.	Mental Health Division	Ongoing.	Better physical health outcomes for those with mental illness.
<p>Coronary Heart Disease/ Stroke (CHD/Stroke)</p> <p>Our work will focus on our key clinical priorities, including</p>	As noted above, a detailed plan is being drawn up to use cancer services to pilot a single system approach to mainstreaming disability equality across SEHD/NHSScotland.	Patients and Quality Division, Diversity Staff Governance		Action Plan to mainstream disability equality, initially piloted in cancer services

<p>CHD/Stroke.</p> <p>Research commissioned to gather evidence of the inequalities facing different groups in epidemiology, accessing services, experience of services and outcomes in relation to the design, development and delivery of CHD/stroke services, building on our current anticipatory care model Prevention 2010.</p> <p>Evidence from the recent DRC Formal Investigation (see 1 above) will be used in developing this approach. The SE Disability Working Group; SE Get Involved consultation group; and the <i>Fair for All</i> – Disability partnership will help provide an evidence base</p>		Unit, Diversity Task Force, <i>Fair for All</i> initiatives and Healthcare Planning Division		
	A research project has commenced to draw together the available evidence on the inequalities disabled people face in relation to CHD/Stroke services.	As above	Ongoing	A resource providing evidence of inequalities experienced by disabled people in CHD/Stroke
	Work with CHD/Stroke leads in SEHD/NHS to ensure equality impact assessment of policy.	As above	Ongoing	Equality Impact Assessed policy sets expectations for equitable and fair CHD/Stroke services across NHS Scotland
	Learning from work on Cancer pilot will inform further actions	As above	2008	Improved outcomes and service experience for people with a disability

<p>Patient Focus Public Involvement (PFPI)</p> <p><i>Fair for All – Disability</i>, part of the wider PFPI programme, aims to enable SEHD/NHS Scotland address its responsibilities in relation to DDA Part III - provision of goods, services and facilities – by developing practice that goes beyond a DDA compliance model and delivers the spirit as well as the letter of the law.</p> <p>The overarching objective of <i>Fair for All – Disability</i> is to improve the rights, independence, choice and inclusion of disabled people through ongoing development of our wider PFPI programme.</p>	Develop implementation plan for <i>Achieving Fair Access, Fair for All – Disability’s</i> guidance on mainstreaming disability equality across NHSScotland policies and functions.	Patients and Quality Division and <i>Fair for All – Disability</i>	Ongoing	Improved access to healthcare for people with a disability
	Quality assure NHS Board Disability Equality Schemes; share good practice and provide targeted support to NHS Boards.	<i>Fair for All – Disability</i>	2007	Improved access to healthcare for disabled people
	Support NHS Boards engage with disabled people in the design, development and delivery of their services and functions.		Ongoing	Improved patient experience
	Support national Boards, eg NHS Quality Improvement Scotland, to mainstream disability equality into their work.		Ongoing	Disability equality built into all aspects of NHS.
<p>Advocacy</p> <p>NHS Boards are required to work with their planning partners to ensure that independent advocacy is available to all who need that support. Evidence from the Disability Working Group and Get Involved events confirmed that disabled people want this.</p>	Update guidance to NHS Boards to ensure that local provision meets the identified need for advocacy and that people with a disability are involved in the planning and design of local services.	Patients and Quality Division and Scottish Independent Advocacy Alliance	Summer 2007	Improved access for people with a disability to independent advocacy.
	Work with NHS QIS and Scottish Health Council to ensure that their standards/guidance and assessment	As above	Ongoing	Improved patient experience.

<p>Under the Mental Health (Care and Treatment)(Scotland) 2003 every person with a mental disorder has a right of access to independent advocacy.</p> <p>SEHD fund the Scottish Independent Advocacy Alliance (SIAA) to provided advice and support to service commissioners and providers.</p>	<p>of NHS Boards service delivery meets the identified local need for independent advocacy.</p>			
<p>Community Care Services</p>	<p>Equality Impact assess Community Care policies and functions</p>	<p>Community Care Division</p>	<p>Ongoing</p>	<p>Improved access and outcomes for disabled people</p>
<p>Implementing ‘The same as you?’ the review of learning disability services</p> <p>This whole agenda aims to ensure equality of opportunity and eliminate discrimination for people with learning disabilities. It is a broad agenda and focuses on employment, education, travel and communities as well as on health and community care services.</p> <p>Ways of working designed to obtain contributions from people with learning disabilities, eg national stakeholder groups have representatives with learning</p>	<p>Managing implementation programme</p>	<p>Care of Older People Division</p>	<p>Ongoing</p>	<p>Improved quality of life and services for people with a learning disability</p>
	<p>Scottish Consortium of Learning Disability funded to help to build capacity in mainstream services through training and information dissemination, awareness raising and research, therefore helping to eliminate discrimination.</p>	<p>Care of Older People Division</p>	<p>Ongoing</p>	<p>Improved quality of life and services for people with a learning disability</p>

disabilities and families and carers alongside service providers and statutory organisations. Reports produced with easy read summaries				
Implementation of PHIS needs assessment report for Autism spectrum disorders	The National ASD Reference Group involves people with ASD, their families and service providers with the aim of improving diagnosis, training, research and information.	Care of Older People Division	Ongoing	Ensure appropriate health and social care service provision to people with ASD
Sensory Impairment Action Plan	Work to implement the plan involves people with sensory impairment and voluntary organisations.	Care of Older People Division	Ongoing	Improved access to community care services for people with a sensory impairment
Direct Payments Direct payments packages enable service users to direct and manage the care services they have been assessed as needing. This self directed care is one way of increasing the flexibility, choice, and control users have over the community care they receive, in order to help them live more independently. Those eligible are disabled adults and children and older people aged 65 and over who are assessed as needing care services.	Work is underway with a number of stakeholder groups to increase local access to this form of self-directed support and increase the number of people who wish to benefit from the increased independence that direct payments can bring.	Care of Older People Division	Ongoing	Improved quality of life for people with a disability

Healthy Working Lives (Work Well)	Steps in place to promote attendance and keep staff well in work and remove barriers for those who become unwell or are disabled to remain in work	Staff Governance Unit	March 2007	Increased opportunities to enter employment for disabled people or to stay in employment for staff that become disabled or have long term health conditions.
Recruitment	Issue guidance to NHS employers to ensure recruitment process is barrier free (developed in consultation with staff and representatives and Employers forum on Disability)	Reputation and Attraction Unit	December 2006	Barrier free recruitment – increased applications from disabled people
	National careers campaign (subtitles, positive portrayal, accessible website and careers information including text phone)	Reputation and Attraction Unit	Ongoing	Increased perception of NHS as an employer amongst disabled people
	Specific advertising and PR in targeted press.	Reputation and Attraction Unit	Ongoing	More enquiries about NHS careers from disabled people
E- Health Strategy	Our e-Health programmes will be Disability Equality Impact Assessed	Head of Computing and IT Services	2007	Achieve key aim of involving the patient in the use and disclosure of their personal health information.

