

Disability Equality Scheme - Three Year Action Plan - December 2006 to December 2009 (Update as of December 2007)

This section covers the specific actions we propose to take over the next 3 years to meet our duties under the Disability Discrimination Act. These actions have been split to cover separate subject areas. The 7 subject areas are:

- Employment practice
- Access to information
- Physical access
- Participation and engagement
- Organisational development
- Services
- Awareness raising and training.

Each of these areas are aligned to the SPCB's corporate aims and objectives to ensure that our disability equality priorities are linked to our business needs.

The Equalities Team will work closely with project sponsors and business areas which are responsible for implementation and will provide the necessary support and assistance required.

Timescales

Immediate = up to six months (December 2006 - May 2007);

Medium = up to eighteen months (December 2006 – May 2008);

Long term = up to 36 months (December 2006 – December 2009)

1. Employment practice

	Issue	Action	Project Sponsor	Delivery	Timescale	Progress
1.1	Current application process does not formally allow applicants to discuss the post in advance of making an application. This could help a disabled person decide whether to make an application.	Review the recruitment board process to offer potential applicants the option to contact the Parliament in advance of making an application.	Recruitment Manager	Recruitment Team; all offices	Immediate	Achieved. Disabled applicants invited to get in touch to discuss vacancies via recruitment material and website.
1.2	Some applicants might find it difficult to complete the application form.	Review current descriptions of competencies required for posts. Simplify language used to describe the application process in the application form.	Recruitment Manager	Recruitment Team; BIT; Scottish Parliament Information Centre (SPICe)	Immediate	Achieved. All material has been reviewed and language simplified where possible, competencies are explained more clearly and in greater detail, contributions from business areas are reviewed/amended to ensure clarity and simplicity.

	Issue	Action	Project Sponsor	Delivery	Timescale	Progress
1.3	<p>Disabled staff should be asked about their individual needs and whether they require any support to carry out their role.</p>	<p>Amend guidance for line managers giving examples of how to support disabled staff positively.</p> <p>Proactively encourage staff to discuss any support needs with their line manager or Personnel</p> <p>Investigate the option of a network for disabled staff. Find out from other organisations how they have facilitated such a network. Discuss the options with disabled staff.</p> <p>Ensure the support needs of disabled staff are reviewed regularly</p>	Head of Personnel	Personnel Office; all Line Managers	Medium	<p>On target. We are currently gathering information on how the existing process works and whether this is effective in meeting the needs of staff.</p> <p>Further work will commence at the end of February. Staff with a disability will be identified and data uploaded onto our HR system for us to meet our equalities monitoring duties and also to support the rest of the work required by this action point.</p>

	Issue	Action	Project Sponsor	Delivery	Timescale	Progress
1.4	Reasonable adjustments can take time to implement.	<p>Review the process and length of time it takes for adjustments to be made for disabled staff.</p> <p>Issue guidance to managers on making adjustments for staff so that all requests are dealt with reasonably and as quickly as possible.</p>	Head of Personnel	Personnel Office; Facilities Management; BIT	Medium	<p>On target. Initial discussions held with Personnel Office.</p> <p>Equalities Team gathering information on reasonable adjustments which have already been made and how the process works for disabled staff.</p> <p>Internal working group comprising of Personnel, Equalities, BIT, FM functions to be set up to establish clear guidance on reasonable adjustments for staff.</p> <p>This work will commence in late February/early March.</p>

