



Disabled Employees Network – Annual Report

RECOMMENDATION

- 1 To consider the report.

SUPPORTING INFORMATION

- 2.1 The Disabled Employees Network, DEN was established in 2003. A report was tabled at the Council's Equalities Cross-Service Working Group in March 2003 recommending the establishment of DEN. The group agreed that a network was needed and referred the report to the Chief Officer Group, who also supported it and agreed to allow paid time off for Disabled employees to attend meetings. This was also in agreement at the Corporate Joint Committee. The network and departmental contact group meetings take place quarterly.
- 2.2 Following the establishment of DEN the network held their first meeting on 15 December 2003, where the terms of reference were agreed, see Appendix 2. At DEN annual meetings, we elect the Chair and Vice Chair and seek nominations for departmental contacts to signpost and offer support to Disabled colleagues, when needed, within their departments. The names of the departmental contacts are attached at Appendix 3.
- 2.3 The departmental contact group has devised and developed the current work programme to cover the period 2007 to 2008. The key work areas and focus for the year are promotion and publicity of DEN, policy and practice and guest speakers. The work programme is attached at Appendix 4. Susan Sanghera – Recruitment Officer Positive Action is co-ordinating both DEN and the departmental contact group.
- 2.4 The network has achieved the following:
 - A collaborative Employee Networks Seminar
 - Seminar findings presented to Strategic Human Resources Group
 - Design of a employee networks display stand
 - Engaging in consultation on Council policy and practice
 - Employee engagement in equality impact assessments
 - Publicity and profiling of DEN in internal publications and the DCC website

For a more detailed listing please refer to appendix 4

- 2.5 The Annual General Meeting is to be held in July 2008 and nominations for both the Chair and Vice-Chair will be sought from the floor:

The current Chair and Vice-Chair for 2007-2008 are;

Dennis Jackson, Corporate and Adult Services – Chair

Mick Bayley, Derby Homes – Vice Chair

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| For more information contact: | Susan Sanghera 01332 255695 e-mail susan.sanghera@derby.gov.uk |
| Background papers: | None. |
| List of appendices: | Appendix 1 – Implications Appendix 2 – Terms of reference Appendix 3 – Departmental contact list Appendix 4 – Work programme 2007-2008 |

IMPLICATIONS

Financial

1. The Council approved £2,000 for all employee networks for 2007/08. This includes the Disabled Employees Network, Black Employees Support Network and also the LGBT – Lesbian Gay Bi-sexual and Transgender network in 2007/08.

This amount will also finance the cost for any additional support to attend, for example, British Sign Language Interpreters and any promotional and marketing information.

Legal

2. The Disability Discrimination Act 1995 as amended 2005, places a positive disability equality duty on all public authorities to promote disability equality in everything they do.

Personnel

3. None arising directly from this report.

Equalities impact

4. The Disability Discrimination Act 1995 as amended 2005, places a positive duty on public authorities to actively promote disability equality. The DEN helps meet the positive duty by creating a forum where any impact on disability discrimination can be identified at an early stage. DEN members also work closely with other diversity networks to make sure that disability is looked at in the wider sense of equality, for example minority ethnic disabled people's issues.

Corporate priorities

- 5.1 The proposal comes under the Council's objective of providing.

Giving excellent services and value for money

- 5.2 The proposal furthers the priority of:

Delivering our equality and diversity action plan

**DISABLED EMPLOYEES SUPPORT NETWORK
TERMS OF REFERENCE**

Terms of reference

Our aim is to remove barriers in the workplace facing disabled people and provide support for disabled employees

We will do this by:

- influencing Council policies and strategies in all areas of employment, including promotion, training and development, conditions of service and retention
- acting as a forum, with departmental contacts, to share information and good practice on disability equality in the Council
- discussing issues of concern with Senior Management and the Leadership
- examining departmental practices for equality in recruitment and selection
- monitoring policies and practices and advising on reasonable adjustments under the Disability Discrimination Act
- acting as advisors on improving customer service and accessible information provision for disabled people
- seeking corporate commitment

Meetings

We will meet four times yearly and publicise the network widely throughout the Council and to new employees