National Framework for Child and Adolescent Mental Health Services (CAMHS)	Improve children and young people's mental health care via "The Mental Health Delivery Plan" and "Delivering a Healthy Future: an action framework for children and young people's health in Scotland.	Mental Health Division and Child and Maternal Health Unit	2006-2007	Needs of children with mental health problems are met with improved outcomes
Workstream concerning 'Specialist Children's Services'	Review a range of services which aim to meet needs of children with impairments conditions – consult directly with service users and their families	Child and Maternal Health Unit	Ongoing	Improved outcomes for patients
<i>Delivering a Healthy Future: an action framework for children and young people's health in Scotland'</i>	Will include significant commentary on the need to recognise that diversity and equality needs to be better integrated into the planning and delivery of child health services	Child and Maternal Health Unit	2007	Improved outcomes and patient experience for people with a disability
Improving Primary Care Infrastructure - Premises	Funding and guidance has been provided to secure compliance with the DDA across the primary care estate. We will use Joint Venture initiatives, which provide services that span the health and local authority sectors to widen service access to minority and/or relatively deprived communities.	Primary Care Directorate	Ongoing	Improved access and better experience for people with a disability
Dental Services A number of initiatives are targeted at meeting DDA requirements and improving the care offered to disabled people	Practice improvement funding supports general dental practitioners address DDA requirements. Scottish Dental Access Initiative grants require dentists setting up or	Primary Care Directorate	Ongoing	Improved safety, access and outcomes for disabled people

	<p>expanding NHS practices to comply with the DDA - to be extended to offer specific grants to relocate to better quality and more suitable practice premises which meet DDA requirements.</p> <p>Specific fees paid to practitioners for domiciliary visits to patients who are unable to leave home unaccompanied because of physical or mental illness or disability.</p> <p>The new career structure for the Community Dental Services includes senior posts related to the provision of GDS to patients with special needs or who are medically compromised.</p> <p>The new consolidated National Health Service (General Dental Services) (Scotland) Regulations will enable dentists to choose to undertake a less complete range of general dental services where this is necessary through physical or mental illness or disability.</p>			
Eye Care Review	The review will improve the quality and coordination of community eye care services in Scotland was developed with the involvement of people with a visual impairment. The final report, to	Primary Care Directorate	Ongoing	Better services for people with a visual impairment

	be published shortly, will recommend that service users be involved in planning services, and give examples of good practice.			
Community Pharmacy	The community pharmacy contract makes provision for new services, including services targeted specifically at support for: (i) frail elderly people (ii) persons with severe and enduring mental health conditions; and (iii) provision of compliance aids for vulnerable patients who otherwise would have difficulty in identifying when, what and how many medicines they should take.	Primary Care Directorate	Ongoing	Better services for people with a disability
Wheelchair services	Ministers are currently carefully considering the recommendations in the report of the review of the Wheelchair and Seating Service submitted to them on 31 March 2006. Officials have been asked to explore the recommendations in detail and the Executive will respond formally in due course”.	Patients and Quality Division	Ongoing	Better outcomes for disabled people
Equipment and adaptations Environmental barriers can limit the potential of disabled and older people to take part in mainstream employment, educational, social and recreational opportunities.	A proposed good practice framework is phase 1 of work in response to the reports <i>Equipped for Inclusion</i> and <i>Adapting to the Future</i> . Phase 2 will address: mainstreaming, including inclusive design of buildings and products; information, advice and	Care of Older People Division	Ongoing	Better outcomes for disabled people

<p>Equipment and adaptations help overcome these barriers, having a positive impact on their and their carer's lives, and can influence the need for other care services. They help people of all ages to carry out ordinary activities of daily life that have become difficult or impossible due to impairment, ill health, traumatic injury, the effects of ageing or a change in circumstances.</p> <p>This work is being taken forward with advice from an external advisory group that includes disabled people and carers and voluntary sector organisations that support and represent disabled and older people.</p>	<p>demonstration; and quality and innovation.</p> <p>A communication network, based around developing Community Health Partnership arrangements is being set up to engage locally with people of all ages using equipment and adaptations, their carers, voluntary sector organisations that represent and support them, and the statutory sector across health, housing and social care.</p>			
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Arrangements for delivering the general duty to promote disability equality.

1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	Action	By whom	By when	Expected Outcome
	Awareness sessions on the implications of the DED and the needs of disabled people being rolled out across SEHD with <i>Fair for All</i> – Disability supporting NHS Boards	SE Equality unit and Patients and Quality Division	March 2007	Policies and functions that take account of disability equality
	Disability Impact Assessment currently being rolled out across SEHD. All new	Heads of Division	Ongoing	Policies and functions designed

	and reviewed policies will be equality impact assessed before submission to HD Management Board level.			to deliver better outcomes for disabled people.
	Piloting NHS Complaints equality monitoring procedure to ensure that eg people with a disabled are not being discriminated against	Patients and Quality Division	April 2007	Targeted action to address any incidence of disability discrimination.
	Continue <i>Fair for All</i> – Disability partnership and develop formal links to disabled people/organisations and ensure effective communication with SEHD and NHS Scotland	<i>Fair for All</i> – Disability	Ongoing	Needs of disabled people included in all HD policy and planning
	<i>Fair for All</i> – Disability Guidance to be implemented across HD / NHSScotland	<i>Fair for All</i> - Disability	Ongoing	Mainstream disability equality across SEHD and NHS Scotland
	Disability Impact Assessment built in Workforce policies and business planning process.	Workforce Directorate	Ongoing	
	Steps in place to remind Higher Education Institutions and service partners of the requirement to eliminate possible discrimination in recruitment to, and delivery of programmes.			
	Access to additional support			

	highlighted to students with a disability from the Nursing and Midwifery Student Bursary			
	Disabled people involved in policy development and implementation eg through involvement on Departmental Groups, in Focus Groups etc	Heads of Division	Ongoing	
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	All new and reviewed policies will be Disability Impact Assessed before submission to Management Board level.	Heads of Division	Ongoing	Better access, outcomes and patient experience
	Disability equality is explicit in HD Business plan.	Heads of Division	Ongoing	As above
	Work with NHS National Support Services (NSS) to implement national programme of patient monitoring	NSS	Ongoing	Identify needs within service.
	All SEHD/NHS events and publications will be accessible, promote equality and portray disability positively	Heads of Division	Ongoing	Equal access to events and publications while ensuring disabled people are seen positively and negative stereotypes challenged.
	Work with Scottish Health Council to build disability equality into NHS Boards' Patient Focus Public Involvement assessment	Scottish Health Council	Ongoing	Evidence that actions are achieving positive outcomes for disabled people

				accessing NHS services.
	Information (research, consultation, national surveys etc) gathered and utilised systematically includes and take due account of the needs of disabled people	Analytical Services Division	Ongoing	Where appropriate and relevant health information and evidence includes an analysis of the needs of disabled people.
	Health inequalities research database developed online to support actions	Analytical Services Division	Ongoing	Policy makers informed of the needs of disabled people where appropriate and relevant.
	PEDA process developed to carry out pre-expenditure and delivery assessments, which includes confirmation that an Impact Assessment has been carried out.	Analytical Services Division	November 2006.	As above.
	Impact assess the work under way to review the Scottish Health Survey and the NHS Scotland National Resource Allocation Formula	Analytical Services Division	Ongoing	Better outcomes and experience for disabled people.
	Action to be taken on the outcomes of the DRC Formal Investigation into Fitness Standards	Directorate of Nursing, Midwifery and Allied Health Professions		Positive behaviours and increased awareness of interaction between disability and fitness standards.