	Issue	Action	Project Sponsor	Delivery	Timescale	Progress
1.5	Statistical data on the number of disabled staff in the organisation	<p>Monitor the number of disabled staff through the staff audit 2007.</p> <p>Monitor the number of disabled staff recorded by Personnel.</p>	Head of Personnel; Equalities Manager	Personnel Office; Equalities Team	Medium	<p>On target. Staff audit complete and includes questions on disability and the experiences of disabled people.</p> <p>The findings will be published in February 2008.</p> <p>Personnel's Disability audit will commence at the end of February 2008.</p>
1.6	Lack of awareness of the Access to Work Scheme.	Issue guidance to all managers on the Access to Work Scheme.	Head of Personnel	Personnel Office; Equalities Team	Medium	On target. Guidance is expected to be issued by the end of February 2008.
1.7	Staff audit has identified low representation of disabled staff.	<p>Establish a positive action programme to encourage further applications from disabled people.</p> <p>Monitor the impact of the programme</p>	Recruitment Manager; Equalities Manager	Equalities Team; Personnel	Medium	<p>In progress. Exploring other placement programmes to find out how they have been set up.</p> <p>Contacted disability organisations to discuss possibility of working in</p>

		for a period of three years after completion				<p>partnership during this project</p> <p>Personnel working with Equalities team to develop positive action programme. Will cover Black Minority Ethnic groups in the first instance, to be followed by disabled groups later this year.</p>
1.8	Lack of statistical data in relation to the employment of disabled staff.	Review current monitoring of employment issues relating to recruitment, access to training, grievance, harassment, disciplinary etc to identify areas where further monitoring may be required	Head of Personnel; Equalities Manager	Personnel Office	Long term	<p>In progress. Collected recruitment data on the application and success rates of candidates including disabled candidates.</p> <p>Introduced a new statistical section to the Annual Equalities Report in December 2007.</p> <p>Further data will be produced via the new Human Resources (HR) system (2009/10)</p>

2. Access to Information

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
2.1	Financial information provided regularly to staff is not accessible.	As part of the Finance Change Programme review all information provided to staff and improve the accessibility of financial reports and information (examples: ledger / open orders).	Head of Finance	Finance Office	Immediate	Achieved. Now using electronic distribution of information such as cost statements and development of new reports using 'Discoverer'. This means that improved information is available from the Finance system. Staff are able to readily access and covert into a format, usually excel, in which they are able to set the reporting formats to suit their own requirements.
2.2	MSPs should be given examples of good practice in promoting disability equality.	Highlight examples of good practice in promoting disability equality on the Members' Channel on SPEIR	Equalities Manager	Equalities Team; SPiCe	Medium	Partly Achieved. The equalities team advised the Members support team on important aspects of the Disability Discrimination Act which were built into discussions with Members following the election and guidance provided to Members.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
						The Equality and Diversity week exhibition displayed in the garden lobby highlighted examples of good practice.
2.3	Accessibility of language in SPICe briefings.	Review accessibility of language used in SPICe briefings.	Head of SPICe; Equalities Manager	SPICe	Medium	On target. All published SPICe briefings are being monitored for a six month period (11/07 – 4/08). The objective is to review and improve the quality of briefings, including the use of plain English, clear layout and accessibility to readers with no prior knowledge of the subject matter. Formatting, font size and use of italicised text will also be included. It is anticipated that the review will result in changes to our peer review process and to our writing and style guide.

	Issue	Action	Project Sponsor	Delivery	Timescale	Progress
2.4	Information produced by the Parliament can for some people be difficult to understand.	Review use of accessible language in public information literature.	Head of Public Affairs Group	Public Affairs Group; Official Report; Equalities Team	Medium	On target. An Easy Read edition of How the Scottish Parliament Works is being trialled with a user group at the moment. We are hoping to be able to publish this in March 2008. ENABLE are working on this with us. Other publications will follow.
2.5	Updating of distribution lists of disability organisations for press releases.	Explore possibilities of subscription based e-zine with news content	Head of Public Affairs Group	Public Affairs Group; Equalities Team	Medium	Not started. A Web Editor is being recruited who will have responsibility for taking this work forward.
2.6	Lack of information on the participation and needs of disabled people attending events in the Parliament including the Festival of Politics.	Review ways in which we can improve feedback from people attending events in the Parliament.	Head of Public Affairs	Events Team; Equalities Team	Medium	Partly achieved. Festival of Politics feedback forms were amended to ask disability related questions in August 2007. Events Team considering monitoring a random number of events per

