

**The Royal Veterinary College  
Disability Equality Scheme Action Plan  
November 2007 – December 2009**

**Introduction**

An essential element of a Disability Equality Scheme is that it must include a statement of the steps which the public authority (the Royal Veterinary College) proposes taking over the period of the Scheme towards the fulfilment of its general duty to give due regard to the need to promote equality of opportunity for disabled people. The Action Plan should reflect the priorities of disabled people themselves as well as the functions and priorities of the public authority. Actions are required to cover the three-year lifespan of the Scheme, and to reflect all aspects of the general duty. (As this revised DES is being drawn up in October 2007, the following Action Plan is dated from November 2007 to December 2009.)

The Action Plan should set out specific, targeted outcomes that are both achievable and realistic. Responsibility for actions or sections of the Plan should be allocated to specified individuals or committees, with timescales, outcomes and milestones included. The allocation of financial and other resources to support the Plan must be included, with an indication of how outcomes will be measured; where possible, data or information must be collected to assess whether the stated outcomes have been achieved.

This Action Plan for November 2007 to December 2009 builds on the following:

- Original Action Plan published with the DES in December 2006
- Work of the Disability Equality Group during 2007
- Input from the 2007 staff disability consultation exercise
- Input from disabled staff and students to the revised DES

Sections in the Action Plan follow the order of the eight main function areas of the College as outlined in the DES. To avoid having an over burdensome document, key actions only have been listed as requested by disabled staff & students. The Equality & Diversity Committee will work with the Disability Working Group to oversee other ongoing actions, ensuring that the Action Plan is updated on an ongoing basis.

**The Royal Veterinary College Disability Equality Scheme Action Plan Nov 2007 to Dec 2009**  
**Function 1: Governance, Leadership & Management**

<b>Objective</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Output</b>	<b>Timescale</b>	<b>Outcome</b>
Ensure that Mission Statement & Corporate Plan reflects disability equality	Review MS & CP 05-08, publishing amended version online & in printed version when re-printed. Ensure that 09 & subsequent versions incorporate updated amendments.	Council, Principal, SMG	Updated Corporate Plan	Spring 08 Autumn 09 Annually thereafter	MS & CP fully include disability equality
Continue with SMG 'Disability Champion' system	Review role of current DC in relation to new Equality & Diversity Committee	Assistant Principal, Equality & Diversity Group	Clearly defined role of DC	Dec 07	Disability Equality will continue to be promoted by an SMG Disability Champion
Ensure that all College committees are briefed & kept updated about the DES, & that they in turn disseminate information to all staff	Develop strategy for effective cascading of this information.	Assistant Principal, Equality & Diversity Group	Strategy & Action Plan for cascading information about the DES across the College	Spring 08	The College committee structure is effectively designed to communicate the DES College-wide.
Ensure that all governance processes reflect disability equality	Revise Terms of Reference of all committees to include disability issues	Council secretariat	Fully inclusive terms of reference for committees	Dec 08	All College committees function having regard to disability equality
Initiate Equality Impact Assessment of all College policies and procedures	Set up mechanisms for initiating the process	SMG, all committees	EIA process initiated & programmed to continue on an ongoing basis	Jan 08 onwards	All current & new College policies & procedures will be EI Assessed
Monitor & evaluate the Disability Equality Strategy (including the Action Plan)	Reports submitted from outgoing Disability Equality & incoming Equality & Diversity Groups for consideration by Council, Principal & SMG. Feedback provided from & to disabled people	Council, Principal, SMG, DEG, EDG, disabled people	Measurable progress of DES & recorded proposals for amendments/updates, incorporating disabled people's views & suggestions.	Dec 07 onwards, within the College's committee timescales	The College's governance bodies & disabled people remain fully informed of and contribute to the progress of the DES.

Ensure that external organisations, who may not be covered by the Disability Equality Duty, who provide services to the College give due regard to disability equality	Equality impact assess all tender & contract processes for external suppliers	SMG members to oversee this in their own departments	All tender and contract documents state clearly the requirements for external contractors in terms of disability equality.	Spring 08	Disabled people are not placed at any disadvantage in relation to services supplied to the College by external organisations.
Ensure that anyone involved in implementing the DES at a policy, planning or strategic level (including Council members) is aware of his or her specific & individual duties.	Carry out scoping exercise of individuals' duties in relation to the DES. Produce Action Plan for communicating duties to everyone at the relevant level.	Assistant Principal	The College will have a clear protocol for briefing new members of staff, Council, etc on the duties of their role in relation to the DES.	Spring 08	All members of College staff or Council are aware of and can implement their duties in relation to the DES.

