



The Region's
Development Agency

**Yorkshire Forward
Disability Equality Scheme
2006-2009**

Contents

Yorkshire Forward Chief Executive's Foreword	p.3
1. Executive Summary	p.4
2. The context – the Disability Equality Duty	p. 5
3. The region – Yorkshire and Humber's evidence base	p. 7
4. The agency – Yorkshire Forward	p. 11
5. Involving disabled people in the scheme	p. 15
6. Assessing the impact	p. 18
7. Action plan	p. 21
Appendices	
Appendix 1 - Defining disability	p. 33
Appendix 2 - Glossary of terms	p. 35
Appendix 3 - Feedback and complaints procedure	p. 36
Appendix 4 - Organisational structure	p. 37
Appendix 5 - Contact details for disability organisations	p. 38
Appendix 6 - Impact assessment documents	p. 40
Appendix 7 – Bullying & Harassment Policy	p. 46

Foreword

Yorkshire Forward Chief Executive, Tom Riordan

Yorkshire Forward is committed to both disability equality and promoting disability equality. We believe both lie at the heart of succeeding in our goal of creating a strong regional economy.

We are a region of 5 million people, 270,000 businesses and an economy worth more than £80 billion. Yorkshire Forward's job is to strengthen the economy: helping people get jobs, developing our towns and cities and helping businesses find new markets.

Responsibility for disability equality comes from the highest level; it comes from our Board, our Chair, our Executive team and from the Chief Executive. Our Board, particularly our Board Diversity Champion, drive the disability equality agenda through our highest value projects. I and my Executive Team focus on embedding disability equality principles and actions in all our internal and external work, while Thea Stein our Director of Economic Inclusion oversees the monitoring of the organisation's disability equality scheme, to ensure we are taking action and that the steps we are taking are working to promote equality of disabled people.

I see one of my key roles as promoting to my organisation and my region the crucial role disability equality plays. As Chief Executive I get the opportunity to speak across the region and the country. I use these platforms to drive home the importance of strengthening regional economies and the central place the diversity and disability agendas have in achieving this. Within the organisation Diversity is one our VOTED values, encapsulating policies which aim to increase the proportion of our workforce who are disabled and encouraging staff to consider disability in their management of projects. Last year I was delighted to welcome Dame Tanni Grey-Thompson to be the speaker at our Annual Lecture. Her straightforward, uncompromising and engaging style gave real insight into disability for our staff and partner organisations and enabled us to move disability up the regional agenda.

We have much work to do, as an employer and as a regional agency to break down the barriers disabled people face and I believe that our Disability Equality Strategy is a strong step in the right direction.



Summary

The latest revision of the Disability Equality Scheme (DES) explains our approach and commitment to building a more inclusive region where disabled people are more active in the labour market, creating greater equality in employment opportunities and career progression. The scheme remains in draft, as we need to take it out for consultation with disability groups.

In response to the Disability Equality Duty we have aligned the actions with the RES (Regional Economic Strategy) and the action for Yorkshire Forward and our partners, with the DES (Disability Equality Strategy).

The DES begins to map the challenges in the region and uses the data to identify where and how disabled people can be more involved in shaping the employment practices of businesses, public and third sector employers. The information and data gathering informs the investments in relation to Local Authority areas, objectives in the RES and local priorities in Local Area Agreements.

There are a number of disability groups who have fed into local plans and there is a wealth of data on the numbers of people who experience disabling conditions, available by local authority district. The information provides the evidence base to shape the type and level of intervention through the development of the projects and programmes.

Within Yorkshire Forward, the data is used to assess how we are working as an employer and with private, public and third sector partners. For Yorkshire Forward the annual staff surveys are used to review the progress of the business and how aware are staff of diversity issues and internal policy.

The strategy is the working document by which we recognise the challenges and determine the actions we take as an agency, and with partners. The action plan lays out the specific activities against which we will deliver. Critical to an effective strategy is the involvement of people with disabilities. We have drawn together Disability Equalities duties with the evidence base in the region, ensuring the involvement of people with disabilities in the workplace, across private, public and third sectors to inform the actions as to where we can influence or invest, as Yorkshire Forward.

Yorkshire Forward Disability Equality Strategy Objectives

1. To increase the involvement of disabled people in the development of the RES
2. To increase the involvement of disabled people in the development of investment plans to deliver :
 - regional programmes
 - shape local priorities
3. To see more employers adopting good practice in recruitment and retention
4. Yorkshire Forward to adopt good practice as an employer.
5. To ensure that we can measure the impact of our investments and the way we do business with people with disabilities
6. To promote positive attitudes towards disabled people

The Context – the Disability Equality Duty

The Disability Discrimination Act 2005 means that from December 2006 all public bodies will have a duty to promote disability equality (similar to the duty to promote race equality under the Race Relations (Amendment) Act 2000). It aims to change the way our laws work in this area, from relying on individual disabled people making a complaint about discrimination to expecting the public sector to be positive in removing barriers.

General duty

The Act sets out what is known as the general duty as follows. Public authorities must, in carrying out their functions, have due regard to:

- promote equality of opportunity between disabled people and other people
- eliminate discrimination that is unlawful under the Act
- eliminate harassment of disabled people that is related to their disabilities
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- take steps to take account of disabled people's needs, even where that involves treating disabled people more favourably than other people

The last point makes it clear that for Yorkshire Forward to play its full part in promoting disability equality it will have to take steps which go beyond treating disabled and non-disabled people alike. The new duties will also require Yorkshire Forward to consider its role in tackling the effects of any of its own and others' previous decisions which failed to give due regard to disability equality.