						<p>month to specifically evaluate the event delegates as well as the event organisers looking at disability, guest satisfaction, gender etc.</p> <p>MRO have recently (September 2007) reviewed their media mailing lists and updated their disability interest mailing list – which contains 30 contacts.</p>
2.7	Improve accessibility of Official Report.	As part of the Information Management programme replace the software that the official report uses to generate and publish text to create a more easily searched and more accessible electronic publication.	Head of Official Report	Official Report; BIT	Long Term. Preliminary work on project approved	<p>On target. The Official Report completed the initial stages of the project, which included process mapping and a user survey. Development of the software will follow. Progress will continue to be monitored through the Information Management Strategy programme.</p>

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
2.8	It can be difficult for some people to search for information on the web, for example the stages of a bill.	Information management programme to address issues of usability and searchability of website. Incorporate disability equality issues within new strategy for website/ intranet.	Bill Thomson	BIT; SPICe; Public Affairs Group	Long term	Not started. A scoping paper for Directors is currently being prepared on how to take forward web developments including content refresh, redesign, and required systems to underpin content management.
2.9	The use of Braille business cards.	Explore the options for the provision of Braille business cards to all MSPs and staff.	Equalities Manager	Facilities Management; Equalities Team	Long term	Not started. Braille business cards are available as an option under the current contract. However, not everyone uses them. The overall accessibility of business cards in the Parliament in general needs reviewed with consideration to be given to having Braille cards as standard.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
2.10	Parliament's information not easily accessible to people with learning disabilities, for example public information leaflets, information about parliamentary business. It can also take some time to produce information in alternative formats	<p>Provide 3 main public information publications in easy read along with other formats.</p> <p>Make video highlights package available on the website and on DVD on request.</p> <p>Include what publications would be most appropriate for translation into easy read as well as into other alternative formats in the review of the Language Policy.</p> <p>Consider options for automatically providing more information in</p>	Head of Public Affairs	Public Information; Broadcasting; Corporate Publications Team	Long Term	<p>On target. Consultation was held with Scottish Consortium on Learning Disability on easy read formats, design and publication.</p> <p>A contract has been awarded for the production of easy read versions of public information literature and other parliamentary documents.</p> <p>Development of an Accessibility Guide on services we provide to the public is underway (Deadline March 2008). Currently looking for organisations to assist in development and production of a map and guide.</p> <p>All monthly video highlights</p>

		alternative formats rather than reacting to requests.				packages and any videos produced are available for viewing on www.holyrood.tv . DVDs are also provided on request.
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3. Physical Access

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
3.1	Evacuating deaf people safely from the building if there is a fire alarm.	<p>Purchase and install a system for alerting deaf people to fire alarms and other evacuations.</p> <p>Monitor the uptake of system once installed both by staff and visitors.</p>	Fire Safety Project Manager	Fire Safety Project Manager	<p>Immediate</p> <p>In progress</p>	<p>Achieved. System installed and fully running in November 2007.</p> <p>System tested during a fire evacuation in December 2007 with Deaf volunteers. Whilst there were some problems, feedback was provided to the Fire Safety Manager and these have now been rectified.</p>
3.2	MSPs to be reminded of the availability of access audits.	Further promote availability of access audits and the uses of the disability allowance to MSPs.	Head of Allowances; Equalities Manager	Allowances Office; Equalities Team	Immediate	<p>Achieved for 2007. Allowances staff currently meeting all new Members individually. They make reference to the access audit checklist and best practise in constituency offices fact sheets. There is specific reference to the availability of the Disability Allowance to cover costs of access audits.</p>

