

Disability Equality Action Plan 2024-2029

The Disability Equality Action Plan (DEAP) was approved by the People and Culture Committee on 7 October 2024. However, work had already started to deliver its actions. Below is our current RAG (RED, AMBER, GREEN) status at the end of October 2024:

Staff Actions: Total of 52: 11 RED, 26 AMBER, 15 GREEN

Student Actions: Total of 36: 2 RED, 30 AMBER, 4 GREEN

Total Number of Actions: 88: 13 RED, 56 AMBER, 19 GREEN

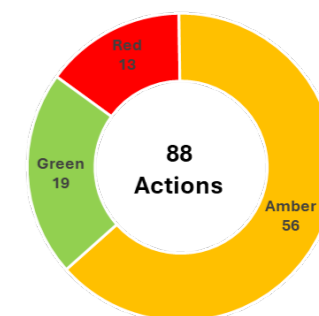


Chart 1: RAG Progress of the DEAP

Delivery of the Disability Equality Action Plan will be managed by the Disability Equality Steering Group, with progress reported at the end of each term to the Intersectionality and Inclusion Oversight Group and onwards to the People and Culture Committee.

Staff: Disability Equality Actions

Actions	Person Responsible	Contact/Person Delivering Action	Owning Service/Dept	Start Date	End Date	Project Status 2024/25
DEAP 01. Images for recruitment materials to include representation of visible and invisible disabilities.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jan-26	Dec-26	On Track: Amber
DEAP 02. Develop case studies describing staff lived experiences to reflect the community of the university and encourage individuals with disabilities to apply for roles.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Mar-25	Dec-25	Not Started: Red
DEAP 03. Language in all job adverts reinforces that we are a disability committed employer and encourages individuals with disabilities to apply.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jan-25	Jun-25	Not Started: Red
DEAP 04. Enhanced use of diverse social media platforms to disseminate brand/vacancies to reach underrepresented applicants.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jan-24	Oct-24	Completed: Green
DEAP 05. Continue to ensure that all promotion of UoN at job fairs to include the university actively promoted as a disability inclusive employer.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jun-24	Dec-25	On Track: Amber
DEAP 06. All recruitment materials to comply with the PSBARs standard for digital accessibility.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jun-25	Dec-25	Completed: Green
DEAP 07. Publish guidelines to support the writing of role-profiles that ensure essential criteria are actually essential.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jan-24	Oct-24	Completed: Green
DEAP 08. To be more inclusive in our recruitment, we will publish guidelines/expectations/ videos/podcasts as support for those applying.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Nov-25	Dec-26	Not Started: Red
DEAP 09. All shortlisted applicants who declare a disability to be contacted prior to the selection panel to ensure any reasonable adjustments are in place.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jan-24	Oct-24	Completed: Green
DEAP 10. Make panellist interview process training mandatory to ensure reduction in bias at interview stage; only allow access to interview panels once engaged with material.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jan-24	Oct-24	Completed: Green
DEAP 11. All interview panel members to have completed mandatory inclusivity training.	Associate Director of Organisational Development	EDI Manager, Organisational and People Development	HR	Jan-24	Oct-24	Completed: Green
DEAP 12. Pilot providing all applicants with key interview questions ahead of selection panel.	Associate Director of HR Digital, Systems and Services	EDI Directors in a range of volunteer Schools/departments	HR	Jan-24	Oct-24	Completed: Green
DEAP 13. Pilot selection methods other than interviews to determine candidates suitability for a role to explore how to make our processes more inclusive.	Associate Director of HR Digital, Systems and Services	Talent Attraction Manager	HR	Jan-26	Dec-26	Not Started: Red
DEAP 14. As part of the review of our pay framework carry out a review of starting salary guidance to ensure criteria for determining starting salaries are fair and able to be consistently applied.	Associate Director of Pay and Reward	TBC	HR	TBC	TBC	Not Started: Red
DEAP 15. Following roll out of anonymous/criteria based recruitment for P&S roles, consult and pilot anonymous recruitment for academic roles and fellowships.	Director of HR Operations	Associate Director of HR Digital, Systems and Services, AND Researcher Academy Fellowships Manager	HR	Jan-24	Jan-25	On Track: Amber
DEAP 16. Provide links to mandatory training and information for newly appointed staff, including personal preferences for self-declaration of protected characteristics.	Associate Director of Organisational Development	Organisational Development Manager	HR	Jan-24	Oct-24	On Track: Amber
DEAP 17. Delivery of corporate face-to-face induction to promote collaboration across our people and to set out the behaviours and expectations for our people.	Associate Director of Organisational Development	Organisational Development Manager	HR	Jan-24	Sep-24	Completed: Green
DEAP 18. Induction material to includes links to values, Report and Support, dignity policy, staff networks, wellbeing resources and AccessAble .	Associate Director of Organisational Development	Organisational Development Manager	HR	Dec-23	Mar-24	Completed: Green
DEAP 19. All new arrivals signposted to information on disability declaration and the Adjustments SharePoint.	Associate Director of Organisational Development	Organisational Development Manager	HR	May-24	Oct-24	On Track: Amber