According to the Statutory Code of Practice Yorkshire Forward needs to do the following to meet our general duties.

- Carry out impact assessments
- Collect and study evidence and identify and address gaps
- Prioritise actions
- Involve disabled people
- Let people know what we are doing
- Set an example to others
- Train our staff on disability equality issues and our DES
- Work with others to deliver disability equality

Specific duty

As a named public authority, Yorkshire Forward also has a specific legal duty to prepare a DES which sets out:

- how disabled people were involved in development of the scheme
- the 'functions' of Yorkshire Forward

- how we are doing now on disability aims
- how evidence will be collected and used in future
- the way we will assess impact on disabled people
- our work as an employer
- our three year action plan
- ways to monitor and review

Defining disability

The Disability Discrimination Act 1995 (DDA) says that “a person has a disability if he has a physical or mental impairment, which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.” Some disabled people feel this focuses too much on a ‘medical model’ of disability.

The code of practice for the DDA 2005 moves this issue on by explaining that, “the poverty, disadvantage and social exclusion experienced by many disabled people is not the inevitable result of their impairments or medical conditions, but rather stems from attitudinal and environmental barriers.” This is known as ‘the social model of disability’, and gives Yorkshire Forward a way of putting its legal duties into practice.

Defining Deaf culture

Yorkshire Forward recognises that many people in our region who use British Sign Language see themselves as a linguistic minority not as ‘disabled’ people. Deaf (with a capital D) is a way of describing a culture with its own sign language, lifestyle, history, and a sense of belonging. This is a cultural model of deafness rather than a medical model and defines being Deaf as a positive way of experiencing the world visually.

The social model of disability explains that it is social ‘barriers’ which cause ‘disability’ not impairments. Yorkshire Forward is working to reduce the barriers that exclude people who have impairments. These barriers can be:

- prejudice and stereotypes
- the way things are organised and run
- little or no access to information, buildings and transport

The region – Yorkshire and Humber’s evidence base

Estimates of disability among the working age population of Yorkshire and Humber

One of the best sources of data on disability in the UK is the Annual Population Survey (APS), which is conducted by the Office for National Statistics (ONS). The survey asks a wide range of questions about households’ and individuals’ characteristics, and their labour market activity.

The APS allows us to identify individuals who are either disabled according to the Disability Discrimination Act (DDA), have a work-limiting disability, or both. For the purposes of this paper, most of the analysis is of people in any of these 3 categories.

The Context

Table 1 indicates that in 2007 the proportion of the working-age population in Yorkshire and The Humber that had some kind of disability was 19.6 per cent; higher than the UK average of 18.3 per cent. This was a figure of around 627,000 people. The local authority areas with the highest proportions were Barnsley (26 per cent) and North East Lincolnshire, Rotherham and Wakefield (24 per cent). The lowest figures were in East Riding of Yorkshire (15 per cent) and York (16 per cent), although all these figures are subject to fairly large confidence intervals.

Among those reporting a disability in the region, around 60 per cent reported having both a DDA and work-limiting disability, a figure broadly in line with the UK average. In the region’s local authority areas this proportion varied between 52 per cent in East Riding of Yorkshire and 72 per cent in Barnsley. The difference within the region becomes more pronounced when this group is seen as a proportion of the whole working-age population, with the figure of 18 per cent in Barnsley more than twice as high as in York.

Table 1: Disability status of the working-age population by local authority area, 2007

	All disabled			Both DDA & work-limiting disabled			Not disabled		
	Number	Percent	+/-	Number	Percent	+/-	Number	Percent	+/-
Barnsley	35,500	25.7	2.6	25,400	18.4	2.3	102,600	74.3	2.6
Bradford	63,300	20.8	2.5	39,500	13.0	2.1	241,300	79.2	2.5
Calderdale	22,100	17.9	2.3	14,400	11.7	1.9	101,500	82.1	2.3
Doncaster	37,200	21.2	2.5	22,800	13.0	2.0	138,000	78.8	2.5
East Riding of Yorkshire	29,700	15.1	2.1	15,500	7.9	1.6	166,800	84.9	2.1
Kingston upon Hull	31,700	19.2	2.3	20,800	12.6	1.9	133,600	80.8	2.3
Kirklees	45,700	18.5	2.4	24,900	10.1	1.9	201,000	81.5	2.4
Leeds	86,200	17.5	1.9	49,100	10.0	1.5	406,900	82.5	1.9
North East Lincolnshire	23,100	24.3	2.7	14,100	14.8	2.2	72,100	75.7	2.7
North Lincolnshire	17,000	17.7	2.5	9,200	9.6	1.9	79,100	82.3	2.5
North Yorkshire	60,200	17.3	2.3	32,700	9.4	1.8	288,100	82.7	2.3
Rotherham	37,300	24.0	2.6	24,200	15.6	2.2	117,900	76.0	2.6
Sheffield	71,100	21.1	2.5	44,500	13.2	2.1	265,600	78.9	2.5
Wakefield	47,800	23.9	2.5	30,800	15.4	2.1	151,900	76.1	2.5
York	19,500	15.6	2.3	10,700	8.5	1.8	105,600	84.4	2.3
Yorkshire and The Humber	627,300	19.6	0.6	378,500	11.8	0.5	2,572,100	80.4	0.6
United Kingdom	6,860,300	18.3	0.2	4,172,100	11.1	0.1	30,713,300	81.7	0.2

Source: Annual Population Survey, Office for National Statistics

A broadly similar proportion of men and women reported having some kind of disability at both regional and UK level (**Table 2**). Within the region there was no clear pattern, with a higher figure for men in some areas, and for women in others, however it is important to note that the confidence intervals were wide.