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						Inclusion Scotland has also written to all MSPs to advise them of the availability of this allowance and to encourage MSPs to make use of it.
3.3	There is a need for an adult changing bench and hoist.	<p>Install a fixed-track ceiling hoist in garden lobby megaloo to allow the changing bench to be used safely and to make the Parliament more accessible to people who require the use of a hoist.</p> <p>Consider the need for a procedure for staff to escort members of the public to the megaloo.</p>	Equalities Manager	Equalities Team; Facilities Management	Immediate In progress	Achieved. The hoist was installed in June 2007.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
3.4	There is a risk to injury if someone falls into the pond particularly someone with a visual impairment	Consider accessibility issues in the review of the ponds	Health & Safety Manager	Facilities Management; Equalities team	Medium	Not started. The temporary barriers will remain in place.
3.5	Bollards outside the entrance can be a hazard to people with visual impairments.	Include accessibility issues including bollards within Health & Safety review.	Health & Safety Manager	Facilities Management; Equalities Team	Medium	Not started. The positioning of bollards will be reviewed as part of a wider review of security arrangements.
3.6	Car parking for disabled people in the Scottish Parliament car park.	Remind staff of the availability of the car parking spaces for use by business visitors only; ensure appropriate security and visitor pass arrangements are taken into account.	Equalities Manager	Security office	Medium	Partly achieved. Arrangements are in place for disabled visitors accessing the car park.
3.7	Pointed corner on the desk at the Canongate entrance could be a hazard to wheelchair users or	Monitor the number of incidents relating to the pointed corner of the desk and if necessary take appropriate action if	Health & Safety Manager	Facilities Management	Medium	Achieved for 2007. One near miss was recorded in December 2007. A change request has been issued for redesign of the pointed corner.

	people with a visual impairment.	necessary.				
3.8	Sloped canopy support columns at public entrance could be a hazard as visually impaired visitors could walk into them.	Monitor the number of incidents relating to the sloped canopy at public entrance and if necessary take the appropriate action	Health & Safety Manager	Facilities Management	Medium	Achieved for 2007. There have been no such incidents.
3.9	Signage in the building needs improving.	Review and improve signage in areas open to the public, for example the use of symbols, size of font and location of signs.	Head of Facilities Management	Facilities Management	Long Term	On target. All new permanent signs in the public area manufactured in approved text and font. Picto logos added to new signs where appropriate. 12 of 16 new or improved signs installed in Main Hall. Remaining signs to be installed over February recess, including permanent way finder signs for Main Hall functions and Countdown Clock for Guided Tours. New external signage to be installed by end of March 2008.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
3.10	Low lighting levels in the main public hall.	Review of lighting levels in the Parliament building to be included in review of main hall and exhibition area.	Director of Technology and Facilities Management	Facilities Management	Long term	On target. Work is under way with a specialist lighting contract to develop a solution for the Public Foyer (main hall) to improve light levels. The work will involve replacing existing fittings with brighter more efficient ones. The work is currently planned to be completed by the end of the financial year.
3.11	Disabled people with certain types of impairment are unable to access parts of the main hall exhibition.	Include consideration of all access and equality issues in future review of public space.	Head of Visitor Services	Visitor and Outreach Services; Facilities Management	Long term	On target. This requirement has been included into the refresh of the exhibition which should be completed by March 2008. Implementing the full requirement will be progressed under review implementation project for visitor services; the timescale for this is yet to be confirmed.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
3.12	Doors are too heavy in several locations throughout the Parliament.	<p>Prioritise which doors need reviewed depending on where they are located and for what purpose they are used.</p> <p>Review tension on doors which have been identified to ensure it is at a minimum.</p>	Head of Facilities Management	Facilities Management	Long Term	<p>On target. Maintenance contractors have recently completed maintenance on all surveyed doors including fire doors and adjusted where necessary.</p> <p>Work is underway to investigate mechanical and electro mechanical hold back devices for designated doors.</p>
3.13	TV monitors in the Chamber are too small, too high and too far away for some people to see easily.	<p>Consider installation of larger monitors or alternative options when replacing current ones.</p> <p>Alternative locations for installation to be considered to ensure easier viewing for all.</p>	Head of Broadcasting	Broadcasting ; Facilities Management	Long term	<p>On target. Current monitors are all in working order and will only be replaced at end of life.</p>