3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?	Disability Equality Impact Assessment explicitly identifies actions to promote equality and good relations between disabled and non-disabled people	Heads of Division	Ongoing	SEHD policies and NHS Scotland services promote equality and good relations
	Dignity at Work Policy is to be reviewed	Staff Governance Unit	2007	Staff survey reports Improved experience. Improved recruitment and retention and improved declaration of disability status by disabled colleagues.
	Reporting from HEI at annual meeting to review the provision of nursing and midwifery education	Ongoing		
4. What arrangements will you put in place to promote positive attitudes towards disabled people?	Work with SE corporate learning services to ensure disability equality is built into all training programmes.	SE Equality Unit and HD Corporate learning	Ongoing	Staff aware of disability issues across all areas of HD business
	Work with NHS Education for Scotland (NES) develop training and education programmes that mainstream disability equality for all NHS staff	NES and Education & Learning Unit	Ongoing	NHS staff to develop knowledge and competence to ensure services are accessible and promote positive disability images/challenge stereotypes

	<p>As part of disability equality impact assessment all publications and promotions will be expected to consider how they promote positive attitudes/good relations towards disabled people</p>	<p>Heads of Division</p>	<p>Ongoing</p>	<p>Challenge stereotypes, prejudice and discrimination so that disabled people valued as colleagues and members of society.</p>
	<p>Ensure opportunities for Ministers and senior officials to engage with disability groups, issues and events; build key disability equality messages into speeches etc.</p>	<p>Heads of Division</p>	<p>Ongoing</p>	<p>As above.</p>
	<p>Include disability equality issues in:</p> <ul style="list-style-type: none"> ➤ NHS Board Development days ➤ Front Line Diversity Champions Work ➤ Internal NHS Scotland Diversity Campaigns <p>Recent policy initiatives have focused on maximising the potential of the elderly, disabled people and those with long term conditions to live full and active lives.</p> <p>Presentation on equality and diversity to be included in the Nov 2006 student conference being organised by NMAHP. Encourage HEIs and service</p>	<p>Reputation and Attraction Unit</p> <p>Directorate of Nursing, Midwifery and Allied Health Professions</p> <p>Directorate of Nursing, Midwifery and Allied Health</p>	<p>Ongoing</p>	<p>Positive behaviours demonstrated at board level and front line and increased awareness of diversity issues and disability issues across workforce</p>

	areas to continue to consider suitability of disabled people for nursing and midwifery. Implement recommendations of the DRC Formal Investigation into Fitness Standards.	Professions		
5. What action will you take to encourage the participation of disabled people in public life?	Disability Equality Impact Assessment will encourage participation of disabled people in health service design, development and delivery	Heads of Division	Ongoing	Disabled people are involved in shaping health policy and planning
	Endorsement of, and monitoring of NHS Scotland implementation of National Standards for Community Engagement	Scottish Health Council	Ongoing	Ensure that the above is taking place
	<i>Fair for All</i> – Disability works with disability groups and communities to support their engagement with NHS public involvement structures, including a range of community capacity building activity	<i>Fair for All</i> – Disability	Ongoing	Disabled people are encouraged and supported to participate in public life, with a particular focus on shaping the health services they use
	<i>Fair for All</i> – Disability works with NHS Boards to address barriers disabled people face in participating in health service involvement activity including accessible information, physical environments etc	<i>Fair for All</i> – Disability	Ongoing	To support the above to take place

	<p>Work with the Scottish Health Council to:</p> <ul style="list-style-type: none"> ➤ assess progress of NHS Boards in involving disabled people across all PFPI activity ➤ progress of NHS Public Partnership Forums' inclusion of disabled people and groups 	Scottish Health Council	Ongoing	To measure above outcome is achieved. To ensure mechanisms being put in place by NHS Boards' and their Community Health Partnerships support participation of disabled people.
	In line with ICE and staff governance standard increase involvement with disabled colleagues	Workforce Directorate	Ongoing	To ensure disabled colleagues are valued members of the team
	Recent policy initiatives have focused on maximising the potential of the elderly, disabled people and those with long term conditions to live full and active lives.	Directorate of Nursing, Midwifery and Allied Health Professionals.	Ongoing	Positive behaviours and improved outcomes patient experience
	Encourage involvement of disabled students in curriculum development through user groups	As above.	Ongoing	To ensure disabled colleagues are seen as valued members of the team
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	Participation in SE Disability Working Group and engagement processes	Equality Unit and Patients and Quality Division	Ongoing	Joined up involvement and establishment of good practice

	Implementation of Disability Equality Impact Assessment will require involvement of disabled people	Heads of Division	Ongoing	Disabled people are routinely involved in the development of policies
	Implementation of <i>Fair for All</i> – Disability guidance on involving disabled people across SEHD/NHS Scotland	<i>Fair for All</i> - Disability	Ongoing	Systematic involvement of disabled people across policy development and service planning
	Establish a high level reference group and undertake specific outreach and involvement activities as appropriate, both to disabled staff and members of public. Retain membership of Employers Forum on Disability and seek guidance from DRC as appropriate	Reputation and Attraction Unit	December 2006	Demonstrable outreach to disabled people to inform policy development
	Involvement of disabled colleagues and lay people in policy development steering groups and working groups.	Heads of Division	Ongoing	
	Involvement of disabled people in the recruitment and retention sub-group of Facing the Future	Directorate of Nursing, Midwifery and Allied Health Professionals	Ongoing	

7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	Participate in SE Equality Scheme Implementation Group	SE Equality Unit and Patient and Quality Division	Ongoing	Develop a framework and timescale for reporting
	Include in annual business planning arrangements with outcomes monitored and reported annually	SE Equality Unit and Patients and Quality Division	April 2007	Disability equality becomes a core business function
	We will identify Key Performance Indicators from a range of sources such as Workforce Information (SWISS) and Staff Survey results	Workforce Directorate	Ongoing	Ensure outcomes are achieved
	Implement the recommendation in the review of Health and Care Statistics in Scotland that more detailed analysis by equality strand be undertaken.	Analytical Services Division and Information Services Division		Evidence of better access and outcomes
	Monitoring through reporting by HEI at annual review of pre-registration nursing and midwifery education.	Directorate of Nursing, Midwifery and Allied Health Professions		To ensure disabled colleagues are seen as valued members of the team

ACCOUNTANT IN BANKRUPTCY

Core Functions of Agency

We supervise the process of sequestration in Scotland and act as trustee in bankruptcy when appointed by the Court. In doing so, we:

- Administer Government policies as regards personal insolvency and the process of corporate insolvency in Scotland, and monitor the implementation of these policies;
- Maintain a public register of sequestrations, Protected Trust Deeds (PTDs) and company insolvencies;
- Ensure that those involved in the sequestration process, principally trustees and commissioners, properly carry out their responsibilities and take appropriate action when they fail to do so;
- Undertake the functions of commissioners in sequestrations where none may be or are elected to that office; and
- Act as interim and permanent trustee in sequestrations where no insolvency practitioner is appointed to do so.

The Accountant also appoints private insolvency practitioners to act as her agents.

We also maintain the Debt Arrangement Scheme (DAS) register, approve Debt Payment Programs and approve money advisors and payment distributors.

Agency Priorities in 2006 – 2009

- To successfully deliver Bankruptcy Reform agenda.
- To enable electronic/automated transactions and communication to ensure the efficient management of Bankruptcy cases and the Debt Arrangement Scheme.
- To build the capability to store all documents and records electronically.
- To renegotiate the Agency Contract, which governs the use of external Insolvency Practitioners to handle bankruptcy cases, taking into consideration the changes brought about through the Bankruptcy Reform legislation.
- To provide an efficient and effective business, through excellence in key business support services such as Financial Management, Human Resource Management, Procurement and ICT
- To develop and improve capabilities to allow the business to be managed effectively and to be agile and responsive to change.

Agency Statement of Objectives/Aims to Advance Disability Equality

The general duty to promote Disability Equality will become a central part of the Accountant in Bankruptcy's functions. It will be considered in planning, policy making, service delivery and employment. We follow the social model of disability and recognise that disability is a consequence of the systematic attitudinal and environmental barriers that people face. Our efforts will be focussed on removing these barriers.