Disabled Employees Network – Departmental Contact List 2007-2008

| Name | Department | Telephone | E-mail |
|-----------------------------------|-----------------------------------------------------|-----------|----------------------------------------------------------------------------------------|
| Dennis Jackson – Chair | Job Evaluation Office Guildhall | 71 6036 | Barry.seagrave@derby.gov.uk |
| Mick D Bayley – Vice-Chair | Derby Homes | 71 1138 | Mick.Bayley2@derbyhomes.org |
| Susan Sanghera – Co-ordination | Corporate and Adult Services | 25 5695 | Susan.sanghera@derby.gov.uk |
| Ann Webster | Corporate and Adult Services | 25 5384 | Ann.webster@derby.gov.uk |
| Maggie Fennell | Corporate and Adult Services | 25 5190 | maggie.fennell(hou)@derby.gov.uk |
| Lisa Beris | Corporate and Adult Services | 25 6625 | Lisa.beris@derby.gov.uk |
| Mick Allen | Environmental Services Park Ranger Darley Fields | 367800 | |
| Will Watson | Environmental Services London Rd | 71 6458 | Will.watson@derby.gov.uk |
| Mick Watts | Regeneration and Community | 25 5925 | Mick.watts@derby.gov.uk |
| Ann Fabiano | Regeneration and Community | | ann@jfabiano.wanadoo.co.uk |
| John Orme | Car Parks, Saxon House, Regeneration & Community | | |
| Peter Hughes | Children and Young People's Services | 71 7193 | Peter.hughes@derby.gov.uk |

DISABLED EMPLOYEES NETWORK

WORK PROGRAMME – April 2007 to March 2008

| No | Work Area | Review Date | Responsible Section/Officer | Actioned | Date |
|----|---------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------|----------|--------------|
| 1. | Promotion & Publicity of DEN | | | | |
| | review details of DEN and departmental contacts on intranet | Annual | Susan Sanghera - Co-ordinator | √ | ongoing |
| | Review membership of DEN | Annual | Co-ordinator | √ | ongoing |
| | Provide leaflets and posters for existing, new starters and DEN departmental contacts | | Human Resources - Operations and Employee Development | √ | Ongoing |
| | Promote DEN to new employees via corporate induction | | Employee Development, , Council Life, intranet DEN departmental contacts | √ | Ongoing |
| | Promote DEN to employees via Council Publications | | Co-ordinator Communications and consultation unit Payroll Salary Slips DEN departmental contacts | √ | Ongoing |
| | Hold a DEN Developmental Event Employee Networks Seminar | Annual | Co-ordinator and Dennis Jackson-Chair | √ | April 2007 |
| | Seminar Report to Assistant Director Group | | Co-ordinator | √ | July 2007 |
| | Present findings to the Strategic HR group | | Co-ordinator and Chair Human Resource Managers | √ | October 2007 |
| | Set up a DEN email box | | Co-ordinator | √ | October 2007 |

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| | Profile DEN to Managers in the 'Leading Manager' publication | | Co-ordinator Mark Edwards - Corporate Training and Development Adviser | √ | December 2007 |
| | Promote employee networks on DCC website under equality and diversity in employment | | Co-ordinator | √ | December 2007 |
| | Design a generic Employee Networks display stand with remaining budget | | Co-ordinator and Chairs of all DCC networks-DEN, BESN, LGBT network | √ | March 2008 |
| 2. | Policy and practice | | | | |
| | Joint working and shared communication with BESN and the LGBT network | | Co-ordinator Chair and Vice-Chair Mick Bayley | √ | Ongoing |
| | Update on legislation for disabled people | | Ann Webster – Equality Standard Project Manager Mick Watts – Access Officer | √ | Ongoing |
| | Discuss progress on review of Council accommodation access for disabled customers | Ongoing | Mick Watts – Access Officer | √ | ongoing |
| | Inform DEN members of forthcoming recruitment events and job fairs | | Susan Sanghera Recruitment Officer – Positive Action | √ | Ongoing |
| | Employee engagement in Equality Impact Assessments | | DEN members | √ | Ongoing |
| | Feedback on Disability Equality training for Managers | | Ann Webster and Mick Watts | √ | Ongoing |
| | Provide progress reports to Disabled People's Diversity Forum and to others on DEN | annual Sept 08 | Co-ordinator Chair and Vice-Chair | √ | 1st report presented July 2007 |
| | Consultation on Single Equality Act | | Ann Webster | √ | August 2007 |
| | Complaints and Grievance Disciplinary and Dismissals procedure | | Dave Parnham Human Resources Team Leader | √ | October 2007 |
| | Working for the Council Employment statistics report | annual | Ann Webster | √ | October 2007 |
| | Share good practice with Derby Homes Disabled Employees Network | | Co-ordinator | √ | December 2007 |

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| | Consultation on Draft Interpreting and translation guidelines | | Ann Webster | √ | January 2008 |
| | Feedback on employee survey action planning | | Mark Edwards | √ | January 2008 |
| | Review employee networks budget | Annual | Co-ordinator Chair and Vice-Chair | √ | Ongoing |
| 3. | Guest speakers | | | | |
| | Networking and sharing of Information | | All DEN members | √ | Ongoing |
| | Top 10 most common hidden disabilities | | Mick Bayley – Vice-chair Maggie Fennell – Departmental contact Leon Taylor – DEN member | √ | January 2008 |