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
3.14	The current display in the shop and whether it is accessible to a wheelchair user.	<p>Include accessibility of shop displays in future review of space.</p> <p>Update shop staff training on disability equality so that they can anticipate and make reasonable adjustments</p>	Head of Visitor and Outreach Services	Visitor and Outreach Services	Long term	On target. This will be progressed under a review implementation project for visitor services; the timescale for this is yet to be confirmed.
3.15	Limited choice of chairs in the public area for people with different needs. With the existing chairs there is no back support and no arms to assist someone getting out of the chair.	Consider in the review of the public space the replacement of chairs including alternative styles of chair, different heights and chairs with and without arms.	Head of Visitor and Outreach Services	Facilities Management; Equalities Manager	Ongoing	<p>On target. This will be progressed under a review implementation project for visitor services; the timescale for this is yet to be confirmed.</p> <p>This issue will be considered if new chairs are bought ahead of the main project timescale.</p>

4. Participation and engagement

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
4.1	Committees' procedures for consulting with disabled people on proposed legislation, inquiries, etc.	<p>Review how equalities issues are considered by Committees.</p> <p>Review consultation processes to ensure disabled people are being consulted.</p> <p>Consider whether an appropriate mechanism is needed to ensure that committee and members' bills fully take into account disability equality issues.</p> <p>Update in SPCB equal opportunities annual report.</p>	Head of Committee Office	Committee & Chamber Offices	Medium	<p>In progress. The review has been completed. The clerks' recommendation that committees undertake an equalities review was forwarded to the Equal Opportunities Committee. The matter is now being considered by the Standards, Procedures and Public Appointments Committee and is being taken forward through political channels.</p> <p>The action to review consultation processes should be read in conjunction with the action point under 4.2 as both are part of the same process. The Equal Opportunities Committee team has commenced a review of the</p>

					<p>mainstreaming guidelines with a view to improve and clarify them if appropriate. This exercise will be followed by a review of how the guidelines are being implemented in the committee teams, whether the processes are accessible, the feedback options are adequate and if alternative methods are needed. These actions will be reflected in the directorate's equalities plan.</p> <p>Achieved. As both these processes require that the policy memorandum cover equalities issues and are covered by the mainstreaming guidelines, no further or alternative mechanisms are required.</p> <p>All the above are being reported back in the annual equality report.</p>
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	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
4.2	Feedback on how committee consultations are carried out and whether they are accessible to all.	Clarify feedback options and to explore alternative methods if appropriate.	Head of Committee Office	Committee & Chamber offices	Medium	In progress. See above. This should be integrated with the 2 nd action point under paragraph 4.1.
4.3	Understanding the role of the Parliament – are disabled people properly informed about what we do?	When reviewing wider activity of engagement and participation include the needs of disabled stakeholders Include consideration of disabled people's needs during the review of Outreach and Education Services.	Head of Public Affairs	Equalities Team; Outreach Services	Medium	On target. The review of education and outreach report recommends: - We develop our targets for community outreach to complement Parliament's overarching engagement strategy each session. Disability groups are included. The detail of how we will deliver on this recommendation will be developed from 08/09 onwards