Table 2: Percentage of working-age population who were disabled by local authority area, 2007

	Males	+/-	Females	+/-
Barnsley	27.3	3.8	24.0	3.7
Bradford	20.5	3.6	21.1	3.5
Calderdale	19.3	3.3	16.3	3.1
Doncaster	22.3	3.5	20.1	3.4
East Riding of Yorkshire	15.7	3.0	14.5	3.0
Kingston upon Hull	20.1	3.3	18.1	3.2
Kirklees	17.5	3.3	19.6	3.5
Leeds	17.0	2.6	18.0	2.7
North East Lincolnshire	26.8	4.0	21.5	3.6
North Lincolnshire	16.4	3.4	19.2	3.6
North Yorkshire	19.5	3.4	14.8	3.2
Rotherham	25.7	3.8	22.2	3.5
Sheffield	18.6	3.3	24.0	3.7
Wakefield	25.0	3.6	22.8	3.6
York	16.9	3.3	14.2	3.3
Yorkshire and The Humber	19.9	0.9	19.3	0.9
United Kingdom	18.4	0.2	18.1	0.2

Source: Annual Population Survey, Office for National Statistics

Economic activity of people with disabilities

Table 3 indicates that the proportion of people within each category of economic activity in the region is broadly in line with the UK as a whole, both for those with disabilities and the wider working-age population. However it also demonstrates the large difference between the economic activity status of those people with disabilities and the population as a whole.

Table 3: Economic activity status of people with disabilities, 2007

Yorkshire and The Humber

	All persons			Disabled		
	Number	Percent	+/-	Number	Percent	+/-
Economically active	2,482,200	77.6	0.6	331,600	52.9	1.7
Employed	2,342,800	73.2	0.7	300,600	47.9	1.7
Unemployed	139,400	5.6	0.4	31,000	9.3	1.4
Economically inactive	717,200	22.4	0.6	295,700	47.1	1.7

United Kingdom

	All persons			Disabled		
	Number	Percent	+/-	Number	Percent	+/-
Economically active	29,466,100	78.4	0.2	3,712,600	54.1	0.5
Employed	27,900,900	74.3	0.2	3,392,700	49.5	0.5
Unemployed	1,565,200	5.3	0.1	319,900	8.6	0.4
Economically inactive	8,107,500	21.6	0.2	3,147,700	45.9	0.5

Source: Annual Population Survey, Office for National Statistics

In 2007, over three quarters of the region's working-age population was economically active (78 per cent). For those with disabilities, the proportion was little more than a half (53 per cent). A considerably higher proportion of economically active disabled people were unemployed, with a rate of around 9 per cent compared with 6 per cent in the wider population.

Among economically inactive disabled people in the region, over 60 per cent gave disability or long-term sickness as a reason for being inactive. People with long-term illness or disabilities accounted for around a quarter of the economically inactive population as a whole.

Table 4 provides a breakdown of the occupation of employed people in the region by their disability status. It shows that people with disabilities tend to be under-represented in the more senior occupations and over-represented in the more elementary occupations. The figures in medium ranking occupations are more similar between the different disability status groups.

Table 4: Occupation of the employed, Yorkshire and The Humber, 2007

	All disabled	Not disabled	All persons
1 Managers and Senior Officials	12.9	14.0	13.9
2 Professional occupations	9.3	11.2	10.9
3 Associate Professional and Technical	12.3	13.1	13.0
4 Administrative and Secretarial	11.2	11.4	11.4
5 Skilled Trades Occupations	11.1	11.8	11.7
6 Personal Service Occupations	8.0	8.0	8.0
7 Sales and Customer Service Occupations	9.0	8.7	8.8
8 Process Plant and Machine Operatives	10.9	9.1	9.3
9 Elementary Occupations	14.6	12.4	12.7
Total	100	100	100

Source: Annual Population Survey, Office for National Statistics

Table 5 indicates that employed people with disabilities were slightly more likely to be self-employed.

Table 5: Self employment among people with disabilities, Yorkshire and The Humber, 2007

	All disabled	Not disabled	All persons
Numbers			
Self-employed	39,400	217,300	256,700
Other employed	261,200	1,824,900	2,086,100
Total	300,600	2,042,200	2,342,800
Percent			
Self-employed	13.1	10.6	11.0
Other employed	86.9	89.4	89.0
Total	100	100	100

Source: Annual Population Survey, Office for National Statistics

Highest qualification of people with disabilities

Table 6 indicates the highest qualifications of working-age people in the region, and shows a significantly higher proportion of disabled people with below GCSE grades A-C or equivalent qualifications than the population as a whole. The proportion of the general working-age people with degree level qualifications is considerably higher than among people with disabilities (16 per cent and 10 per cent respectively).

Table 6: Highest qualification by whether disabled or not, Yorkshire and The Humber, 2007

	All disabled	Not disabled	All persons
Degree or equivalent	9.5	17.9	16.3
Higher educ	7.1	7.7	7.6
GCE A Level or equiv	18.5	24.3	23.1
GCSE grades A-C or equiv	20.5	24.9	24.0
Other qualifications	17.2	12.8	13.7
No qualification/Don't know	27.1	12.4	15.3
Total	100	100	100

Source: Annual Population Survey, Office for National Statistics

Yorkshire Forward employment statistics

Summary

This data provides an insight into how the APS is a useful source of information, by allowing us to identify areas where people's access to the labour market appears to be influenced by disability. Together with complementary data sources it also contributes to the evidence base for interventions aimed at removing barriers to participation in the workplace.

