

**DISABILITY EQUALITY SCHEME - ACTION PLAN Update November 2007**

**Students' Union Royal Holloway University of London**



**Students' Union**  
Royal Holloway  
University of London

Purpose	Desired Outcome/Objective	Activity	Timescale	Priority	Action By	Status
<b>Leadership</b>						
Identify overall "diversity champions" within SURHUL	Disabled Students' of SURHUL have representation from the SU at trustee level	Appoint Sabbatical (trustee) Representative (President)	Effective immediately	H	President	Achieved and updated within Equality/Diversity policy review October 07
	Disabled Staff of SURHUL have representation at management level.	Appoint Management Representative (General Manager)			General Manager	
Disability Equality to be embedded into culture of SURHUL	Diversity fully embedded into all SURHUL activity	Draft remit of new executive officer expected within Governance Review – Equality and Diversity Officer ("Diversity Champion")		H	President	Equality/diversity officer now appointed
Disability Equality to be embedded into SURHUL's Strategic Documents	Disability Equality embedded into the Business Development Plan	Review existing aims and objectives within existing strategic aim (Diversity)	Ongoing	M	GM/Sabbaticals	Equality/diversity now on key meeting agendas
		Ensure E+D is included on all meeting agendas	From Feb 07 onwards	M		
<b>External Contracts and Agreements</b>						
Ensure that external contractors and partners include a DDA compliance clause in their contract or statements of service and to adhere to the SURHUL Equality and Diversity Policy when conducting their business	DDA clause in each all new external contract or sponsorship agreements	Internal procedure in place to ensure that all new contractors and partners have a DDA compliance statement		M	GM / President	
		Review all current contractors and partners to ensure they have a DDA compliance statement.		M		

Purpose	Desired Outcomes/Objectives	Task	Timescale	Priority	Action	
<b>Marketing and Publicity</b>						
Ensure that the SURHUL website is DDA compliant	Website is DDA compliant (aim for AA level – Web Accessibility Initiative)	Liaise with IT support to investigate	Jan 2008	M	IT Support	E+D policy on website along with DED and GED action plans
	Diversity page on the website	Create a diversity page for website, with appropriate external links.		L	E+D Officer/HR Advisor	
	Employment policies relating to E+D on website in “employment” section	Re-develop employment section on website and forward policies as and when completed to IT support for inclusion on website		M	HR Advisor	
Awareness campaign	Greater awareness amongst Membership	Organise and run Mental Health Awareness days and “Disabled not Different” campaigns	Annual	L	Welfare Committee	Disabled students rep holding free BSL classes for students/staff  International Disability Day in Medicine 03/12/07
Internal Publications	All publications are DDA compliant	Publications made available in alternative formats as required	On “case by case” basis	L	All	
		Use DDA recommended formats including fonts and colours on all publications including minutes of meetings		M	All	
<b>Disabled Stakeholder involvement</b>						
Disability Representative & Equality and Diversity Officer	Actively seek and represent the views of students with equality and diversity needs.	Regular consultation with disabled students regarding the service level they receive from	From 07/08 intake	H	Executive	Both positions now filled

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SURHUL

Attendance at university Equal Opportunities  
Forum meetings

From 07/08  
intake. Exec  
officer to  
attend in  
interim

**M**

Attendance at all usual executive meetings  
(E+D Officer)

**M**

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<b>Training and Development</b>						
Diversity and Equality training for staff, sabbatical officers, executive officer, AUC, SFC	Staff awareness of disability and equality issues	All staff receive diversity and equality training	Ongoing	H	HR Advisor	Executive officers training held 07/08
		Create student staff induction to include E+D training	For 07/08 intake		HR Advisor	Perm staff and sabbatical training agreed with new RHUL training officer, to take place Jan 2008
All training events to be accessible to disabled users	All relevant staff are able to attend training sessions	Requested information of specific requirements from all trainees and act on requirements	Ongoing		HR Advisor	In place for 07/08 intake, under review to develop further
<b>Staff Recruitment</b>						
All job applicants aware that SURHUL are positive about diversity and equality	All job applicants aware that SURHUL are positive about diversity and equality	Positive diversity and equality statement to be placed on all staff recruitment advertisements	Ongoing		HR Advisor	Statement in place
Ensure that all interviews are held in accessible areas	All candidates have access and appropriate equipment for any interview	All invitation to interviews to include whether reasonable adjustments are required	Ongoing		HR Advisor	Template complete
<b>Monitoring</b>						
Monitor effectiveness of SURHUL policy and procedure	Regular monitoring and publication of data for SURHUL staff recruitment initially. Once system in place, training monitoring to be initiated.	Monitor recruitment anonymously using following categories, staff type, age, gender, disability, marital status, dependants, ethnic origin, nationality, religion, sexual orientation	Backlog to be complete 07/08 intake, regular collation of data thereafter	H	HR Advisor	Ongoing, backlog being addressed

<b>Policy</b>						
All staff/students aware of SURHUL policy/procedure re equality/diversity	Full set of policies for all areas of Equality and Diversity, including specific policy for disability.	Review Equality/Diversity policy	Feb 07 and every 3 years thereafter		HR Advisor	<a href="#">Review complete Oct 07</a>
		Draft Training/Development policy including access and training materials		<b>M</b>	HR Advisor	<a href="#">In progress</a>
		Draft Disability policy	Policy development ongoing in all areas of SU employment. Aim to complete/consult staff by 2009 intake		HR Advisor	
		Draft Harassment/bullying policy			HR Advisor	
		Draft Work life balance policy/flexible working			HR Advisor	
<b>Accessibility</b>						
Ensure that all SURHUL events are accessible	All students able to access all SURHUL events	Ensure DDA compliance of SURHUL			GM	
		Access Audit	Ongoing		GM/Commercial Facilities Manager	
		Signage audit (to include Braille)			Sabbaticals	
	All students able to participate in democratic structure of SURHUL	Investigate electronic voting			Sabbaticals	