ACCOUNTANT IN BANKRUPTCY

Disability Equality Duty Action Plan

Key policy areas where the department is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
1. Raise staff confidence when dealing with customers and disabled colleagues.	Disability Equality Training to be developed and delivered to all staff.	Corporate Strategy	Dec 06	Staff will be able to interact with disabled people in a confident and appropriate manner.
2. All staff are aware of and understand and employ corporate standards for communication.	Agree on standard (using guidance defined by the Scottish Accessible Information Forum) and publicise to all staff. Provide training to all staff.	Corporate Strategy	Jan 07	Good standard of communication skills for all staff and information is fully accessible to disabled people.
3. Establish a network of BSL interpreters who can be called upon when required for a home visit.	Contact different interpreters and agree plan of service.	Corporate Strategy	Apr 07	Network established, with option of emergency call out.

4. Redesign our website to make it as accessible as possible.	Investigate best practice and agree requirements. Launch new website.	Corporate Strategy	Apr 07	Website is DDA compliant and is easily navigated and understood by all.
5. Develop support available for disabled employees.	Liaise with SE and other relevant organisations on best practice. Provide training and make alterations to working practices as required.	Corporate Strategy	Ongoing	Safe and inclusive working environment for all.
6. Ensure that all staff equally take advantage of training opportunities.	Undertake an audit of those applying for training and identify trends.	HR	Dec 07	Any barriers to people taking up training will be identified with a view to addressing.
7. Ensure that Agents working on behalf of AiB take account of equality duties.	Liaise with OSSE and SE Procurement to ensure that the Agency contract, when renegotiated takes account of the equality duties.	Heads of Branch HR Corporate Strategy COB OSSE Procurement Colleagues	Dec 07	Agents complying with equality legislation when dealing with our customers.

Arrangements for delivering the general duty to promote disability equality.

	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	Ensure that all staff are aware of their responsibilities towards disabled customers via mandatory Disability Equality Training. All our communications are available in a range of alternative formats.	Corporate Strategy	Dec 06	Staff will be able to interact with disabled people in a confident and appropriate manner.
	The Agency contract will be renegotiated in due course and will take account of equality duties.	Corporate Strategy COB OSSE Procurement colleagues.	Dec 07	Our customers will be able to expect the same level of service regardless of whether case is administered in- house or by Agent.
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	Develop an option appraisal process which incorporates equality impact assessment.	Corporate Strategy	Apr 07	Our procedures meet the needs of all people, irrespective of disability.
	Ensure the Office Technical Manual includes an assurance that the procedure in question has been equality impact assessed.	HR	Ongoing	A working environment which allows members of staff to participate fully in the work of the Agency.

	<p>New recruits approached at induction to see what, if any, additional equipment/assistance is required.</p> <p>Publicise to staff details of what additional assistance is available.</p>	<p>Corporate Strategy</p> <p>Corporate Strategy</p>		<p>Staff aware of the availability of BSL interpreters, induction loops etc when dealing with customers/colleagues with a disability.</p>
	<p>We will develop style guidelines for all means of communication, complying with SAIF accessibility guidelines.</p>	<p>Agency Publisher</p>	<p>Apr 07</p>	<p>Good standard of communication skills for all staff and information is fully accessible to disabled people.</p>
<p>3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?</p>	<p>Diversity/equality training to be delivered to all staff.</p> <p>Ensure all staff are aware of the Civil Service Code of Conduct and whistle blowing arrangements.</p>	<p>Corporate Strategy</p>	<p>Apr 07</p>	<p>A working environment which is free from harassment and discrimination.</p>
<p>4. What arrangements will you put in place to promote positive attitudes towards disabled people?</p>	<p>Diversity/equality training to be delivered to all staff.</p>	<p>Corporate Strategy</p>	<p>Dec 06</p>	<p>Ensure that all staff are fully trained on disability equality.</p>
<p>5. What action will you take to encourage the participation of disabled people in public life?</p>	<p>We will adhere to the SE recruitment policy.</p>	<p>HR</p>	<p>Ongoing</p>	<p>Fair and open recruitment available to all.</p>

	We will arrange for a building assessment to be carried out to ensure facilities are fully accessible to disabled people.	Corporate Strategy	Aug 07	Any adjustments necessary to allow disabled people to be fully involved with the work of the Agency will be considered.
	New recruits will be approached at induction to see what, if any, additional equipment/assistance is required.	HR	Ongoing	A working environment which allows members of staff to participate fully in the work of the Agency.
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	We will introduce an equality forum who will, for example, be asked to participate in the testing of our new case management IT system.	Corporate Strategy	Apr 07	Expert advice will be provided on how procedures and policies developed within the Agency affect minority groups.
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	This requirement will be included in the Corporate Strategy Business Plan and individual work objectives will reflect this.	Corporate Strategy	Nov 07	We will be able to produce evidence of progress on an annual basis.

COMMUNITIES SCOTLAND

The Scottish Executive's Housing and Regeneration Agency

Core Functions of Agency

The Communities portfolio is concerned with both people and places. Its fundamental aim is to make Scotland a country where everyone has the opportunity to enjoy a decent quality of life through affordable housing in strong and confident communities, having access to learning and employment opportunities, and living free from poverty, inequality and discrimination. We use our front line experience to help Ministers develop policies and programmes relating to housing and community regeneration and then deliver them. Our role is to help deliver the policy objectives and Partnership Agreement commitments of Scottish Ministers. We report to the Communities Ministers and work closely with them, along with colleagues in the Scottish Executive Development Department. We also have a housing regulation and inspection function to improve standard and protect the interests of tenants. Our activities also bring us into contact with other portfolios in the Executive.

Agency Priorities in 2006 – 2009

The following key objectives for Communities Scotland received Ministerial approval when and were published in our Corporate Plan 2005-08.

- To increase the supply of affordable housing where it is needed most;
- To improve the quality of existing houses and ensure a high quality of new build;
- To improve the quality of housing and homelessness services;
- To improve the opportunities for people living in disadvantaged communities;
- To support the social economy to deliver key services and create job opportunities; and
- To use our experience of delivering housing and regeneration programmes to inform and support the development of Ministerial policies.

Our Corporate Management Team (CMT) established the Strategic Equalities Group (SEG) in January 2004. It produced an Equality Strategy in 2005, following wide public consultation and service user involvement (including with disabled people) which is now being updated after its first year. SEG has since reported progress on equalities issues back to CMT. CMT has subsequently agreed the five corporate diversity and equality themes for the agency in 2006/07.

Agency Statement of Objectives/Aims to Advance Disability Equality

The agency worked, in 2005, with a range of equality group interests to produce our equality strategy and action plan which lay out our equality commitments. For the majority of these we are taking a 6 equality strand approach to our work. There are however, some additional commitments focussing solely on disabled people.

We consulted widely to produce the strategy. One key event in the consultation process was hosting a national equalities master class, supported by the Scottish Centre for Regeneration. It involved 8 individual consultation focus groups on the

strategy, including disabled people, looking at the agency's proposals from the perspectives of each of the six individual equality strands and one focus group for people facing multiple discrimination.

Focus group participants were asked to identify and prioritise areas for action for the agency. These are the objectives which were published in our final strategy. We will again involve these groups when reviewing our strategy in 2008.

Our corporate priorities for 2006/08 are listed below. These are aimed at building sustainable development around equalities across the agency and provide a basis for mainstreaming disability equality across our work. These are a combination of areas of corporate work across the whole agency, as well as pieces of specific divisional work that will cut across our regeneration, housing, or investment remit.