The evidence base maps the levels of employment, disaggregates the differential of disabilities, long term disabling conditions and levels of qualifications and representation in the labour market. The evidence base informs the delivery of the RES and is aligned with the action plans.

The agency – Yorkshire Forward

Yorkshire Forward is the Regional Development Agency (RDA) for Yorkshire and the Humber. Regional Development Agencies were established in 1999 to improve the economic performance of the nine English regions specifically in relation to those communities, where for a variety of reasons, market failure had restricted their participation in the benefits of economic growth in the early to mid-1990s.

Our 270,000 businesses contribute to an economy worth in excess of £80 billion, and with a population of over 5 million people Yorkshire and Humber ranks alongside countries including Greece, Norway and Singapore.

In 2007- 08, we created or safeguarded 25,456 jobs, assisted 35,165 people in skills, created 1,231 businesses and attracted £1 billion in investment. Since our establishment in 1999 Yorkshire Forward have met all our targets set by Government.

Regional Economic Strategy

Yorkshire Forward's prime responsibility is to produce a Regional Economic Strategy (RES) which identifies the region's ten-year vision and how this is to be achieved. Yorkshire and Humber's vision is to be "a great place to live, work and do business". This vision is rooted in "the importance of Yorkshire and Humber's people, in all their diversity, whose hard work, honesty, straight-forwardness, inventiveness and integrity are central to our RES¹".

More than 5,000 individuals and organisations contributed their ideas and work to the formulation of the RES. Among those contacted with a disability remit were;

- Rotherham Diversity Forum
- Action for Health
- Age Concern Calderdale
- Age Concern Rotherham
- Age Concern Bradford
- Disability Rights Commission
- School of Health Studies, Bradford
- Royal National Institute for the Blind
- Disability Action Yorkshire
- Association of Blind Asians

The RES describes six objectives and twenty-nine deliverables to realise the region's vision;

Objective 1: More Businesses that last – by encouraging more people to start a business; improving support to help new businesses; and increasing, retaining and embedding business investment in the region;

¹ Forward to the Regional Economic Strategy for Yorkshire and Humber 2008

Objective 2: Competitive Businesses – by fostering innovation to develop new markets and goods; growing businesses and employment in knowledge based industries; boosting key sectors of regional significance; improving support to foster business growth and cut red tape; applying best practice for business success by helping recruitment and retention of good staff; and by helping businesses to win and expand in new markets;

Objective 3: Skilled People benefiting business – by creating a new enthusiasm for learning and attainment; improving basic skills; improving skills for technicians, craft people and managers; improving the skills of people already in work and the potential workforce; improving higher level skills to capture the potential of people with degrees; using research and evidence on skills needs and business demand to guide action;

Objective 4: Connecting People to Good Jobs – by devising and delivering a Regional Diversity Framework; developing programmes and projects to tackle worklessness and get more people into jobs; using Local Area Agreements to target resources and improve performance in the most deprived areas; utilising the voluntary sector to reach local people and improve service delivery; improving childcare and removing barriers that prevent people accessing work;

Objective 5: Transport, Infrastructure and Environment – ensuring Government commitment to the region’s long-term transport priorities; delivering transport schemes of economic priority; ensuring effective energy, utilities and broadband investment; protecting, enhancing and utilising the environment and natural resources;

Objective 6: Stronger Cities, Towns and Rural Communities – boosting the role of city regions as economic drivers; delivering integrated renaissance programmes in major cities and towns; securing a strong and diverse rural economy; capitalising on housing and health and other public sector investment to support renaissance; using culture to contribute to the economy, renaissance and profile.

These objectives can only be met with the full participation of all our partner groups and communities in the region. To this end the RES also identifies three cross cutting themes that underpin everything in the RES and how they will be delivered. The themes are;

Sustainable Development – the concept that our regeneration and economic development activity benefits our people without compromising future generations

Leadership and Ambition – to aim high and where appropriate take calculated risks to bring about real and lasting changes to the region’s economic performance

Diversity – to ensure that all people realise their potential particularly those from Black, Asian and Ethnic Minority communities, faith groups, deaf and disabled people, young and older people and those living in deprived communities.

Equality Impact Assessment

Yorkshire Forward's Equality Impact Assessment (EIS) framework ensures all our funding is subjected to a formal appraisal of how the funding will address each of these cross-cutting themes. To aid project managers in carrying out these assessments a data booklet has been produced which identifies the key regional data characteristics under each theme (see Section 6 and Appendix 6) The EIS framework ensures that all Yorkshire Forward funding is subjected to an appraisal against the RES cross-cutting themes, including diversity.

Regional Diversity Framework

Underpinning the EIS is the Regional Diversity Framework which seeks to act as an umbrella source of funding to promote diversity and enable positive interventions under each RES objective. This 3-year, £2.5 million programme recognises that people with disabilities are under-represented in the contribution they are able to make to the economy;

- Of all the people out of work in Britain, 40% have a disability. Only 51% of those with a disability are in work, dropping to 21% for those with Mental Health related conditions. Yorkshire and the Humber has proportionately more people with disabilities than the national average. South Yorkshire has the highest percentage amongst the Sub Regions and also the lowest proportion of people with disabilities in work.
- Research also indicates that people with disabilities that have higher level qualifications are far more likely to consider being involved in economic activity than those with disabilities that have no qualifications or low level qualifications.
- The majority of people with disabilities that are in work are in low paid clerical occupations.