Actions	Person Responsible	Contact/Person Delivering Action	Owning Service/Dept	Start Date	End Date	Project Status 2024/25
DEAP 20. Develop new processes within UniCore to allow implementation of the 'share once' principle.	Associate Director of Organisational Development	Digital Core- HR Subject Matter Expert	HR	Feb-24	Nov-24	Completed: Green
DEAP 21. Clearer, more accessible and inclusive webpages articulating the end-to-end process for agreeing reasonable adjustments.	Associate Director of Organisational Development	EDI Adviser	HR	Aug-24	Sep-24	On Track: Amber
DEAP 22. End-to-end disclosure and reasonable adjustment process shared as part of arrival/induction.	Associate Director of Organisational Development	Organisational Development Manager	HR	Apr-24	Oct-24	On Track: Amber
DEAP 23. Mandatory EDI training to include disability equality to ensure line managers understand their responsibilities and staff with disabilities feel empowered to be open and request reasonable adjustments. This should include all parties understanding the boundaries of confidentiality and GDPR.	Associate Director of Organisational Development	Digital Learning Manager /EDI Adviser, EDI Manager OPD	HR	Aug-24	Nov-24	On Track: Amber
DEAP 24. We will develop/support positive action initiatives to drive representation and inclusion of neurodivergent staff within our workforce.	PVC for People and Culture /Associate Director of HR Digital, Systems and Shared Services	Estates Operations Director / Faculty Director of Equality, Diversity and Inclusion		May-23	Aug-26	On Track: Amber
DEAP 25. Clarification of the role of occupational health in determining reasonable adjustments and greater utilisation of the support offer from our external providers.	Associate Director of Organisational Development	Occupational Health Manager	HR	May-24	Jul-25	On Track: Amber
DEAP 26. Promote opportunities for disabled staff to access peer support via networks.	Associate Director of Organisational Development	Organisational Development Manager	HR	Aug-24	Nov-29	On Track: Amber
DEAP 27. Creation of new, efficient and transparent process for agreeing and implementing estate changes required as part of a reasonable adjustment.	Estates Operations Director	E&F HSW Lead and EDI Adviser (OD)	Estates	Jun-24	Sep-24	Completed: Green
DEAP 28. Creating of new, efficient and transparent process for implementing procurement of equipment needed to support reasonable adjustments.	Head of Procurement	Procurement Partner	Procurement	Jul-24	Sep-24	On Track: Amber
DEAP 29. Clear centralised documentation of reasonable adjustments information agreed and held in central staff record (UniCore) to facilitate staff with a disability to only have to disclose once.	Digital Core Online workstream Lead	Digital Core- HR Subject Matter Expert / EDI Advisor	HR	May-24	Nov-24	On Track: Amber
DEAP 30. Redevelopment of existing Reasonable Adjustment Passport process into new best practice intersectional UoN (Staff) Adjustments Framework.	Associate Director of Organisational Development	EDI Adviser	HR	Jan-25	Aug-25	Not Started: Red
DEAP 31. Clear signposting information created for staff who suddenly become disabled or have a temporary disability e.g. cancer.	Associate Director of Organisational Development	EDI Adviser, EDI Manager, Student and Campus Life	HR	Jan-25	May-25	Not Started: Red
