

DISCLOSURE SCOTLAND – DISABILITY ACTION PLAN

Agency Responsibilities

Disclosure Scotland became an Executive Agency of the Scottish Government on 1 April 2009. It is responsible for providing disclosures of criminal records under Part V of the Police Act 1997 and it will be responsible for managing the Protecting Vulnerable Groups Scheme ('the PVG Scheme'), to be established in late 2010 by the Protection of Vulnerable Groups (Scotland) Act 2007 ('the PVG Act').

Disclosure Scotland makes a contribution to the Scottish Government's Safer and Stronger strategic objective by informing employers' decisions through carrying out criminal record checks. The Agency's key strategic goal is to inform recruitment decisions through the timely provision of accurate criminal history information, and therein, to help protect vulnerable groups by preventing unsuitable people from working with them.

Statement of Agency Commitment to the Promotion of Disability Equality and how this helps to deliver Government's national purpose and outcomes

Disclosure Scotland will continue to promote the advancement of Disability Equality by ensuring that all staff are aware of their responsibilities in relation to disability equality and that it is considered in decision and policy making. Disclosure Scotland is committed to establishing a workforce that reflects the population it serves at all levels.

Our overarching disability equality objective will be to effectively and appropriately ensure that our policies and practices are subject to Disability Impact Assessment and that disability equality issues are taken fully into account.

What is known about the experiences of, and issues for, disabled people within the Agency Responsibilities

Disclosure Scotland is aware that around 20% of the population are disabled people. We have an ageing population and the incidence of disability is likely to increase. We also know that the employment rate for disabled people of working age in Scotland is 47.4%, in comparison to an employment rate of 82.7% for those with no disability.

The Scottish Government has developed an Equality Impact Assessment (EQIA) toolkit which can be used across 6 equality strands. Equality Impact Assessment will be undertaken where relevant in relation to policies and practices contributing to our strategic function, which is to inform recruitment decisions through the timely provision of disclosure certificates and therein, help protect vulnerable groups. It is for the relevant Policy Area to determine priorities and processes for ensuring impact assessments are undertaken.

Disability Equality Action Plan

Key actions which are designed to address disability issues identified from evidence and involvement

Policy	Action	By Whom	By When	Expected Outcome
Training of Staff	We will arrange awareness sessions for staff covering all equality duties	Business Management Unit	January 2011	Awareness of the issues faced by those with disabilities. Staff will be able to interact with disabled people in a confident and appropriate manner.
	We will make Scottish Government material available to all staff to further raise awareness of the equality duties.	Business Management Unit	January 2011	
Recruitment Policy	Staff are selected with due regard to the Scottish Government's recruitment policies and procedures in relation to disability equality. Resourcing must be Fair, Consistent, Relevant, Competency Based, Open and Transparent. Managers also have access to the Resourcing Toolkit.	Recruiting Managers	Ongoing Practice	Recruitment process is accessible to all, and barriers to the recruitment of people with disabilities are broken down.
Accessibility of processes and information	Disclosure Scotland will continue to provide application Guidance notes in Braille and Audio format in addition to the standard Guidance notes. Our website also contains guidance on how to complete a Disclosure application form. We will also continue to	Applications Team	Ongoing Practice	Visually impaired readers will have easier access to information as well as applicant's with learning disabilities.

	<p>provide help lines for any other issues applicant's may have while going through the disclosure process. Customers can also contact staff at Disclosure Scotland's support desks.</p> <p>Our Protection Unit will take necessary steps to give all individuals a fair opportunity to represent themselves.</p>	Protection Unit	Ongoing Practice	Individuals will have a fair chance to make a representation regardless of any disability they may have.
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Key actions within the Agency areas of responsibility where disability equality is being mainstreamed

Policy	Action	By Whom	By When	Expected Outcome
Ensure that the policies we develop and/or provide pay due regard to the need to eliminate any unlawful discrimination against disabled people.	<p>We will educate our staff by holding awareness seminars to ensure they understand what is unlawful discrimination and are aware of their responsibilities to disabled customers and stakeholders.</p> <p>All teams will use Equality Impact Assessment tool where appropriate prior to introducing new procedures</p>	<p>Business Management Unit</p> <p>All staff who are responsible for implementing policies and procedures</p>	<p>January 2011</p> <p>Ongoing Practice</p>	<p>Our staff are aware of their responsibilities in relation to their specific remits.</p> <p>Our policies and procedures meet the needs of all staff and stakeholders including those with a disability.</p>
Ensure that the policies we develop and/or the services we provide are able to pay due regard to the need to promote equality of	We will ensure that any consultations reflect the diversity of our communities and will seek to include all groups affected by the proposals.	The Manager who is leading the development	Ongoing	<p>Staff have a better understanding of disability equality leading to better, more inclusive policies and improved outcomes for disabled people.</p> <p>Service delivery</p>

opportunity between disabled and non-disabled persons.				accurately meets the needs of disabled people.
Ensure that the policies we develop and/or the services we provide are able to pay due regard to the need to eliminate any harassment of disabled people, related to their disability	We will ensure that all staff are aware of the disability duty and are trained in disability equality by running awareness seminars	Business Management Unit	January 2011	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
	Where required we will engage effectively in the equality impact assessment with a view to highlighting potential discrimination and to ensure that where policies can help to prevent harassment we build appropriate measures into their development.	The Manager team who is responsible for the policy area	Ongoing Practice	
	All Disclosure Scotland staff have a mandatory diversity objective which is – to Ensure that they are familiar with Scottish Government’s Diversity policy and to challenge any behaviour deemed to be unacceptable in line with this. This objective is reviewed at appraisals.	Line Managers	Yearly Appraisal	Disabled staff and stakeholders do not experience harassment on account of their disability.

<p>Arrangements we will put in place to promote positive attitudes towards disabled people will include:</p>	<p>Ensuring that all staff are informed about the need to promote positive attitudes towards disabled people. This will be achieved through the awareness seminars</p>	<p>Business Management Unit</p>	<p>January 2011</p>	<p>Positive staff attitudes toward disability.</p>
<p>We will encourage the participation of disabled people in public life by:</p>	<p>Adhering to the Scottish Government's recruitment policy.</p> <p>New recruits will receive a Health & Safety briefing where they will be able to advise what, if any, additional equipment/assistance is required. HSO will discuss reasonable adjustments with staff where necessary. A number of our staff are trained as HSLOs to assist the H & S Officer</p>	<p>Recruiting Managers</p> <p>Health & Safety Officer and HSLOs</p>	<p>Ongoing Practice</p> <p>Ongoing Practice</p>	<p>Fair and open recruitment available to all.</p> <p>A working environment which allows members of staff to participate fully in the work of the Agency.</p>
<p>To ensure that disabled people are involved in the development of our department's policies and activities</p>	<p>Major policy development and implementation teams will ensure (where possible) disabled people are actively involved in part of the planning phase as well as consultation phase.</p>	<p>The Manager who is leading the development</p>	<p>Ongoing Practice</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>

<p>To ensure that we are able to report progress on an annual basis.</p>	<p>We will check the progress of this Action Plan in March 2011. In future we will include the Action Plan within the Business Plan.</p> <p>We will continue to include diversity as a mandatory objective within each member of staffs performance appraisal.</p>	<p>Business Management Unit</p> <p>Line Managers</p>	<p>2011-12 Business Plan</p> <p>Current Practice. Reviewed at yearly appraisal</p>	<p>Ability to monitor and action across equality duties.</p> <p>Equalities will be intrinsic to every member of staff's job remit. Evidence will need to be positively demonstrated.</p>
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