

**Review of support for disabled staff -
recommendations**

Ref.	Recommendation	Accountable lead
Experience of being disabled		
1	Establish a network of disability champions to support disabled staff across the University. These would be a range of colleagues who are subject experts, have knowledge and experience of being disabled and/or those working with disabled colleagues. Champions should be trained and the role would be voluntary (mirroring the model of the revised dignity adviser training and role description).	Employee Relations, Specialist Services
2	Ensure clarity on expectations, roles, and responsibilities in relation to reasonable adjustments by: - Developing and publishing a guide to provide clarification on how to agree and make reasonable adjustments for disabled staff. - Introduce reasonable adjustment passports to ensure consistency and support transitions between roles. - Produce examples and case studies of reasonable adjustments to build knowledge and ideas of what is possible, whilst clarifying that reasonable adjustments are examples rather than mandates and that all settings should be considered on a case-by-case basis	Employee Relations, Specialist Services
3	Training on the legal responsibilities associated with supporting disabled staff should be made mandatory for all line managers. All current line managers should complete this training with a year of publication of the report. This training should be accompanied by clear support for line managers from HR specialists and accessible tools and documents.	Professional Development, Leadership and Management Academy
4	Linking to the recent review of Staff Networks, increased clarity of the role of the disabled staff network, its aims and governance will be provided. This should be accompanied by increased visibility and accessibility of network activities.	Senior Project Manager EDI , HR Project Officer
Physical and digital infrastructure		
5	Change the location of Occupational Health to ensure it is more visible and accessible.	Estates, Finance
6	Ensure all lecture & teaching rooms have appropriate stools and chairs available for the speaker/teacher.	Estates, Finance
7	Develop a digital resource that provides a one-stop-shop for advice/information about policies; examples of best practices and ideas for equipment provision and accessibility solutions. This should include information about the accessibility of buildings and directions for alternative routes which should be managed to provide up to date information at all times.	Digital Information Services, Professional Development, Leadership and management academy, Estates
8	Establish a working group comprising key professional service team members, including but not limited to Estates, Employee Relations, Occupational Health, and the Safety Office, to ensure shared ownership of issues raised that relate to the physical infrastructure of the University and collaborative problem-solving.	Various professional services teams, Estates, Employee Relations, Occupational Health, Safety Office
9	All projects must include consideration of equality, diversity & inclusion through the completion of an Equality Impact Assessment at the beginning of the project, reviewed throughout. To support this, all Project Management teams/groups should have a nominated EDI lead to ensure consideration of the impact throughout the project lifecycle.	PPSC, PM Community of Practice, Senior Project Manager EDI
Culture and behaviour		
11	Develop a communication plan to publish the outcomes of the Support for Disabled staff review, including the acknowledgment that our current levels of support for disabled staff are not consistently as high as they should be and detailing the plan for implementing the recommendations and improving support. This communication should include a clear reference to our obligations to disabled staff under the Equality Act 2010.	Internal Communications Team, Senior project manager EDI
12	Within our communications, ensure we reflect the social model of disability and beyond in partnership with disabled staff. Consider additional action that further embeds the model and supports changing attitudes, behaviours and culture in the long term.	Specialist Services, Internal Communications Team
13	Review the information within our HR systems, websites and communications to ensure it clearly explains how a disability should be declared and what happens when one is declared. This should include information to support both the disabled staff and their line manager.	Employee Relations, Specialist Services, Internal Communications Team
14	Aim to introduce a change in process, which, with permission of the staff member, allows HR colleagues to directly inform line managers when a member of staff has declared a disability, maintaining GDPR obligations. This aims to encourage closer collaboration between HR and line managers, and make the process easier for disabled staff, whilst maintaining privacy and confidentiality.	Employee Relations, Specialist Services
15	Conduct a feasibility analysis to explore whether a central source of funding could be provided to support costs incurred when making reasonable adjustments.	Finance, Human Resources, Pro Vice- Chancellor EDI
16	Clarify the role of Disability Liaison Officers (DLOs) to ensure equivalent support for staff and students. This could involve either a) expanding the role to include staff and students (recognising that this will require an increase in the number of staff who take on the DLO roles), or b) establishing the proposed 'disability champions' as equivalent to student-facing DLOs.	Disability Liaison officers lead
Support for line managers		
17	Build toolkit with sources of support for managers if time management of staff members becomes significant	Human Resources
18	Provide support to all staff by providing training as already identified within this report, and with specific recognition for Specific Learning Differences.	Human Resources, Leadership and management academy
20	Produce a clear and accessible guide for line managers who have responsibility for supporting staff with disabilities, including coverage of specific learning differences.	Employee Relations, Specialist Services
Specialist Support provision		
22	Work in partnership with the Employee Relations team in HR to ensure a closer partnership between staff from Occupational Health and the wider University.	Employee Relations
23	Review capacity within the Employee Relations team and make recommendations for further investment where the need is identified.	Business Partnering