The Regional Diversity Framework seeks to position Yorkshire Forward in a leadership role in promoting the Business Case for Diversity in the economy and ensure that the economic arguments are understood. Activity will be particularly focused on raising awareness of the competitive imperative in understanding the implications of the labour market's changing demographics and the implications for working practices

Structure of Yorkshire Forward

Yorkshire Forward has five directorates each headed by an Executive Director who reports directly to the Chief Executive. The agency's Organisation Chart can be found at Appendix 4.

Delivery of the RES objectives is the responsibility, either directly or in an influencing capacity, of the three functional directorates (the Business, Environment and Inclusion directorates and their directorate teams with HR). We have used this line responsibility

to identify responsibilities in relation to the external actions shown in the Action Plan (see Section 7). Internal actions are the responsibility of the support teams i.e. Finance, Strategy and HR.

Yorkshire Forward is committed to ensuring that diversity is promoted both internally and externally not only because it is the right thing to do but also because it makes good economic sense. A critical factor for economic growth is to increase the numbers of people in employment to match the annual increase in the number of jobs. According to Yorkshire Forward’s econometric model a growing Yorkshire and Humber economy will demand 43,000 more people per year into employment.

.We can meet this growth through ensuring those furthest from the workforce are helped to return.

To this end we have adopted a set of core values that together promote a business culture which recognises and seeks to build an economy based on the diversity of our people. These are our VOTED values to remind us that no one elected us to this role but that nevertheless we are guardians of taxpayers money and here to serve the public to the best of our ability;

- **V**alue for money for taxpayers
- **O**pen to ideas and the public
- **T**eam Yorkshire Forward and Team Yorkshire and Humber working together
- **E**xcellence in our performance
- **D**iversity and difference – encouraging and enabling everyone to make a contribution to our work

At the same time by adopting the VOTED values we aim to ensure that the elements of which they are made up are mainstreamed within our corporate activity and not just the responsibility of isolated parts of the agency.

Staffing

The staffing figures for Yorkshire Forward have shown a considerable growth over the last year, with staff TUPED over to deliver the European programme. The HR team are working with the internal disability group, to look at positive promotion disability within Yorkshire Forward.

Yorkshire Forward staff	
Disabled People	Total
Disabled person	10
None Disabled People	406
Grand Total	416

Involving disabled people in the scheme

Objective 1: To increase the involvement of disabled people in the development of the RES

The involvement of communities of interest is important in determining and shaping investments and has been a feature of our approach as a regional development agency. Where we have invested in buildings, design of large schemes, there has been local consultation and involvement, particularly on projects which have been specifically designed for use or involvement of people with disabilities.

Case study

The aim of The Art House is to provide an exemplary building where artists with and without disabilities can work together without barriers. The Art House hosts artists' studio and workshop space in Wakefield which will be used by a wide variety of people but has a particular aim of supporting disabled artists. The new building forms part of the Wakefield Westgate development. The new, three storey building located on the south and west side of the existing Drury Lane library will comprise studios – both for group/community use and for individuals – together with an exhibition space and offices for The Art House. The Art House has secured £1.2 million funding for this project from Arts Council England and 762k from ERDF. Wakefield has gifted them the land and have contributed 200k towards the capital costs. Yorkshire Forward provided £300k towards the capital refurbishment. The building is now complete and was officially opened on the 7th July 2008.

However, we have recognised that consultation and subsequent involvement has not always been maintained after the initial work and it is our explicit intention to extend and maintain the involvement through local partnership work. This is with local authorities and the interest groups which inform the economic priorities for an area. Hence working with our partners and directly involving disability groups and communities is the way we do business in the development of local economic plans. We are currently investing in and working with the Business Link services and local authorities to deliver business support services. There are some specific support services which work to support people with disabilities into self employment and employment. We have started this work with three large local authorities and following through with other local authorities in the next round of investments for 2009.

Objective 2: To increase the involvement of disabled people through:

- **regional programmes**
- **shaping local priorities**

The Business Link contract, in place from April 2008, has a 'Diversity Enabled' programme running alongside to assess, inform and feedback how the services are working, ensuring that support is appropriate and available to all communities of interest and specifically people with disabilities.

Yorkshire Forward is working with three major local authorities and the local disability networks, highlighting local priorities, initially with three authorities and rolling out across the Local authority network, informing and shaping local economic master plans.

Objective 3: To see more employers adopting good practice in recruitment and retention

We are working with the Employers Forum on Disability to deliver a rolling programme of events and workshops that involve people with disabilities as employers, employees and business representatives that are developing work practices across all employment sectors in Yorkshire & Humber.

Objective 4: Yorkshire Forward as an employer committed to working to create greater disability equality

Yorkshire Forward as an employer is committed to taking forward the issues from Corporate Management Team, through the organisation to investment and project management, involving strategy, finance, and all the support teams in Business, Economic Inclusion and Environment.

Key areas by which we will strengthen our approach to meeting the duties of the DES will be greater focus on the involvement of people with disabilities, through to assessing impact of our investments and joint work with employers.

Training to implement impact assessment will be mandatory for all project managers.