1. Meeting the Scottish Executive's employment diversity targets for disability across the agency
2. Meeting current and new disability equality duties across the agency – including looking at options for involving disabled people in an external diversity advisory group; and implementing a programme of Equality Impact Assessments of our functions and policies that has been drawn up following an initial review which identified those of our functions most likely to be relevant to disabled people
3. Making our commitment to equality for disabled people more visible across the agency, both internally and externally
4. Develop and implement a Training Strategy to support the delivery of our targets on disability equality across the agency
5. Mainstreaming disability into our assessor functions across areas of divisional work including regulation, investment and regeneration.

COMMUNITIES SCOTLAND

Disability Equality Duty Action Plan

Key policy areas where the agency is or will take forward disability equality.				
Policy	Action Consultation and involvement	By whom	By when Over the years	Expected Outcome
<p>Scottish Executive Objective - To increase the supply of affordable housing where it is needed most. Scottish Executive Objective - To improve the quality of existing houses and ensure a high quality of new build.</p>				
<p>Our Housing and Investment Programme:</p> <p>Affordable Housing Investment Programme – which will fund a further 7,100 houses for social rent and low cost home ownership.</p>	<p>The Scottish Housing Investment Framework will be subject to an equality impact assessment. The EQIA will include involvement with disabled stakeholders and the diversity advisory group.</p>	<p>Head of Investment.</p>	<p>The assessment will be carried out during 2006/07</p>	<p>95%+ new homes will be built to accommodate people with varying needs</p>
<p>Funding for housing adaptations</p>	<p>The Local Housing Strategy process will be equality Impact assessed and LHS guidance revised</p> <p>The policy will be subject to an equality impact assessment.</p>	<p>Head of Strategic Planning</p> <p>Review by Head of Investment.</p>	<p>Completed by June 2007</p> <p>Completed by March 2007</p>	<p>EQIA report will identify any issues which impact unfairly on disabled people. These will be addressed wherever possible.</p>

	The EQIA will include involvement with disabled stakeholders and the diversity advisory group.			
Central Heating and Warm Deal programmes - which will install or repair central heating systems in 12,000 homes and ensure insulation measures are installed in 11,000 homes.	Both programmes will be subject to an equality impact assessment. The EQIA will include involvement with disabled stakeholders			EQIA report will identify any issues which impact unfairly on disabled people. These will be addressed wherever possible.
Scottish Executive Objective – To improve the quality of services to tenants and homeless people				
Our Regulation and Inspection Process				
Develop a risk-based approach to regulation and undertake 30 regulatory assessments and 8 inspections	Publish a revised inspection framework for equalities setting out clearly what we will look at in inspection and how we will assess performance.	Head of Inspection, Regulation & Inspection Division.	Ongoing	Regulatory inspection process which ensures housing providers can respond to the needs of disabled people.
Publish a clear statement of our regulatory expectations in relation to equalities practice and performance;	Publish a revised self assessment framework for all landlords to use.	Director of Regulation & Inspection.	Ongoing	

	<p>Develop the role of our tenant advisory group and tenant assessor group. Both of which are well represented by disabled people.</p> <p>Develop closer working arrangements with the Disability Rights Commission</p> <p>Continue to take an equalities focus in our inspections, which included disability considerations.</p> <p>Publish an equalities thematic study which covers all six equality strands.</p> <p>Provide guidance to the housing sector highlighting the new DRC statutory code of practice.</p>	<p>Director of Regulation & Inspection.</p> <p>Head of Inspection</p> <p>Head of Inspection</p>	Ongoing	<p>Ensure that registered social landlords meet the expectations of the new disability duties by incorporating them into our inspection process.</p>
SE Objective - Building stronger, safer communities through regeneration and tackling anti-social behaviour				
<p>The Community Regeneration Fund</p> <p>Support all 32 Community Planning Partnerships to evidence that they are</p>	<p>Ongoing programme of direct support for Community Planning Partnerships to help meet legislative requirements</p>	<p>Regeneration Equalities Team</p>	Ongoing	<p>Evidence through ROA annual reports of positive outcomes for disabled people</p>

regenerating the most deprived communities and communities of interest against the agreed outcomes set out in their Regeneration Outcome Agreements,	including new disability duties. The Disability Rights Commission has been involved in the development or a continuous improvement strategy in this area of work.			across the 5 national closing the opportunity gap targets.
	Joint host two national conferences with the three equality commissions to set out the legal expectation of public bodies working within public partnerships.		By end Feb 2007	Clarification amongst public authorities of their requirements under the disability duties in carrying our partnership work.
	The Community Regeneration Fund will be subject to an equality impact assessment. The EQIA will include involvement with disabled stakeholders and the diversity advisory group.	Head of CRU	EQIA completed by Mar 2008	EQIA report will identify any issues which impact unfairly on disabled people. These will be addressed wherever possible.
Evaluate the impact of the Community Voices Network on community engagement at national and local level.	The evaluation will include an equalities impact assessment. The EQIA will include involvement with disabled stakeholders and the diversity advisory group.	Manager of The Community Engagement team in Learning Connections	By Mar 2008	EQIA report will identify the extent of involvement of disabled people within the Community Voices Network.

Arrangements for delivering the general duty to promote disability equality.

	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	We will ensure that equalities guidance for staff is updated to reflect new duties.	Corporate Management Team/ Human Resources	Dec 06	All staff will understand their responsibilities to disabled staff and stakeholders.
	We will roll out mandatory disability equality training to all staff.	Exchange	End Sept 07	
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	We will make meeting disability duties explicit in agency's 5 equality theme areas for 06/08	Corporate Management Team /Strategic Equality Group	Mar 07	A corporate equality strategy and action plan which outlines clear actions relating to fulfilment of disability duties
	We will ensure we use evidence we have on disabled people's uptake of our services when undertaking Equality Impact Assessments	Whole Agency	Ongoing	Any disproportionate impact of our policies on disabled people identified will be addressed wherever possible.
	Where we are not currently monitoring by disability in our grant giving arrangements, we will introduce this and take action where we identify gaps in applications or awards.	Regeneration/ Investment/ Regulation and Inspection/ Corporate Strategy/ Human Resources/ Area Network	Ongoing	Proportionate distribution of awards to organisations working by or with disabled people.

	Where we assess the strategies of others (for example Regeneration Outcome Agreements or Local Housing Strategies) we will include an assessment of their commitment to promoting disability equality.	Regeneration/ Investment/ Regulation and Inspection/	Ongoing	Improved delivery of public services to disabled people by the public bodies we assess.
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?	We will develop a mental health and positive well-being strategy for the agency	Community Regeneration Division/HR	By Mar 06	Raised profile of mental health and promote good mental health amongst staff
	We will roll out mandatory disability equality training to all staff to ensure they understand their responsibilities	Exchange	Sept 07	All staff will understand their responsibilities to disabled staff and stakeholders
	Disability Issues will be covered within CS supplementary questions in SE staff surveys We will explore options for establishing a staff group to capture staff views around equality issues.	Human Resources Human Resources	Mar 08 Mar 08	Identification of any harassment issues.
4. What arrangements will you put in place to promote positive attitudes towards	We will continue to maintain a photobank of positive images of disabled people for use in	Communications	Ongoing	Our publications will be socially inclusive

disabled people?	our publications			
	We will continue to include coverage of positive disability items within our internal and external staff magazines	Communications	Ongoing	Our publications will highlight the positive contributions disabled people make to Scottish society
	We will continue to invite disability organisations to speak to our staff about their work	Community Regeneration	Ongoing	Our staff will be aware of the positive contributions disabled people make and the everyday challenges they may face
5. What action will you take to encourage the participation of disabled people in public life?	We will develop working arrangements with relevant disability employment organisations to ensure targeted advertising of our vacancies. We will continue to participate within SE and Cabinet office diversity and disability placement schemes	Human Resources	Mar 08	Increased applications for our vacancies by disabled people. Increased number of disabled staff
	We will ensure all meetings are held in places that provide disabled access	Human Resources	Ongoing	Enabled involvement of disabled people