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**Function 2: Teaching and Learning**

<b>Objective</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Output</b>	<b>Timescale</b>	<b>Outcome</b>
Data monitoring	To review & monitor student recruitment processes & promotional materials, and analyse progress of disabled students	Academic Registrar, Disability Officer	Annual data kept to inform action for the following year	Spring 08 Autumn 09 Annually thereafter	Registry & Disability staff can encourage & facilitate applications, & identify and remove hurdles in procedures & support systems
Representation by disabled students	Consult with disabled students & SU officers to clarify most effective modes of representations to include all disabled students. Pass on information to the Equality & Diversity Group.	Disability Officer, SU officers, Equality & Diversity Group	Comprehensive representation of disabled students including those who wish to remain anonymous	Dec 07- Spring 08. Ongoing thereafter.	Disabled students will make an effective contribution to the College's disability equality work, regardless of their views and personal approach.
Ensure that all teaching & learning and assessment processes reflect disability equality	Identify issues raised by disabled students that need to be taken forward	Disability Officer, SU officers, Vice Principal, Teaching, Head of Academic Support & Development Unit, Head of the Graduate School, Library, IT & OCTAVE staff, Examinations committee	Clear targets given to academic staff & all areas of learning support	Spring 08 Ongoing thereafter	The quality of all teaching & learning processes are continuously improved & refined to meet the needs of all disabled students.
Equality impact assess student regulatory policies & procedures in the context of proposals for reform of Charter & Statutory Instruments	Identify how this will be done & who will be involved	Assistant Principal, Academic Registrar, Disability Officer, SU officers, disabled students	Fully inclusive regulatory instruments	August 2008	All regulatory instruments will guarantee equality for disabled students
Incorporate disability equality into on-going Quality Assurance processes	Staff involved in QA process consult with disabled students	Vice Principal, Teaching, QA Manager, Disability Officer, ST officers, disabled students	QA processes include documented information demonstrating the inclusion of disabled students	Spring 08 Ongoing thereafter	Disabled students are considered on an equal basis within all areas of quality assurance.

Ensure that the work of the LIVE Centre is imbued with disability equality so as to enhance veterinary education nationally & internationally as well as at the College	LIVE staff consult with disabled students to identify priority areas for improvement & development	LIVE staff, disabled students, SU officers, Disability Officer	Priorities determined & action plan devised for 08-09	Spring 08 Ongoing thereafter	LIVE sets the standard for the rest of the College and nationally & internationally, promoting disability equality as an indispensable aspect of excellence in lifelong & independent veterinary education
Highlight disability equality in the College's Widening Participation unit	WP staff consult with disabled students to establish priority areas	WP staff, disabled students, SU officers, Disability Officer	Priorities determined & action plan devised for 08-09	Spring 07. Ongoing thereafter	More disabled applicants will come to the College via the WP programme

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**Function 3: Research**

<b>Objective</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Output</b>	<b>Timescale</b>	<b>Outcome</b>
Create an environment that will attract disabled high research performers	Review information provided by the College for research applicants & review support systems for disabled researchers at the College	Vice Principal, Research, Graduate School, HR	Information collated and summarised	Spring 08 Ongoing thereafter	Disabled high research performers will be attracted to the College, and will perform better while working there.
Seek funding opportunities for disabled researchers	Carry out scoping exercise to establish possible funding sources.	Vice Principal, Research, Graduate School, Disability Officer, Director of Finance	Extra potential funding sources identified for current or future research workers	Autumn 08. Reviewed and updated annually.	Increased funding possibilities for disabled graduate and research students & workers

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**Function 4: Clinical Services**

