

## 6. LST's DES Action Plan

The first aim of the Action Plan is to promote equality for people with disabilities by improving structures within LST. It is expected that more detailed Action Plans will be developed in the future. The Disability Manager will be responsible for monitoring the Action Plan and will require annual reports on each of the steps.

A report on the progress of the DES will be published annually.

	<b>Action</b>	<b>Details</b>	<b>Lead</b>	<b>Target</b>
<b>1</b>	<b>PHYSICAL ACCESS AND INCLUSION</b>			
<b>1a</b>	Ensure easy access to all buildings	<ul style="list-style-type: none"><li>• Clearer system for reporting of and responding to any faults affecting access to estates and facilities.</li><li>• Improve signage/information about how to report faults.</li></ul> Increase awareness and improve follow-up action to ensure: <ul style="list-style-type: none"><li>• a) Skips, barriers etc. do not block wheelchair routes.</li><li>• b) Where individual problems arise the concerns of staff and students with disabilities are dealt with promptly.</li><li>• c) People with relevant disabilities are given priority in the allocation of parking spaces.</li><li>• d) Carry out post-occupancy reviews of major projects.</li></ul>	Senior Maintenance Officer and Disability Manager	Ongoing

<b>1b</b>	Implement practical solutions to problems identified	Identify a range of solutions to resolve problems eg. <ul style="list-style-type: none"> <li>• Move an activity.</li> <li>• Provide a service by a different method.</li> </ul>	Maintenance Dept. & Disability Manager Registry & Faculty	Ongoing
<b>1c</b>	Foster an environment that promotes inclusion	<ul style="list-style-type: none"> <li>• Where difference is valued enabling participation in and contribution to a range of community activities both academic and social</li> </ul>	LST community	Ongoing

## **2 SUPPORT FOR LEARNING, STUDY AND EMPLOYMENT**

<b>2a</b>	To improve learning opportunities.	<ul style="list-style-type: none"> <li>• Establish clearer understanding of barriers to students with disabilities and how these can be removed.</li> <li>• Improve channels of communication ie sign language, provision of lecture notes in advance.</li> <li>• Ensure the dissemination of good practice.</li> </ul>	Disability Manager and Academic Secretary	Ongoing
<b>2b</b>	Continued development of student Disability Services	Development of services for students including feedback received eg through meetings and questionnaires.	Disability Manager	Ongoing

<b>2c</b>	Better guidance for staff and their line managers including how to apply to Access to Work.	The Disability Manager oversees the co-ordination of staff disability issues and provides advice and guidance by:	Disability Manager	Ongoing
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- Encouraging disability disclosure
- Reviewing in consultation any reasonable adjustments LST needs to make to its policies or infrastructure

### 3 AWARENESS TRAINING

<b>3a</b>	Disability awareness and disability equality training to be available to all staff.	<ul style="list-style-type: none"> <li>• Training to be offered as part of staff induction and development.</li> <li>• Disability awareness training adapted to the specific needs of departments will be made available and promoted.</li> </ul>	Disability Manager and Training Unit	Ongoing
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Advice, support and training for managers on disability issues including how to put reasonable adjustments into place.

### 4 CONSULTATION AND COMMUNICATION

<b>4a</b>	Develop and expand information about disability.	Provide relevant information in a range of formats by means of:	Disability Manager and Web Site Manager	Ongoing
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- the website
- information leaflets
- links to student Disability Services

<b>4b</b>	Explore interest in the establishment of a Disability Forum for staff and students.	<p>A Disability Forum will provide a means of ensuring that people with disabilities are part of:</p> <ul style="list-style-type: none"> <li>• the monitoring of policies and practices to promote disability equality;</li> <li>• participation in the effect of the development of new policies and practices on people with disabilities.</li> </ul> <p>Views from the Disability Forum will be fed back to make recommendations to other LST committees and departments on disability related matters.</p>	Disability Manager	In place by January 2009
<b>4c</b>	Encourage feedback	Staff and students with disabilities will be encouraged to feedback on further improvements LST needs to make to better meet the needs of staff and students with disabilities.	Disability Manager	Ongoing
<b>4d</b>	Review of HR policies	Ensure HR policies and Disability Equality Scheme promote disability equality	HR Manager	Ongoing
<b>4e</b>	Consultation with the wider community about the Disability Equality Scheme	The views of individuals using LST's disability services will be sought to ensure that LST's DES takes into account the relevant needs of these users or potential users of services.	Disability Manager	Commence by January 2009

**4f** New policies and procedures

Authors of LST strategies will reflect LST's commitment to promoting equality of opportunity, including disability equality, in such documents. The likely impact of policies on people with disabilities will be carried out as appropriate through the Disability Forum – see above.

Authors of LST strategy documents

Ongoing