DEAP 32. Introduction and promotion of Safe Zone or similar App to allow staff with PEEPs to be located and/or staff with disabilities to request help quickly when needed.	Director of Health and Safety	Director of Health and Safety, Head of Health and Safety	Health and Safety	Oct-24	Sep-25	On Track: Amber
DEAP 33. Introduction of the AccessAble App across UoN.	Director Estates - Property, Space & Development	Capital Projects Manager	Estates	Jan-24	Nov-29	On Track: Amber
DEAP 34. Improvements to the accessibility and inclusivity of PS hubs for staff with disabilities.	Director Estates - Property, Space & Development	Workplace Manager and Campus Service Manager (relevant to location)	Estates	Jan-24	Nov-29	On Track: Amber
DEAP 35. Improvements to the accessibility and inclusivity of UoN Estate based on survey data from AccessAble App .	Director Estates - Property, Space & Development	Capital Projects Manager	Estates	Nov-24	Nov-29	Not Started: Red
DEAP 36. Incorporation of EDI consultancy into design of Castle Meadow Campus to ensure it is as inclusive as possible from a disability perspective.	PVC People and Culture	CMC Programme Manager	Estates	Feb-22	Nov-29	On Track: Amber
DEAP 37. Review of Transport Policy to ensure there is a clear framework for when a staff with a disability can utilise a disabled parking bay.	Director Estates - Property, Space & Development	Transport Planning Group (Head of Sustainability as point of contact)	Estates	Jan-24	Dec-24	Not Started: Red
DEAP 38. Create a Staff Code of Practice to include guidance and information on the use of Assistance Dogs.	Associate Director of Organisational Development	EDI Adviser, EDI Manager, OPD	HR	Sep-24	Dec-25	On Track: Amber
DEAP 39. Review of Disability Leave as part of Sickness/Absence policy review. This will include raising awareness with staff regarding this leave.	HR Policy Manager	HR Policy Manager	HR	Jan-25	Dec-25	On Track: Amber
DEAP 40. Operational responsibilities for compliance with the Equality Act should be mapped (end to end process) to ensure there is clarity regarding roles and responsibilities in Faculties and Professional Services teams. This mapping should detail the mechanisms for monitoring and oversight in place to provide assurance to the People and Culture Committee of the University's compliance.	Interim Director of HR	EDI Adviser	HR	Jan-24	Dec-24	Completed: Green
DEAP 41. Service Level Agreements should be put in place between key services that agree ownership of processes and expected response times and actions and provision of relevant information.	Estates Operations Director	TBC	Estates	Jan-25	Sep-26	Not Started: Red
DEAP 42. Automated workflow system developed through UniCore that captures all aspects of a member of staff's reasonable adjustments thus allowing for disclosure to the relevant parts of the university.	Digital Core Online workstream Lead	Digital Core HR Subject Matter Expert	HR	May-24	Nov-24	On Track: Amber
DEAP 43. A process to articulate why a reasonable adjustment has not been agreed to be introduced. This should include HR support to achieve collective alternative agreement.	Director of Organisation and People Development	Reasonable Adjustments Review Panel	HR	May-24	Aug-24	Completed: Green