<b>Objective</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Output</b>	<b>Timescale</b>	<b>Outcome</b>
Review provision for disabled students at the College's on-site clinical establishments	Work with disabled students, Registry staff & the Disability Officer to identify priority areas	Vice Principal, Clinical Services, Registry staff, Disability Officer, SU officers, disabled students	Information collated and action plan devised for 08-09	Autumn 08 Annually thereafter	Disabled students can access their clinical training on a par with other students.
Review provision for disabled staff, clients & visitors	Work with disabled staff, clients & visitors, HR, union representatives, Estates	Vice Principal, Clinical Services, HR, union reps, Estates	Information collated and action plan devised for 08-09	Autumn 08 Annually thereafter	Disabled staff, clients & visitors will be able to work at or access the clinical services provision on an equal basis with others.
Develop links & provision for specific client groups e.g. visually impaired clients who use guide dogs	Consult with all clients to establish priority client groups. Develop the appropriate action plan with them.	Vice Principal, Clinical Services, Estates	Information collated and action plan devised for 08-09	Dec 08 Ongoing thereafter	The Clinical Services will improve the quality of services provided to all clients, as well as developing & promoting expertise in dealing with certain client groups for whom the College's provision is an essential tool for them to maintain living independence.

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**Function 5: Business**

<b>Objective</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Output</b>	<b>Timescale</b>	<b>Outcome</b>
Ensure that provision for staff, clients & visitors to the London Bioscience Innovation Centre (LBIC) meets the necessary requirements.	Equality impact assess provision with appropriate staff, inviting comments from clients & visitors	Vice Principal, Business	Information collated & priorities set for 08-08	Autumn 09 Annually thereafter	LBIC sets the standard for viewing disability equality as the hallmark of a successful business venture.
Ensure that all marketing material produced by the College meets the necessary accessibility standards & promote a positive image of disability equality.	Equality impact assess all College & related publications	Marketing Manager, disabled staff & students, Disability Officer	Action plan linked to publications schedule for 08-09	Autumn 09 Annually thereafter	The College promotes a positive image and makes appropriate provision for all disabled stakeholders.
Ensure that current methods of communication are inclusive of disabled people	Equality impact assess communication methods	Marketing Manager, disabled staff & students, SU officers, Disability Officer	Strategy & Action Plan to Dec 09	Spring 08	Disabled people's communication needs are included in the College's means of communication
Provide a fully accessible external facing website & intranet	Equality impact assess website & intranet	Marketing Manager, Head of e-Media Unit, Website designer/developer, disabled staff, students, clients, visitors	Strategy & Action Plan to Dec 09	Spring 08	The College's intra and internet sites provide disabled people with the same level of access & information as other people have.
Provide ongoing information about the College's Disability Equality Strategy, promoting it to staff, students, clients, visitors & external stakeholders and inviting ongoing feedback so that it continues to meet the needs of disabled stakeholders	Strategy & Action Plan for 07-09 & ongoing thereafter	Marketing Manager, Head of e-Media Unit, SU officers, Disability Officer	Strategy & Action Plan to Dec 09	Spring 08	The College's Disability Equality Strategy is kept high on the College's agenda, is clearly visible to all & can be improved according to the needs & suggestions of disabled people.
Review whether the College's new identity system is inclusive of disabled people	Equality impact assess College's new identity system	Marketing Manager, disabled staff, students, clients, visitors & external stakeholders, SU officers, Disability Officer	Strategy & Action Plan to Dec 09	Spring 08	The College's identity system is consistent with the Disability Equality Duty.

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**Function 6: Estates**

<b>Objective</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Output</b>	<b>Timescale</b>	<b>Outcome</b>
Update Access Audit to ensure full accessibility to all parts of the estate	Review & initiate process, using external auditors where required	Director of Estates, Heads of Building & Development Services, in consultation with disabled staff, students, clients, visitors	Campus accessibility either actual or underway	Jan-Apr 08 & ongoing	Disabled people able to use the campus estate without barriers
Ensure that safety & occupational health policies & procedures do not have an adverse impact upon disabled people	Initiate equality impact assessments of all relevant policies	Director of Estates, safety & occupational health staff, Director of Clinical Services, disabled staff & students	Clear overview of equality impact with necessary strategy & actions to overcome any adverse impacts	Jan-Apr 08 & ongoing	Disabled people will not be placed at a disadvantage due to any safety & occupational health policies & procedures
Facilitate disabled people's negotiation of the estate by providing inclusive signage	Review current signage & upgrade as necessary	Director of Estates, Marketing Manager, disabled staff, students, clients, visitors	Signage is upgraded as necessary	Jan-Apr 08	Campus signage provides barrier free access to the estate for all disabled people
Provide disabled staff, students, clients & visitors with the necessary facilities support while on the campus	Review support systems for disabled staff & students Review information available for disabled visitors prior to & during visits to the campus Provide staff with necessary information & training	Director of Estates, Head of Campus Services, Student Services & Support Manager, HR, Director of Clinical Services, Marketing Manager	Clear information is made available for all involved with disabled people's presence on the campus.	Jan-Apr 08	Disabled people know how to access support. College staff know how to access information & deal with disabled people on the campus.