5. Organisational Development

	Issue	Action	Project Sponsor	Delivery	Timescale	Progress
5.1	Disability equality issues needs to be built into corporate planning from the very outset.	Ensure new corporate planning process has disability and other equality issues built in from the very outset. Implement monitoring process to ensure planning process includes disability and other equality issues.	Head of Corporate Policy Unit	Corporate Policy Unit	Immediate	Partly achieved. Corporate Policy Manager consulted the Equalities Manager when drafting the 2008-11 Management Plan.
5.2	Language in PEEPs procedures needs to be improved taking into account terminology which promotes the social model approach	Update Personal Emergency Evacuation Plans (PEEPs) procedures.	Fire Safety Project Manager	Fire Safety Project Manager; Equalities Team	Immediate	Achieved. The information has been updated in line with new disability equality duty.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
5.3	Complaints procedure and any forms associated with it need to be easy to understand and accessible to all.	Produce complaints form in accessible formats along with standard form.	Corporate Policy Manager	Corporate Policy Unit; Public Information Service; Corporate Publications Team	Immediate	<p>Achieved. Corporate Policy Manager consulted Equalities Adviser when designing complaints form. It is easy to understand and will be available in accessible formats on request.</p> <p>The complaints scheme procedures go live in Feb 2008.</p>
5.4	Improve monitoring of contractors' performance in promoting disability equality.	Build into contract management monitoring of contractors performance on equality issues.	Head of Procurement	Procurement	Medium	<p>On target. Procurement and Equalities currently in discussions about EC regulations restricting the implementation of the equalities legislation into the procurement process.</p> <p>Draft Responsible Purchasing Strategy action plan includes commitment to equalities monitoring of contractors.</p>

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
5.5	Strengthen SPCB's methods for impact assessment	<p>Carry out a review of all functions required to impact assess</p> <p>Develop a tool to assess the impact of a new policy, provision or practice on equality for disabled people.</p> <p>Pilot the tool in 3 business areas in the Parliament.</p> <p>Collect results of all impact assessment</p> <p>Publish the results of all impact assessments</p>	Equalities Manager	Corporate Policy Unit; Equalities Team	Medium	On target. Work commenced on this in January 2008. Information on what other organisations are doing has been collated and analysed.
5.6	Evacuation of disabled people needs to be regularly practised.	Include evacuation of disabled people in annual emergency evacuation exercise.	Fire Safety Project Manager	Fire Safety Project Manager	Medium	Achieved. Disabled people have been involved in two fire safety evacuation exercises during 2007 to ensure that the procedures allow for safe evacuation of

						<p>people who require assistance or support.</p> <p>This involvement will be ongoing on an annual basis.</p>
5.7	<p>Consideration of equality issues during project planning.</p>	<p>Ensure equalities issues are considered during project planning in the Parliament.</p> <p>Monitor the impact on equality on completion of each project.</p>	<p>Project and Best Value Manager</p>	<p>Project and Best Value Manager; Equalities Team</p>	<p>Medium</p>	<p>On target. The Parliament is currently undertaking an exercise to redefine its project governance procedures. In doing this the projects and best value manager will ensure that Equalities is built into considerations and documentation wherever possible.</p> <p>The new processes and documentation are planned to commence being rolled out during 2008.</p>
5.8	<p>How do we monitor complaints in relation to disability equality issues?</p>	<p>Monitor the number of complaints on disability equality issues and build into wider Complaints procedure.</p>	<p>Equalities Manager</p>	<p>Equalities Team; Corporate Policy Unit; Public Information Service</p>	<p>Medium</p>	<p>Not started. The complaints procedure will go live in February 2008. We will monitor complaints on disability equality issues and provide advice to offices as required.</p>

6. Services

	Issue	Action	Project Sponsor	Delivery	Timescale	Progress
6.1	First aiders not identifiable in all public areas.	All staff working in public area to be reminded to wear first aid badge.	Health & Safety Manager	Health & Safety Manager	Immediate	Achieved. All first aiders are now required to wear badges and a note has been circulated to all reminding them to wear their badges at all times.
6.2	Only having a textphone at visitor services/public information could mean some deaf people are less likely to contact the Parliament about job opportunities.	Consider providing additional textphones in strategic locations such as Personnel office.	Equalities Manager	Equalities Team; BIT; Personnel	Medium	Partly achieved. A textphone has now been installed in the Personnel Office. Consideration will be given to other locations in the Parliament where it may be necessary.
6.3	Lack of provision of parliamentary services such as broadcasting, induction loops and BSL interpreters for cross-party groups, which might prevent equal participation.	Invite Standards Committee to examine the issue of access for disabled people to participate equally in the work of the cross party groups.	Head of Chamber Office	Chamber Office	Long Term	Not started. This is a long term action and will be considered in 2009.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
6.4	Lack of sound-assistive system for tours.	Review technologies in the provision of tours.	Head of Visitor and Outreach Services	Visitor and Outreach Services	Long term	On target. Future procurement exercise has been suggested, involving audio elements for tours. Action is expected on the completion of staffing levels recommended by the Education and Outreach Reviews, although no dates have been confirmed.