Actions	Person Responsible	Contact/Person Delivering Action	Owning Service/Dept	Start Date	End Date	Project Status 2024/25
DEAP 44. A rolling programme of disability development should be provided to key HR roles to improve expertise and maintain this through turnover. This should include any lessons learned from issues raised to Dignity Advisers, and through the complaints and grievance processes.	Associate Director of Learning and Development	EDI Manager, Organisation and People Development	HR	Jul-25	Nov-29	Not Started: Red
DEAP 45. Clear single point of contact in HR for line manager/colleague with a disability to gain support from for any disability equality queries (including access to work).	Associate Director for HR Business Partnering Director of HR Operations EDI Adviser	HR Business Partners	HR	May-24	Oct-24	On Track: Amber
DEAP 46. Guidance should be provided to decision makers in the reasonable adjustment processes to ensure they understand their obligations.	Associate Director of Organisational Development	EDI Adviser	HR	Oct-24	Aug-25	On Track: Amber
DEAP 47. As part of the policy revision process, the University should ensure there will be sufficient disability equality expertise in the process.	HR Policy Manager	HR Policy Manager	HR	Jan-25	Dec-25	On Track: Amber
DEAP 48. Mandatory EDI training engagement data should be reported regularly to People and Culture committee.	Associate Director of Learning and Development	Learning Data & Knowledge Manager	HR	Jul-24	Nov-29	On Track: Amber
DEAP 49. Regular surveying of the disabled staff community via the People and Culture survey to demonstrate improvement in employee experience.	Associate Director of Organisational Development	Organisational Development Manager	HR	Nov-23	Nov-29	On Track: Amber
DEAP 50. Monitoring of reasonable adjustment spend through UniCore to ensure sufficient budget is allocated to the relevant areas.	Associate Director of HR Digital, Systems and Services Deputy Director of Finance	Digital Core- Subject Matter Expert- Finance	HR	Jul-24	Sep-24	Completed: Green
DEAP 51. Creation of Space Design Guides for Neurodiversity and Non-Visible Disabilities, to be used by Estates and others who are responsible for the design and use of buildings. Guides to be communicated widely across the Institution.	Deputy Director of Finance	Estates Design and Construction Programme Lead- Sustainability & Development	Finance	Feb-23	Dec-24	Completed: Green
DEAP 52. Creation of a Reasonable Adjustments Oversight Group to make decisions regarding complex cases. The group will provide 6-month updates to People and Culture Committee.	Interim Director of HR	Associate Director of Organisational Development	HR	Jul-24	Nov-24	On Track: Amber