	We will replicate our work with our tenant assessors and tenant advisory groups in the Regulation and Inspection Group.	All staff Regulation & Inspection	Ongoing Ongoing	Enabled involvement of disabled people
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	<p>We will establish an equalities advisory group to involve equality groups, including disabled people in our work and to inform in particular the focus of our Strategic Equalities Group. We will ensure disabled people are well represented on the group.</p> <p>We will encourage applications from disabled people when we next advertise for Non Executive Management Board members.</p> <p>Our tenant assessors group and tenant advisory group are well represented by disabled people. We will try to replicate this model across our regeneration remit.</p>	<p>Strategic Equality Group</p> <p>Corporate Strategy</p> <p>Strategic Equality Group</p>	<p>Apr 07</p> <p>2009</p>	Policy development and delivery of services directly influenced by views, needs and aspirations of disabled people
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	Our Strategic Equality Group will continue to report to our Corporate Management Team annually on progress against our equality commitments.	Strategic Equality Group	Ongoing	Continued leadership demonstrated and operational staff held accountable for

				meeting equality objectives
	Equalities issues will be covered within our public Annual Report	Corporate Strategy	Ongoing	Public accountability for our work
	We will continue to include equalities as a mandatory corporate objective within each member of staff's performance appraisal.	Human Resources	Ongoing	Equalities will be intrinsic to every member of staff's job remit. Evidence will need to be positively demonstrated.

HM INSPECTORATE OF EDUCATION (HMIE)

Core Functions of Agency

HMIE inspects, reviews and reports across educational sectors and children's services and monitors standards nationally.

Agency Priorities in 2006 – 2009

- Through inspection and reporting, promote public accountability for the delivery of high quality education to all learners in Scotland;
- Work with other organisations to build capacity to provide education and services for children of the highest quality for all users;
- Support informed policy development by providing high quality, independent, professional advice drawn from inspection and review evidence and knowledge of the system and
- Develop and manage HMIE as a best value organisation.

Agency Statement of Objectives to advance disability equality

HM Inspectorate of Education is strongly committed to promoting disability equality in the way we go about performing our role within Scottish education. Scottish society reflects diversity and Scottish education should be accessible to all. No-one should be disadvantaged or excluded because of their disability. We will continue to identify and promote good practice that enables all learners to develop positive attitudes and actions about disability.

Two key areas are identified below. One looks at the internal workings of the organisation and relevant actions are coded **I**; the other looks at our external role as identified in the core function above. Relevant actions are coded **E**. Other policy areas may emerge later. A Diversity and Equality Group was established in June 2006 to take forward necessary guidance across the organisation and to promote and monitor action taken. It should therefore be assumed that the actions noted below have been worked out between the Diversity and Equality Group and the named HMIE teams. The group is representative of the organisation and includes stakeholders, is balanced in terms of gender and includes disabled people.

It should be assumed that actions outlined below will be included in our Corporate Plan and related tasks reflected in our Business Plan for 07/08 and beyond.

HM INSPECTORATE OF EDUCATION (HMIE)

Disability Equality Duty Action Plan

Key policy areas where the agency is currently taking forward disability equality and how the department is involving disabled people				
Policy	Action	By whom	By when	Expected Outcome
Human Resources (HR) Policy. Current HR Strategy under review. Evidence gathered from recruitment exercises and Continuing Professional Development (CPD) indicates a need to update some aspects of recruitment and selection staff knowledge of diversity issues.	Assess effectiveness of current Scottish Executive (SE) practices for recruitment, selection, induction, management and retention of staff. Ensure that these take full account of disability equality.	HR team. Contact: Kevin Mills	December 2006	Areas for improvement identified and procedures put in place to ensure best practice.
	Identify current diversity profile of organisation. I		December 2006	Gaps identified.
	Ensure Equality and Diversity Group (E&D Group)) issues a regular feature of CPD. I		Phase 1 CPD completed by December 2006 Phase 2 CPD complete by August 2007	Increased staff understanding of equalities issues.
Inspection and Reporting (I&R) Policy. I&R policy underpins core	Ensure inclusion of Equalities issues including disability equality in emerging changes	Inspection and Reporting Steering Group (IRSG) and	October 2007	Inspection and reporting procedures and

<p>functions and purpose of organisation ie. to inspect and report on standards and performance in the education sector and services for children in Scotland and thereby to secure improvements for learners/young people. Current approaches under review. Current best practice in inspecting and reporting on disability issues will continue and we will look to further improvement in our focus and practice in this area.</p>	<p>to I&R policy and practice. E</p>	<p>task groups. Contact: Lesley Brown</p>		<p>practice identify and report on strengths and weaknesses in relation to disability issues and the outworking of changes to legislation in the education sector. This will lead to the identification and sharing of good practice across the education sector in Scotland.</p>
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Arrangements for delivering the general duty to promote disability equality.				
	Action	By whom	By when	Expected Outcome
<p>1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?</p>	<p>Ensure all staff are informed about unlawful discrimination and disability equality through effective CPD and appropriate HR policies. I</p>	<p>HR Team.</p>	<p>CPD programme in place. Phase 1 – awareness raising – by December 2006. Phase 2 – implementing changes by August 2007</p>	
	<p>Inform key policy groups about changes and monitor impact of new policies. I</p>	<p>Communications Team.</p>	<p>June 2007</p>	<p>Key groups clear about expectations. E&D group clear about progress.</p>

	<p>Ensure that publications, including internal and external websites, are accessible. I , E</p> <p>Continue to ensure through inspection guidance and quality assurance systems that equality and diversity issues including disability equality issues are addressed within inspection reports as appropriate.</p>			<p>Employees and stakeholders report effective access to information.</p>
<p>2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?</p>	<p>Ensure all staff are informed about the need to promote disability equality through effective CPD and appropriate HR policies. Ensure training interventions are included in learning and development programmes. I</p> <p>Continue to report on issues relating to equality of opportunity for disabled people in published reports.</p>	<p>HR Team.</p>	<p>CPD programme in place. Phase 1 – awareness raising – by December 2006. Phase 2 – implementing changes by August 2007</p>	<p>Equality issues visibly promoted within organisation.</p> <p>Inspection staff able to advise stakeholders on effective promotion.</p>
	<p>Include disability equality in corporate and business plans (process ongoing). I</p> <p>Consider specific tasks</p>	<p>Senior Management Group (SMG) working with D&E Group.</p>	<p>February 2007</p>	<p>3 year plans in place with measurable outcomes for disability equality. .</p>

	relating to improving equality for all learners E			Tasks identified.
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?	<p>Ensure all staff are informed about the need to pay due regard to eliminate any harassment of disabled people through effective CPD and appropriate HR policies. I</p> <p>During inspections and review, pay close attention to feedback from stakeholders and address any harassment issues highlighted. E</p>	<p>HR Team.</p> <p>Directorates: Assistant Chief Inspectors (ACIs) and Managing Inspectors (MIs)</p>	<p>CPD programme in place. Phase 1 – awareness raising – by December 2006. Phase 2 – implementing changes by August 2007.</p>	<p>Staff clear about action to take if evidence of harassment both internally and on inspections.</p>
4. What arrangements will you put in place to promote positive attitudes towards disabled people?	<p>Ensure all staff are informed about the need to promote positive attitudes towards disabled people through effective CPD and appropriate HR policies. I</p>	<p>HR Team.</p>	<p>CPD programme in place. Phase 1 – awareness raising – by December 2006. Phase 2 – implementing changes by August 2007.</p>	<p>Positive staff attitudes toward disability via CPD and in staff surveys.</p>
	<p>Review current use of range of diversity images in publications and public banners and take steps to increase use of positive disability images as appropriate.</p>	<p>Communications team.</p>	<p>Ongoing</p>	<p>Use of positive disability images in publications.</p>