The Human Resources Team are supporting an internal Yorkshire Forward group, for employees with disabilities who will advise on good working practices and identify current issues. The starting point is low with only 10 people who have disclosed their disability. The first point would be to identify the barriers to disclosing. The second step would be to look at what are the advantages to disclosing a disability, if we are to succeed in encouraging more of the staff to disclose their disability.

The mosaic programme worked in collaboration with Job Centre Plus, the Learning and Skills council and the Disability Rights Commission by establishing mentors for disabled people to encourage them in to work or access to further education and training.

The Mosaic program was funded over three years as part of a number of activities working with employers and diverse groups to promote better access to the labour market.

The project provided role models across the spectrum (voluntary, private and public sectors) and included mentors with a range of disabilities and professional backgrounds. The purpose of the mentor was to encourage and help enable people with disabilities that are disengaged from the labour market to move off incapacity benefit to some form of economic activity.

In support of regional strategy leading to action, Yorkshire Forward is involved in the development of the Regional Mental Health Strategy and implementation group. The aim is, to deliver an interactive regional hub of information and expertise for employers, on mental health employment issues, in Yorkshire & Humber. We expect the hub to be live by mid 2009.

Case Study

The Academy for Community Leaders – The aim of the academy is to increase people’s skills and abilities to take a leading role in regenerating their communities and in influencing change. The core curriculum is in leadership, governance and management skills in the broadest sense, which enable people to have an impact on the long term sustainability of their communities. Courses were run with and for disabled people to train and develop as community leaders. The programme includes:

- Governance, Leadership & Management
- Active citizenship
- Learners to leaders

The three case studies are part of the programmes in which we have invested, and where the views and needs of disabled people and communities have fed into and shaped the ways in which we build programmes of activities.

Actions	Milestones	Outcomes
Consultation and involvement of people with disabilities into local economic plans	Disability networks informing economic planning on a local authority level	Current – 3 local networks with the largest LA’s informing the local economic plans
Consultation and involvement of people with disabilities with business and employers	The Employer’s Forum on Disability delivery of seminars and training, annual programme 2008/09	More employers listening and involving staff in developing ‘good’ employment practice
The ‘Diversity Enabled programme’ in place to identify strengths and weaknesses in the delivery of Business Support	New Business Link contract in place April 2008. Interim review of coverage & penetration of service delivery September 2008 Full review & recommendations March 2009	A regional Business Link Service which delivers to all communities of interest across the region.

Yorkshire Forward internal working group on employment practice	An internal facilitated group involving staff with disabilities, meeting every quarter to inform employment practice.	Good practice in employment and retention on issues of disability.
Assessing impact of investments	A revised Equalities Impact Assessment process April 2009	Improved knowledge of the impact of economic investments on business and employment opportunities in relation to disability.
Involvement with Links through the Regional Disability Network	Now Linking through an electronic network	To create links across all networks to inform and be involved in economic regeneration.

Assessing Impact

Objective 5: To ensure that we can measure the impact of our investments and the way we do business with people with disabilities

The Impact Assessment Review – 2008

A detailed review of the Impact assessment procedure has taken place and resulted in a number of key changes having been approved for action between September 2008 and September 2009.

- Online Impact assessment system will be commissioned for development. This will create an online tool to be used at stage 1 and 2 of the Performance Management Framework (PMF) process.
- The change will achieve impact assessments structured around programmes of investment and cross organizations.

Online Project Equality Impact Assessments

Project managers will be able to use information about their project to shape an impact assessment that is matched to their requirements and relevant to the specific area of work. An online system will therefore cease to be restricted by the limitations of single version forms that are standardized for ease of use.

The positioning of the on line tool at stage 1 and 2 will also allow a greater emphasis to be placed on questions which address the proactive duties within Equalities legislation. Questions will encourage project Managers to seek proactive opportunities for greater engagement, access, inclusion and development of diverse groups.

The online system will also require project managers to think about how they can evaluate any benefit to diverse communities and strongly lead project managers to think about evaluation of projects and the key milestones.

It is also hoped that the online system will also allow better linkages between Regional Knowledge System databases and enable the organization to make more accurate assessment of diversity impact spatially, and by diversity strand across the region.

The commissioning of the online system is due to take place at the end of January, 2009.

Cross Directorate Programme of Investment Equality Impact Assessments

Yorkshire Forward will also move to making equalities impact assessment of projects much broader than specific project by project evaluations.

By July 2009, programme level impact assessment forms and guidance tools will be developed to ensure that a number of key areas of investment from Yorkshire Forward can be assessed more strategically and to account for the contribution and input of partner agencies involved in the design and delivery of investment programmes. Programme level assessments may be directorate based or spatially focused .i.e.:

What has been the impact of Yorkshire Forwards Business Support Simplification implementation Plan on diverse communities in Yorkshire and the Humber?

Or

How has urban realm activity, for example, in Wakefield city centre impacted upon people with disabilities accessing the city centre?

Executive Directors will be involved in selecting the Impact assessments which will be conducted over a year and will require the collaboration of key partner organisations in the region. It is anticipated that a small number of assessments will be completed and will be formally assessed by Thea Stein and an appropriately selected small panel of external lay advisors from the region, at the end of the 12 month deadlines.

Staff Involvement in Equality Impact Assessments

The internal Diversity steering group will be involved in developing the questions for the Impact Assessment in the on line system. Each directorate will be involved in approving the questions and making suggestions for data they would like to have access to in order to make the process more useful.

Members of staff will regularly be asked to make suggestions for programme level impact assessments and the Executive Directors will consider each suggestion.