Student: Disability Equality Actions

Actions	Person Responsible	Contact/Person Delivering Action	Owning Service/Dept	Start Date	End Date	Project Status 2024/25
DEAP 53. Images for promotional and recruitment materials to include representation of visible and invisible disabilities – online and offline.	Chief Marketing and Communications Officer	Director of Marketing and Digital	Marketing and Comms	Jul-24	Nov-29	On Track: Amber
DEAP 54. Develop case studies describing students’ lived experiences to reflect the community of the university and encourage individuals with disabilities to apply for places at UoN. E.g. To include visible and non-visible disabilities are portrayed as part of student and alumni testimonials.	Chief Marketing and Communications Officer	Director of Marketing and Digital	Marketing and Comms	Jul-24	Nov-29	On Track: Amber
DEAP 55. Language in all marketing and promotional materials reinforces that we are a disability inclusive university and encourages individuals with disabilities to apply – online and offline.	Chief Marketing and Communications Officer	Director of Marketing and Digital	Marketing and Comms	Jul-24	Nov-29	On Track: Amber
DEAP 56. All promotional and recruitment materials comply with the PSBARs standard for digital accessibility.	Chief Marketing and Communications Officer	Director of Marketing and Digital	Marketing and Comms	Jul-24	Nov-29	On Track: Amber
DEAP 57. Student promotional and recruitment literature to be strengthened, to include clear standardized messaging around the UoN’s commitment to creating an inclusive environment for all and to be explicit in highlighting that any disability declaration will not impact on any application outcome. e.g. standard wording on our website for everyone to see and refer to.	Chief Marketing and Communications Officer	Director of Marketing and Digital	Marketing and Comms	Jul-24	Nov-29	On Track: Amber
DEAP 58. Online induction module (Get Ready for Nottingham) to include links to values, Report and Support, dignity policy, student networks, wellbeing resources and AccessAble .	Associate Director- EDI- Students and Campus Life	Head of Campus Experience	Students and Campus Life	Jan-24	Sep-24	Completed: Green
DEAP 59. All new arrivals to be given clearer information on what the UoN considers as a disability and the breadth of evidence that is accepted.	Director of Student Experience	Senior Manager, Academic Registrars / Associate Director of Disability Services	Students and Campus Life	Aug-24	Aug-26	On Track: Amber
DEAP 60. Improve processes to implement the share once principle.	Director of Student Experience	Disability- Inclusive Nottingham Project Manager	Students and Campus Life	Aug-24	Aug-27	On Track: Amber
DEAP 61. Clearer, more accessible and inclusive webpages articulating the end-to-end process for agreeing reasonable adjustments.	Director of Student Experience	Associate Director of Disability Services	Students and Campus Life	TBC	TBC	On Track: Amber
DEAP 62. Create an appropriate and accessible end to end disclosure and reasonable adjustment process to be shared as part of arrival/induction.	Associate Director Disability Services	Disability- Inclusive Nottingham Project Manager	Disability Services	Aug-24	Aug-25	On Track: Amber
DEAP 63. Mandatory EDI training to include disability equality to ensure staff working with students understand their responsibilities and students with disabilities feel empowered to be open. This should include all parties understanding the boundaries of confidentiality and GDPR.	Associate Director of Learning and Development	EDI Manager OPD, EDI Adviser, Digital Learning Manager	HR	Aug-24	Nov-24	On Track: Amber
DEAP 64. Basic Support Plan for each student 'journey': A basic support plan needs to be defined for each category of student (e.g. UG,PGT,PGR).	Associate Director Disability Services	Head of Service - Disability	Disability Services	Aug-24	Oct-25	Completed: Green
DEAP 65. Creation of new, efficient and transparent process for agreeing and implementing estate changes required as part of a reasonable adjustment.	Estates Operations Director	E&F HSW Lead) and EDI Adviser (OD)	Estates	Jan-24	Sep-24	Completed: Green
DEAP 66. Creation of new, efficient and transparent process for implementing procurement of equipment needed to support reasonable adjustments	Head of Procurement	Procurement Partner	Procurement	Jul-24	Sep-24	On Track: Amber
DEAP 67. Clear centralised documentation of reasonable adjustments information agreed and held in central student record to facilitate student with a disability to only have to disclose once.	Associate Director Disability Services	Head of Service - Disability/ Head of Service SpLD and Inclusion	Disability Services	Aug-24	Jan-25	On Track: Amber
DEAP 68. Clear mechanism to ensure that Schools supply Disability Advisor with coursework and assessment information in advance so additional time and extensions can be built into the Learning Support Plan.	Associate Director Disability Services	Head of Service - Disability / Head of Service SpLD and Inclusion	Disability Services	Aug-24	Aug-26	On Track: Amber
DEAP 69. Introduction and promotion of Safe Zone or similar App to allow students with PEEPs to be located and/or students with disabilities to request help quickly when needed.	Director of Health and Safety	Head of Health and Safety	Health and Safety	Oct-24	Sep-25	On Track: Amber
DEAP 70. Introduction of the AccessAble App across UoN.	Director Estates - Property, Space & Development	Capital Projects Manager	Estates	Jan-2024	Nov-29	On Track: Amber

