

A3 - Disability Equality Scheme Action Plan

This action plan details the actions that the British Library will take over the next three years to satisfy the Disability Equality Scheme Duty.

NUMBER	ACTION	TARGET	IMPACT ASSESSMENT LEVEL
	Employment		
D01	Establish the need for additional resources to support the DES	Year 1 Q1	15
D02	Establish qualitative monitoring of all HR policies to ensure that organizational development needs are achieved	Year 1 Q1	15
D03	Establish a monitoring system for all reasonable adjustments that are made to enable common issues to be proactively addressed	Year 1 Q1	15
D04	Build stronger networks to enable greater insight into national and local initiatives	Year 2 Q1	15
D05	Establish a disability support network	Year 2 Q2	15
D06	Establish budget to support access to work needs	Year 1 Q2	15
D07	Roll out Disability Equality training	Year 1 Q2	15
D08	Ensure that all managers have been trained in the corporate Recruitment and Selection Training Programme	Year 1 Q2	15
D09	Launch Disability Confident on line training tool	Year 1 Q3	15
D10	Revise the terms of reference for the Disability Action Group and re launch the group	Year 1 Q1	15
D11	Review the Diversity Policy to ensure this meets all statutory requirements	Year 2 Q3	15
D12	Review the Diversity website and ensure that this holds relevant and informative information which is easily accessible	Year2 Q4	15

D13	Establish a regular managers newsletter to ensure that case law updates are brought to managers attention and that current legislation issues are brought to their attention	Year 1 Q3	15
D14	Ensure that Impact Assessment Training is made and delivered to managers	Year 2 Q2	15
D15	Ensure required standards for Disability Employment Two Ticks Symbol continue to be met	Year2 Q2	15
D16	Identify all staff, in particular front line staff for training in Disability equality and customer services	Year 1 and ongoing	13
D17	Embedding Disability equality by including disability equality objectives in personal objectives, and identify responsibilities in job profiles – especially for front line staff	Year 1 and ongoing	13
D18	Improve workforce knowledge of, and commitment to the DES by continued use of internal communications etc	Year 1 and ongoing	13
D19	New dedicated telephone to minicom for hearing impaired staff	Year 1 and ongoing	13
D20	SMART Communications to be expanded to encapsulate disabled users needs and requirements after first illustrating why from the focus groups and surveys - From November 2006 all SMART desk instructions will be offered in a larger font if required	Date to be determined by the system Nov 2006	10
D21	Ensure all future E learning on management systems linked into project plans continue with both planning and post implementation and evaluation, in liaison with disabled users	Year 1 and ongoing	10
D22	Continue building strong relations with the Employers Forum on Disability	Year 1 and ongoing	15

D23	Continue to build strong working relations with the TUS to address the DES delivery	Year 1 and ongoing	15
	Impact Assessment		
D24	Ensure that a record of all policies and procedures which are deemed to have a high, medium or low relevance are available for reporting	Year 1 Q4	15
D25	Develop an impact assessment corporate approach, develop corporate guidelines and ensure that managers are aware of how to apply the guidelines	Year 1 Q4	15
D26	Produce end of year monitoring data and ensure this is published	Year 1 Q4	15
	Access to buildings – environment		
D27	Monitor and act on feedback with regards to access to the conference centre and main building	Ongoing	15
D28	Review with estates the adjustments to doors of the BIPC to ensure access to all users	Year 1 Q1	15
D29	Establish hearing loops in the BIPC and review the provision across the Library assessing the need for additional hearing loops across the library and reviewing maintenance and support	Year 1 Q3	15
D30	Continue to respond to feedback on signage from the disabled community	Ongoing	15
D31	Continue to deliver the BL's DDA improvement programme	Ongoing	15
D32	As part of the BL's DDA improvement programme to particularly ensure the lift maintenance and improvement programme continues	Year 1-3 and ongoing	12
D33	To plan a programme of	Year 1 Q1	12

	improvement for corporate and public events in terms of disability equality, accessibility and support		
D34	Ensure that corporate and public events take account of Deaf and disabled needs when planning access routes and establish new measures for the events team support	Year 1 and ongoing	10
D35	Ensure that improved evacuation procedures and health and safety provision information is provided to event and meeting hosts so relay to attendees in the welcome information	Year 1 and ongoing	10
D36	Continue to ensure that design and planning stages of facilities projects take account of disabled needs and consultation	Ongoing	10
D37	Catering services to review access to facilities and the provision e.g. dietary requirements	Year 1 and ongoing	10
	Access to website - publications - marketing material		
D38	Continue to work with RNIB and other key stakeholders when designing and publishing marketing materials. Continue to respond to requests for alternative formats as effectively as currently provided	Ongoing	15
D39	Identify and hold events in BIPC for disabled entrepreneurs	Year 1 Q2	15
D40	Continue to improve the accessibility link on new website content	Year 1 Q2	15
	Communication		
D41	Identify which key communications will automatically be provided in	Year 2 Q2	15