5. What action will you take to encourage the participation of disabled people in public life?	Continue to appoint and engage disabled staff in mainline activities. Continue to work with (disabled) partners/ stakeholders in inspections and reviews and in working groups as appropriate.	HR Team. Directorates.	Ongoing Ongoing	Increased involvement of disabled employees and stakeholder/partners in core activities.
	Place disability duty on agendas of regular meetings between key personnel from HMIE and other public bodies (Education Authorities/ Colleges) Continue to include and develop discussions about disability and equalities in inspected services and published reports	Further Education (FE) network. Directorate 4. District Inspector (DI) network. Directorate 5.	Ongoing	A greater shared understanding and action about disability issues among and participation between main education bodies.
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	Disabled people representing both the organisation and its stakeholders – parents and students - are on our Diversity and Equality Group. They, in turn will act as main links for focus groups. Membership will be kept under review to ensure that the Group continues to reflect the wide range of interests of HMIE. This will ensure that	Diversity and Equality Group.	Established June 2006	Feedback from Diversity & Equality group shaping policies and actions.

	the diversity of disabilities is reflected in the focus groups.			
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	<p>Work with Scottish Executive's HR colleagues to gather relevant data.</p> <p>Use existing structures to gather information emerging from inspections and reviews.</p>	<p>HR Team.</p> <p>Stats Team.</p>	December 2007	Annual report published.

TRANSPORT SCOTLAND

Core Functions of Agency

Transport Scotland, established in January 2006, is the new national transport agency for Scotland. Transport Scotland plays a key part in improving and expanding Scotland's public transport infrastructure and in promoting transport integration. The Agency is responsible for the rail and trunk road networks and oversees their operation and management. The Agency also supports the delivery of the programme of current and future major infrastructure projects for road and rail; has established and is running the new Scotland-wide free bus scheme for older and disabled people from spring 2006; and oversees the provision of impartial travel information services and support the increased provision of integrated tickets.

Agency Priorities in 2006 – 2009

- Ensuring that Scotland's trunk road and railway systems are managed efficiently, effectively and economically;
- Establishing and running the national concessionary travel schemes;
- Delivering the Scottish Executive's committed programme of enhancements to Scotland's rail and trunk road infrastructure; and
- Helping to build Scotland's National Transport Strategy by setting investment priorities for tomorrow's rail and trunk road networks.

Agency Statement of Objectives to advance disability equality

Transport Scotland will continue to promote the advancement of disability equality by ensuring that our main-stream policy initiatives and programmes take cognisance of the needs of disabled individuals. We will ensure that disabled people are involved in the development and implementation of policy and programme initiatives and that the delivery of such initiatives are targeted to ensure disabled people are aware of and can take full advantage of opportunities available. The key policy areas below have nearly all been developed with input and involvement from disabled people through their appropriate representatives groups.

TRANSPORT SCOTLAND

Disability Equality Duty Action Plan

Key policy areas where the agency is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
New Scotland-wide free bus scheme for older and disabled people from spring 2006	Established scheme and currently operating it. Will jointly monitor its operation with Transport Group.	Concessionary Fares Unit	Spring 2006	Increased uptake by disabled people of the free bus scheme. Improving access and integration.
Scottish Trunk Road Disability Equality Strategy & Action Plan	Currently being developed (Inception Report complete; literature review underway and a sample audit of the trunk road network). Working Group has been established including external stakeholders.	TRIPS: Standards Traffic & Environment Branch	End 2006	Action Plan for next 3 years to improve disabled access to trunk roads.
Railways for All Strategy (DfT) & Roll-out of Access for All Funding Stream (Transport Scotland)	Transport Scotland are continuing the roll-out of the Access for All funding stream including the selection of stations for future access development. The Mobility Access Committee Scotland	Strategy & Investment Directorate	On-going	Improved rail station access for disabled people, the elderly, and people with luggage.

	(MACS) and DPTAC will be consulted on future priorities.			
Establishment of a Scottish Rail Accessibility Forum and associated programme of work.	The Forum is currently being established (1 st Meeting in November 2006) and will bring together representatives of the Scottish rail industry and disability representative organisations in Scotland to discuss and advise Transport Scotland on disability related issues.	Strategy & Investment Directorate	On-going	The rail sector in Scotland will be able to better support disabled people to use its services and Transport Scotland will be able to advise Dept for Transport on issues of concern.
Code of Practice on Train and Station Services for Disabled Passengers	Consulting, along with Dept for Transport, on a revised Code of Practice, aligning it with the new Technical Standard for Interoperability for Persons of Reduced Mobility, and whether there is a need for a separate Scottish code. DPTAC are part of the Technical Policy Group advising DfT/TS and the SRAF will be involved.	Strategy & Investment Directorate	End 2007	Consistent standards across the rail sector will help disabled people access the rail network.
Through the Franchise Agreement we oblige First Scotrail to undertake a range of activities with respect to station accessibility.	Range of activity here.	Rail Delivery	On-going	Increased train accessibility and use by disabled people.

Arrangements for delivering the general duty to promote disability equality				
	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	<p>Make sure all staff are trained in disability equality</p> <p>All policy teams to use equality impact assessment tool as part of policy proofing stage</p> <p>All policy teams to engage with disabled individuals in policy planning stage (as appropriate)</p>	All directorates	Annual review	<p>No case of alleged discrimination being brought to group</p> <p>More positive feedback to group re: uptake of provision by disabled people.</p>
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	<p>Embed a question in all new consultations (where appropriate) about equality.</p> <p>Incorporate impact assessment tools in option appraisals for ministers and look to see if the accessibility section in the current Scottish Transport Appraisal Guidance needs to be enhanced</p> <p>Continue to and expand collection of data relating to the use of our networks by disabled people.</p>	<p>All directorates</p> <p>TEAR</p>	Annual Review	More disabled people using the services we provided.