External Community Involvement for Equality Impact Assessments

Members of the community will be invited to volunteer for assisting in the impact assessment for programme level EIA's which will be chaired by the Director for Economic Inclusion. These individuals will be primarily targeted through existing access channels through local authority partnerships.

How will we know what is happening in the region:

The evaluation of individual programme investments will build in the agreed outcomes, of which impact assessments are a compulsory element, and incorporated in monitoring and evaluation of projects and programmes.

Action Plan

The scheme will go out for consultation, in September / October 2008 and will be a means of building stronger links and working relationships with the wider community of people with disabilities.

RES Objective	What will the milestones be?	Success is...	By Whom – lead partner	By When
Objective 1: More Businesses that last – by encouraging more people to start a business; improving support to help new businesses; and increasing, retaining and embedding business investment in the region;	Evidence of support for business start ups through the Business Link service, quarterly reviews, within the new contract started April 08. The diversity enabled programme will report on how the Business Link service is performing in providing business support to all communities and significantly, people with disabilities.	A business support environment that can demonstrate it is responsive to the needs of disabled entrepreneurs. To demonstrate a minimum of a 5% increase from the 2008 baseline position.	Simon Hill	March 2009
	The Regional Knowledge System will provide the knowledge and evidence of support to business start ups, meeting the needs of geographic communities and communities of interest, and can identify business support provision and activity with people with disabilities.	A fuller understanding of business support and penetration.	Simon Hill	April 2009
	Identify options to enable disabled people to gain access to a fair proportionate share of start-up capital, e.g. IMBY Project with Social Enterprises in South Yorkshire.	Business survival and further roll out of the model	Thea Stein	March 2008 and ongoing

	<p>Work with Local Authorities and other partners to ensure business support services are integrated with specific access and specialized support services (i.e. Under LEGI funded business support).</p> <p>To evidence a year on year increase in the number of people with disabilities, and specifically targeted events e.g. 10 Best Practice events, 350 access grants for events</p> <p>Support and deliver development of disability confidence for Business Advisers, and employers, through the Employers Forum on Disability, to businesses across all sectors.</p>	<p>Increase in the number of disabled people attending Enterprise Shows 5% increase per year</p> <p>More people with disabilities setting up in business, a 5% increase from year 1 baseline.</p> <p>More employers addressing disability issues, in a positive way. An increase of the number of employers engaged, and reporting on what they have changed, on an annual basis. Disabled people involved in informing policy and practice.</p>	<p>Simon Hill</p> <p>Simon Hill</p> <p>Simon Hill</p>	<p>June 2008 /09/10</p> <p>Activity ongoing across all years Start-up programme commences 2008</p> <p>Event held 2007, 2008 & then on a quarterly basis</p>
RES Objective	What will the milestones be?	Success is...	By Whom – lead partner	By When
Objective 2: Competitive Businesses – by fostering innovation to develop new markets and goods; growing businesses and employment in	<p>Employer events throughout the year to improve recruitment, retention and training within companies and businesses</p>	<p>A regional network running regular events, to involve and support employers and who are more confident and better informed on disability issues.</p>	<p>Thea Stein</p>	<p>Start 2007 and by 2010</p>
	<p>Able to provide targeted support to</p>	<p>More disabled entrepreneurs</p>	<p>Simon Hill</p>	<p>Regular events</p>

<p>knowledge based industries; boosting key sectors of regional significance; improving support to foster business growth and cut red tape; applying best practice for business success by helping recruitment and retention of good staff; and by helping businesses to win and expand in new markets;</p>	<p>expand business.</p>	<p>expanded their business through access to marketing opportunities such as trade fairs, meet the buyer events. A series of successful events with evidence from employers of the changes they have adopted.</p> <p>From employees who have shaped and benefited more inclusive employment practice.</p>	<p>Thea Stein</p>	
<p>RES Objective</p>	<p>What will the milestones be?</p>	<p>Success is...</p>	<p>By Whom – lead partner</p>	<p>By When</p>
<p>Objective 3: Skilled People benefiting business – by creating a new enthusiasm for learning and attainment; improving basic skills; improving skills for technicians, craft people and managers; improving the skills of people already in work and the potential workforce; improving higher level skills to capture the potential of people with degrees; using research and</p>	<p>Promote inclusive learning in all Yorkshire Forward skills activities.</p> <p>Ensure provision of accessible information on learning opportunities.</p> <p>Identify opportunities to develop greater range of learning options for disabled people at risk of geographical isolation. E.g. NY – Project with North Yorkshire Music Therapy Centre, and Chop Sticks social enterprise project in Northallerton, Humber – Support for</p>	<p>Promotion of positive role models, disabled people achieving new skills at all levels.</p> <p>Activity evidenced in each sub-region.</p>	<p>Thea Stein</p> <p>Thea Stein</p> <p>Thea Stein</p>	<p>Across all years</p> <p>Across all years</p>