	alternative formats and which will be provide on request		
	Engagement		
D42	For the new conservation centre tours have been planned for readers and public visitors – we will encourage the disabled community to be involved and engaged in this	Years 1-3 and ongoing – S&C	12
D43	We aim to secure a representative for DE on the Collections Advisory groups for direct involvement in service and collection development by working with appropriate community / action / pressure groups identify representatives etc.	Late 2007 – early 2008 - S&C	10
D44	Employees from the scholarship and collection team to be or continue to be involved in supporting potential users by being members of advisory groups and to keep the DE issue live and secure experience and knowledge for both parties	Years 1-2 and on going – S&C	10
D45	Engage in bench marking with other similar institutions to ensure that BL is at least as good as others in terms of user services and also to share experience and knowledge both from an internal and external perspective	Years 1-3 and ongoing O&S	
D46	Measure the numbers of disabled readers and visitors to each site	Years 1-3 and on going S&C	12
D47	Build on existing arrangements with the Welcome Team (and expand to other front line staff as a cross directive initiative) to welcome and educate both remote and non remote disabled readers and visitors to the BL advising them of how best to	Year 1-3 and on going	11

	access our services and products		
	Collection Development		
D48	Intake of legal deposit material has previously been discussed with RNIB but a current initiative is a review of disability equality considerations in scope setting for legal deposit – The aim is to report in this review and identify any need for changes	Report by the end of the financial year S&C	15
D49	A current initiative is the review of policy with the National Library for the Blind regarding the return large print items to the BL to integrate with the rest of the legal deposit collection. A work plan has been completed for this and it needs to be confirmed	Year 1 for the work plan – S&C	10
	Access to the Collections		
D50	Building the digital research structure and the 21 st Century Curator project exploring skill sets needed to benefit wider audiences	Has been ongoing and will progress Year 1-3 – S&C	10
D51	Building the digital research structure – contributing to digitisation projects and selection of links to relevant digital resources	Dec 2006 – S&C	15
D52	Transforming search and navigation. Web pages and thematic collections created to appropriate disability guidelines	Year 1 and ongoing S&C	15
D53	The Sound Archive Web pages are compliant with accessibility standards and with input from the RNIB – we intend continued involvement with the wider community and external stakeholders such as the RNIB	Ongoing S&C	15
D54	We hold external talks on the	Year 1-3 and	15

	collections in London and regionally and we are currently working with social inclusion and regional Library initiatives to improve on these in terms of disability equality e.g. locations is DES friendly and ensuring that hosts target DES audiences	ongoing S&C	
D55	There is some difficulty in accessing collections and we are looking at advocacy of sound content and availability in other formats so that there is more use of BL materials and services	Year 1-3 S&C	10
D56	To look at increasing or improving / upgrading the software available in the reading rooms in terms of Disability Equality firstly by measuring usage and then by increasing accessibility e.g. extending licensing for concurrent users or single sign on	Dependant on funding Year 1-3 O&S	14
D57	Improving the booking system and availability of the modified desks / carrels available within reading rooms and purchase upgrade equipment and staff training on equipment following focus group / survey feedback.	By the end of year 1- O&S	12
D58	Support for hearing impaired readers and visitors to the Business and Intellectual Property Centre for seminars and workshops	Years 1-3 O&S	12
D59	Devise a Library policy on the use of BSL interpreters	Year 1 O&S	12
D60	Placing details on the website of equipment / software and assistance available to readers in the reading rooms and keeping this reviewed and updated.	Year 1 and ongoing O&S	13
D61	Review the signage provision as there is limited signage both inside and outside of the reading rooms. Consider the use of	Year 1-3 and ongoing	13

	Braille / tactile surfaces etc		
	Corporate Procurement		
D62	Disability Equality training in terms of goods and services for procurement lead for policy and practice.	January 2007	11
D63	Review of systems to ensure that selection of providers of goods and services identify those who support equality and diversity requirements and that they meet expectations	Year 1	11