Actions	Person Responsible	Contact/Person Delivering Action	Owning Service/Dept	Start Date	End Date	Project Status 2024/25
DEAP 71. Improvements to the accessibility and inclusivity of UoN Estate based on survey data from AccessAble App .	Director Estates - Property, Space & Development	Capital Projects Manager	Estates	Nov-24	Nov-29	Not Started: Red
DEAP 72. Incorporation of EDI consultancy into design of Castle Meadow Campus to ensure it is as inclusive as possible from a disability perspective.	PVC People and Culture	CMC Programme Manager	Estates	Feb-22	Nov-29	On Track: Amber
DEAP 73. Review of Transport Policy to ensure there is a clear framework for when a student with a disability can utilise a disabled parking bay.	Director Estates - Property, Space & Development	Transport Planning Group (Head of Sustainability as point of contact)	Estates	Nov-24	Dec-24	Not Started: Red
DEAP 74. Create a Student Code of Practice for the use of Assistance and Emotional Support animals.	Associate Director Disability Services	Head of Service- Disability	Disability Services	Jul-24	Dec-24	On Track: Amber
DEAP 75. Creation of curricula inclusive to students with disabilities as part of Curriculum Nottingham.	PVC Education and Student Experience	School Directors of Education and Student Experience	Students and Campus Life	Sep-23	Jul-26	On Track: Amber
DEAP 76. All teaching materials to comply with the PSBAR standard for digital accessibility.	PVC Education and Student Experience	Faculty Digital Learning Directors	Students and Campus Life	Sep-23	Jul-25	On Track: Amber
DEAP 77. CARO to work with alumni who identify as disabled to offer them opportunities to share their lives experience to support other students and enhance students' sense of belonging. Alumni opportunities to share experiences will be in collaboration with other departments.	Head of Alumni Volunteering	Faculty Alumni Volunteering Manager (Medicine & Health Sciences)	Alumni Services	Jan-24	Nov-29	On Track: Amber
DEAP 78. The Careers Service to further develop resources to support disabled students on their career journey through the launch of the 'Disability and Accessibility in Careers' Moodle module (NOOC).	Associate Director (Faculty Engagement)	Careers and Employability EDI Group	Careers	Jan-24	Sep-25	On Track: Amber
DEAP 79. Maximise engagement in sport and physical activity to improve our students' sense of belonging and overall student experience.	Assistant Director of Sport - Participation	UoN Sport	UoN Sports	Aug-22	Nov-29	On Track: Amber
DEAP 80. Providing library services, learning environments and resources that are accessible and inclusive to all students. Removing barriers by working in partnership with students and across the university community, ensuring we continuously improve the student experience and align to the priorities of our disabled students.	Director of Libraries	Senior Facilities and Health and Safety Manager, Libraries	Libraries	Sep-24	Sep-28	On Track: Amber
DEAP 81. Promote opportunities for disabled students to access peer support via societies and networks.	Director of Student Experience	Associate Director Disability Services	Disability Services	Sep-24	Ongoing	On Track: Amber
DEAP 82. Operational responsibilities for compliance with the Equality Act should be mapped (end to end process) to ensure there is clarity regarding roles and responsibilities in Faculties and Professional Services teams. This mapping should detail the mechanisms for monitoring and oversight in place to provide assurance to the Education and Student Experience Committees of the University's compliance.	Director of Student Experience	Associate Director Disability Services	Disability Services	Aug-24	Aug-26	On Track: Amber
DEAP 83. Service Level Agreements should be put in place between key services that agree ownership of processes and expected response times and actions and provision of relevant information.	Associate Director Disability Services	Disability- Inclusive Nottingham Project Manager	Disability Services	Aug-24	Aug-25	On Track: Amber
DEAP 84. A process to articulate why a reasonable adjustment has not been agreed to be introduced. This should include Disability Advisor support to achieve collective alternative agreement.	Associate Director Disability Services	Disability- Inclusive Nottingham Project Manager	Disability Services	Aug-24	Jan-25	On Track: Amber
DEAP 85. Clear Disability Liaison role in a profile including clear accountability and responsibilities.	Director of Student Experience	Associate Director Disability Services	Disability Services	Aug-24	Jan-25	On Track: Amber
DEAP 86. Disability Liaison Officer as signposting single point of contact for student with a disability or the supporting member of academic staff to gain help with any disability equality queries.	Director of Student Experience	Associate Director for Disability Services / Associate Director of Student Wellbeing	Disability Services	Aug-24	Aug-25	On Track: Amber
DEAP 87. Regular surveying of the disabled student community via the NSS survey to demonstrate improvement in student experience.	Director of Student Experience	Associate Director of Disability Services	Disability Services	Jan-24	Nov-2029	On Track: Amber
DEAP 88. Monitoring of reasonable adjustment spend through UniCore to ensure sufficient budget is allocated to the relevant areas.	Associate Director of HR Digital Shared Services Deputy Director of Finance	Digital Core- Subject Matter Expert (Finance)	HR	Jul-24	Completed	Completed: Green