<p>3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability?</p>	<p>Make sure all staff are trained in disability equality</p> <p>All teams to incorporate impact assessment tool in early option appraisals with a specific view to highlighting potential areas of discrimination</p> <p>Include a specific question around evidence of discrimination within all policy/programme evaluations</p>	<p>Chief Executive</p> <p>All Directors</p>	<p>Annual Review</p>	<p>Increased uptake of our services by disabled people and increased levels of customer satisfaction.</p>
<p>4. What arrangements will you put in place to promote positive attitudes towards disabled people?</p>	<p>All policy teams to involve (where possible) disabled people in stakeholder representation and liaison.</p> <p>Positively encourage the appointment of disabled people to public positions and as representatives on advisory groups.</p> <p>All key Transport Scotland outputs to be policy proofed to ensure positive promotion of attitudes to disability in their communications strategies/(ministerial) speeches/presentations.</p>	<p>All Directorates</p> <p>Communications Transport Scotland</p>	<p>Annual Review</p>	<p>More positive attitudes generally to disabled people.</p>

5. What action will you take to encourage the participation of disabled people in public life?	Disabled peoples' representative groups are on the Scottish Rail Accessibility Forum and the Working Group for the Scottish Trunk Road Disability Equality Strategy & Action Plan. We will build on this good foundation and positively encourage the appointment of disabled people to apply for public positions and as representatives on advisory groups.	Chief Executive Directors	Annual Review	increased number of disabled people in public appointments or on advisory groups.
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	All policy development and implementation teams to ensure (where possible) disabled people are actively involved in part of the planning phase as well as consultation phase.	All Directorates	Annual Review	Policy teams successfully reporting the involvement of disabled people in policy development and implementation.
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	Progress against the above will be reported annually to the Transport Scotland Board and each Directorate may undertake more frequent audits.	All Directorates	Annual Review	Embedded process to ensure thorough monitoring and reporting on activity.

MENTAL HEALTH TRIBUNAL FOR SCOTLAND (an Executive Agency of the Scottish Executive Health Department)

Core Functions of Agency

The Mental Health (Care and Treatment) (Scotland) Act 2003 came into force on the 5th October 2005 which established the Mental Health Tribunal for Scotland. The creation of the Tribunal marks a fundamental change in the way decisions are made about long term compulsory care and treatment of people in Scotland who have a mental health disorder. The Mental Health Tribunal for Scotland hears cases by means of tribunals held in venues located across Scotland.

Agency Priorities in 2006 – 2009

The Mental Health Tribunal for Scotland is a relatively new agency and we are in the final stages of agreeing our priorities

Agency Statement of objectives to advance disability equality

We aim to ensure that disabled people are involved in the development of the Mental Health Tribunal for Scotland and in the design, development and delivery of our services which recognise and respond sensitively to the individual needs and circumstances of disabled peoples lives.

MENTAL HEALTH TRIBUNAL FOR SCOTLAND

Disability Equality Action Plans

Key policy areas where the agency is or will take forward disability equality.				
Policy	Action	By whom	By when	Expected Outcome
Training	Staff and members will have disability awareness training.	MHTS	During 2007	Awareness of the issues faced by those with disabilities.
Recruitment Policy	Staff and Members are selected with due regard to disability policy.	MHTS	Ongoing	Members and staff are recruited with disabilities to ensure equality.
User consultation	We will involve disabled people in setting up Tribunal processes	MHTS	Ongoing	Tribunal processes and format is fully accessible to disabled people
Accessibility of processes and information.	Review systems and processes to ensure that they are fully accessible to disabled people. User documentation being produced to take account of their needs.	MHTS	Ongoing	All disabled stakeholders treated equally and able to access processes and information.

Arrangements for delivering the general duty				
	Action	By whom	By when	Expected Outcome
1. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide pay due regard to the need to eliminate any unlawful discrimination against disabled people?	Disability awareness training programme for all staff and members eg Learning Disability training for members.	MHTS	During 2007	Staff and members understand their responsibilities towards disabled stakeholders and staff.
2. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to promote equality of opportunity between disabled and non-disabled persons?	Incorporate action plans with Business Plan. User consultation.	MHTS	During 2007	Ensure equality of opportunity.
3. What arrangements will you put in place to ensure that the policies you develop and/or the services you provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to	Disability awareness training programme for all staff and members. Performance Appraisal	MHTS	During 2007	Disabled staff and stakeholders do not experience harassment on account of their disability. Staff and members

their disability?	scheme for staff and members.			are able to communicate any difficulties they may experience.
4. What arrangements will you put in place to promote positive attitudes towards disabled people?	User consultation on format of Tribunals and literature.	MHTS	Ongoing	Tribunal and associated literature is accessible to all.
5. What action will you take to encourage the participation of disabled people in public life?	Recruitment Policy actively seeks to recruit disabled members of the Tribunal.	MHTS	Ongoing	ensures that disabled people with the relevant skills have become members of the Tribunal.
6. How will you ensure that disabled people are involved in the development of your department's policies and activities?	Establish User Reference Group which will include disabled people.	MHTS	Ongoing	Views of disabled people will help to inform our service.
7. What arrangements will you put in place to ensure that we are able to report on progress on an annual basis?	Include action plans within the Business Plan.	MHTS	April 2007	Ability to monitor progress and action across equality duties.

Useful Documents and Reports

Report of Scottish Executive's 'Get Involved' Events

<http://www.scotland.gov.uk/Topics/People/Equality/disability/descheme>

The Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005 SI No. 565

http://www.opsi.gov.uk/legislation/scotland/ssi2005/ssi_20050565_en.pdf

Disability Discrimination Act 2005

<http://www.opsi.gov.uk/ACTS/acts2005/20050013.htm>

Disability Rights Commission's The Duty to Promote Disability Equality Statutory Code of Practice Scotland

http://www.drc-gb.org/Docs/32246_tso_DRC.doc

A Partnership for a Better Scotland: Partnership Agreement

<http://www.scotland.gov.uk/Publications/2003/05/17150/21952>

Executive's Equality Strategy – Working Together for Equality

<http://www.scotland.gov.uk/library3/social/wtem-00.asp>

Making Progress: Equality Annual Report

<http://www.scotland.gov.uk/Publications/2003/02/mper/0>

The Scottish Executive - Positive About You: The Diversity Strategy 2004 and Beyond

<http://www.scotland.gov.uk/Publications/2004/11/20305/47267>

Social Focus on Disability 2004

<http://www.scotland.gov.uk/Publications/2004/08/19818/41697>

Report of the Disability Working Group

<http://www.scotland.gov.uk/Publications/2006/10/16092613/0>

Scottish Executive Response to the Report of the Disability Working Group

<http://www.scotland.gov.uk/Topics/People/Equality/disability/response>

Good Practice Guidance – Consultation with Equalities Groups

<http://www.scotland.gov.uk/library5/social/gpgc-00.asp>

Portal to Resources and Information on Mainstreaming Equalities (PRIME)

<http://www.scotland.gov.uk/Topics/People/Equality/18507/mainstreamingequalities>

The Scottish Executive's Race Equality Scheme

<http://www.scotland.gov.uk/Publications/2005/11/29152513/25142>

The Scottish Executive People and Society: Equality Pages
<http://www.scotland.gov.uk/Topics/People/Equality>

Useful Websites

Scottish Executive

<http://www.scotland.gov.uk>

Scottish Executive Statistics

<http://www.scotland.gov.uk/Topics/Statistics/>

Scottish Executive Research

<http://www.scotland.gov.uk/Topics/Research>

Disability Rights Commission

<http://www.drc-gb.org>

Department for Work and Pensions

<http://www.dwp.gov.uk>

UK Government Disability Website

<http://www.disability.gov.uk>

Office for Disability Issues

<http://www.officefordisability.gov.uk>

Fair for All - Disability

<http://www.drc-gb.org/fair4all/>

Inclusion Scotland

<http://www.inclusionScotland.org>

Scottish Disability Equality Forum

<http://www.sdef.org.uk>

Scottish Accessible Information Forum

<http://www.saifscotland.org.uk>

'See Me' Campaign

<http://www.seemescotland.org.uk>

National Archives of Scotland

<http://www.nas.gov.uk>

Registers of Scotland

<http://www.ros.gov.uk>

Scottish Prison Service

<http://www.sps.gov.uk>

Scottish Courts Service

<http://www.scotcourts.gov.uk>

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SCOTTISH EXECUTIVE

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