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**Function 7: Human Resources**

<b>Objective</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Output</b>	<b>Timescale</b>	<b>Outcome</b>
Incorporate information received during the 2007 staff disability consultation into the DES & Action Plan	Analyse information & work with disabled staff to take forward the main suggestions made	Director of HR, union representatives, disabled staff	Clear links are made in the DES & Action Plan with disabled staff's suggestions.	Dec 07	The College's DES adequately reflects the needs and wishes of disabled staff.
Recruit equality & diversity staff with appropriate disability-related experience to be able to take forward the DES within a proposed Single Equality Scheme.	Set in action recruitment process, recruit & induct.	Director of HR	Equality & Diversity staff are equipped to promote disability equality via the DES & within the context of any future Single Equality Scheme.	Mar 08	Disabled people are well represented by equality & diversity staff with a specialist understanding, knowledge & experience of disability.
Equality impact assess employment policies & procedures, in context of proposals for reform of Charter & Statutory Instruments	Undertake assessment & report findings to Equality & Diversity Group	Director of HR, union representatives, disabled staff	Fully inclusive policies & procedures	August 2008	Disabled employees & applicants will be treated equally in all areas of their application and/or employment.
Consolidate baseline data relating to the diversity of disabled staff	Consult with disabled staff to decide on most appropriate way to do this	Director of HR, Human Resources Advisor (Information), disabled staff	Strategy & action plan for capturing & using diversity information	Spring 08 & ongoing	HR can identify gaps & tailor recruitment policies accordingly
Equality impact assess all processes relating to disabled employees' employment cycle at the College & any that relate to post-employment e.g. retirement, redundancy, dismissal, reference seeking	Review recruitment, induction, probation, performance appraisal, promotion, staff development policies & procedures	Director of HR, union representatives, disabled staff	Equality impact assessments published of all relevant HR policies & procedures	Spring 08 & ongoing	Disabled employees achieve full equality while employed at the College & in relation to any necessary contact with the College post-employment
Provide ongoing staff disability-related training, including the web-based diversity programme with the disability strand, to present & new staff	Research & confirm training programmes	Director of HR, Training Administrator, disabled staff	Programme to Dec 09 & beyond	Spring 08 & ongoing	The College provides a comprehensive, inclusive & effective programme of disability-related staff training.

Ensure that the Recruitment & Selections skills training programme reflects the needs of disabled staff	Equality Impact assess programme	Director of HR, Training Administrator	Training programme is transparently inclusive of disabled staff	Spring 08 & ongoing	Disabled staff can access all aspects of the staff training programme, and can access any specialised training that they might need, whether or not this is in the form of reasonable adjustments.
Actively seek more disabled employees across the College's full employment profile	Scoping exercise of most relevant advertising outlets to recruit disabled people	Director of HR, Human Resources Advisors (Information, Recruitment)	Ongoing process for advertising posts in relevant outlets (publications, online)	Spring 08 & ongoing	Increase in numbers of disabled people applying for the full range of employment offered by the College
Give priority to outlawing any disability related bullying & harassment in any situation or place under the auspices of the College	Analyse any recorded incidents to date, current staff training programme & suggestions of disabled staff. Devise Action Plan in relation to the above.	Director of HR, union representatives, disabled staff	Disability related bullying or harassment is outlawed, with immediate & stringent action taken in relation to any reported incidents.	Spring 08 & ongoing	Disabled people can study, work at, visit or bring their animals for treatment at the College without any fear of bullying or harassment in relation to their disability.

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**Function 7: Finance**

<b>Objective</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Output</b>	<b>Timescale</b>	<b>Outcome</b>
Ensure that there is alignment between the goals of the DES current & future Action Plans & resources necessary to achieve them	Analyse resource allocation required for implementation of Action Plan 07-09, & for subsequent plans, through the Resource Allocation Exercise	Director of Finance	Information collated and summarised	Spring 08 Ongoing thereafter	Disabled high research performers will be attracted to the College, and will perform better while working there.