7. Awareness Raising and Training

	Issue	Action	Project Sponsor	Delivery	Timescale	Progress
7.1	Chief Executive and senior management to take a proactive leadership role in promoting disability equality.	Provide disability equality training for senior managers to support their proactive leadership role in promoting disability equality.	Equalities Manager	Chief Executive; Equalities Team	Immediate	Achieved. Equalities leadership training incorporating disability equality took place on 25 October 2007. Participants included the Chief Executive and all Directors.
7.2	New MSPs will require equalities information following the election in 2007.	Include equalities guidance and information on the Members Channel for new members following the 2007 elections.	Equalities Manager	Equalities Team; Head of Chamber Office	Immediate	Partly achieved. MSP Support team consulted with the Equalities Team in advance of producing MSP guidance on terms and conditions. This was subsequently distributed to Members.
7.3	Measuring the impact of disability equality training on our organisational functions	Review the effectiveness of the disability equality training programme which was attended by front of house staff.	Equalities Manager	Equalities Team	Immediate	Partly achieved. Monitored attendance and received training consultant's report on staff feedback. Next step is to check with staff how much they have learnt from the training with a follow up evaluation.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
7.4	Need a structured approach to disability equality training which identifies different functions/ responsibilities of staff in the organisation.	Develop an equalities training framework which supports the aims of the learning and development strategy	Training and Development Manager; Equalities Manager	Equalities Team; Training and Development Team	Medium	Not started. Discussions in relation to this objective are due to start in April 2008.
7.5	MSPs are responsible for ensuring they are familiar with the duties of the Disability Discrimination Act.	Review and update guidance for MSPs on the Disability Discrimination Act 2005.	Equalities Manager	Equalities Team	Medium	Not started. All guidance materials will be updated as part of our overall review of the equalities framework.
7.6	Improve the promotion of disability equality at operational level	Develop opportunities for business areas to exchange information and share good practice on disability equality. Consider use of current options for example SPMN.	Equalities Manager	Equalities Team	Medium	Partly achieved. A Snippets session was held to share good practice examples in implementing equalities. This covered a wide range of disability issues which have been implemented across the Parliament.

	Issue	Key Action	Project Sponsor	Delivery	Timescale	Progress
7.7	On equality issues, language and terminology needs to be consistent throughout the Parliament.	Issue list of acceptable terms and language in relation to disability equality to all offices. Include section within the Parliament's style guide	Equalities Manager	Equalities Team	Medium	Not started. We will liaise with the Corporate Publications team to explore ways in which this can be built into our existing guidance on the use of language by March 2008.
7.8	More information is needed on provisions that can be made for staff attending training.	Revise training and development SPEIR pages to include a "meeting your needs" section.	Training and Development Manager	Training and Development Team	Medium	On target. Plans are to start this work in February 2008 with a completion date of May 2008. The Equalities Team and our Contracted Corporate Training Supplier will be involved in discussions around our current provision and how this can be improved. Information will then be on a specific section of the Training and Development pages of SPEIR and through the Training Liaison Officer and Subject Matter Expert networks.

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7.9	Training liaison officers need to be kept up to date with disability equality issues.	Circulate disability equality information to all training liaison officers.	Training and Development Manager	Training and Development Team; Equalities Team	Medium	Not started. The Equalities Manager and Equalities Advisor have agreed to attend one of the Parliament Training Group meetings to discuss with the Training Liaison Officers – they will be involved to either the February 2008 or May/June 2008 meeting