<p>evidence on skills needs and business demand to guide action.</p>	<p>Goole and District Coalition of Physical Disabilities to register as an Approved Training Centre.</p> <p>Promote cross- agency support in developing policies and actions on supporting people into employment and more informed employment practice, disability and longer term health conditions, through employer events and training.</p> <p>Complete audit of all Yorkshire Forward funded training to ensure accessibility for disabled people.</p>	<p>More employers with positive employment practice for people with a range of disabling conditions</p> <p>All training venues to be accessible</p>	<p>Thea Stein</p> <p>Thea Stein</p>	<p>Start June 2008</p> <p>Annually reviewed</p>
<p>RES Objective</p>	<p>What will the milestones be?</p>	<p>Success is...</p>	<p>By Whom – lead partner</p>	<p>By When</p>
<p>Objective 4: Connecting People to Good Jobs – by devising and delivering a Regional Diversity Framework; developing programmes and projects to tackle worklessness and get more people into jobs; using Local Area Agreements to target resources and improve performance in the most deprived areas; utilising the voluntary sector to reach local people and</p>	<p>Work with Jobcentre Plus to ensure increased number of disabled job applicants gain employment.</p> <p>Develop information to advise on related in-work benefits for example working Tax Credit, Access to Work and other related benefits, adopting good practice from the LEGI schemes</p> <p>Employer focused disability awareness raising initiatives, such as: 1) West Yorkshire Access to Employment that works with large employers and people excluded from the labour market to improve</p>	<p>That there is appropriate support available for people claiming incapacity benefit get into work and people with mental health issues stay in work.</p> <p>More employers who make the business case for a diverse workforce. A minimum of 10 case studies to promoting diversity and disability equality.</p>	<p>Thea Stein</p> <p>Thea Stein</p>	<p>September 2007 – April 2009, with yearly reports on progress</p> <p>March 2007 with annual reporting</p>

<p>improve service delivery; improving childcare and removing barriers that prevent people accessing work;</p>	<p>employment chances. E.g. 25 x Large Employers supported to produce and implement Diversity Action Plans 2) Humber MORE Employability Project</p>			
	<p>All new investment on employability and retention in the workplace, to be identified in the major investments.</p>	<p>All employment programmes include support for disabled people, and will promote the contribution of disabled people</p>	<p>Thea Stein</p>	<p>April 2009</p>
	<p>Devise and deliver a regional diversity framework, to encourage more employers to adopt good practice</p>	<p>Joint activities with employers and champions of good practice across all sectors. To evidence a growth in the numbers of employers positively engaged by a 10% increase each year.</p>	<p>Thea Stein</p>	<p>April 2008 & ongoing</p>
	<p>Development of the Regional Mental Health Strategy and implementation group, with partners. The aim is, to deliver an interactive regional hub of information and expertise for employers, on mental health employment issues, in Yorkshire & Humber.</p>	<p>A single point of advice for employers to support people to stay in employment</p>		<p>June -Sept 2009</p>
	<p>Raise the profile of disability equality through assessing the impact of all the investments from Yorkshire Forward. Ensure the involvement of disabled people through local networks. Evidenced in the evaluation of investments.</p>	<p>Joint action with Local Authorities, Business Support Services and training providers. Evidence of good practice to be promoted at all conferences & events, creating a culture of promoting positive</p>	<p>Thea Stein</p>	<p>June 2008</p>

	<p>Explore the need to commission regional specific research into cross-cultural disability issues and barriers to inclusion.</p> <p>Supporting involvement of disabled people in public life. E.g. support for 360 people with disabilities in undertaking training with the Academy for Community Leadership at Northern College, Barnsley. Follow up to track the impact of the training.</p>	<p>images and practice.</p> <p>Identify opportunities to support the involvement of disabled people in public life. Link into the marketing of Board level opportunities, alongside initiatives around more women into public life.</p>	<p>Don Stewart</p> <p>Thea Stein</p>	<p>Ongoing</p>
RES Objective	What will the milestones be?	Success is...	By Whom – lead partner	By When
Objective 5: Transport, Infrastructure and Environment – ensuring Government commitment to the region’s long-term transport priorities; delivering transport schemes of economic priority; ensuring effective energy, utilities and broadband investment; protecting, enhancing and utilising the environment and natural resources;	<p>Work with transport agencies and partners to increase access to public transport for disabled people. Timetables to show disable accessible routes.</p>	<p>Good inclusive design practice integrated into all renaissance programmes</p>	<p>Thea Stein</p>	<p>September 2008</p>
	<p>Support targeted measures to make the built environment accessible for disabled people. E.g. North Yorkshire – Haxby Memorial Hall provided with hearing loop. South Yorkshire - capital invested in Voluntary Action Barnsley building which is DDA compliant.</p>		<p>Jan Anderson</p>	
	<p>‘Integreat’ Yorkshire to lead on inclusive practice on local renaissance</p>	<p>Disabled people involved in the ‘town team’ approach to renaissance</p>	<p>Jan Anderson</p>	<p>Current practice extended through all new</p>

	<p>Ensure we communicate information as to what we want to achieve and what we have achieved with our partners in the appropriate formats.</p> <p>Investment in Digital and all ICT projects to create full access for people with disabilities.</p> <p>To support the development of assisted technologies through the Innovation programme for e.g. Assistance in bid for development of Assistive Technologies by Sheffield University and Barnsley NHS Trust</p> <p>Investment in Tunstall Group to create software and hardware to safety monitor vulnerable people in their homes.</p> <p>Identify opportunities to make Broadband more accessible, e.g. North Yorkshire – Woodlands MS Resource and Respite Care Centre provision of computer equipment supported. Also North Yorkshire, provision of high-speed broadband (NYNET) to enable access to assistive technologies, home working and general communication.</p>	<p>Evidence of digital technology being used in commercial applications and accessed by more people.</p>	<p>Simon Hill</p> <p>Simon Hill</p> <p>Simon Hill</p>	<p>renaissance plans – monitored annually</p> <p>Spring 2008</p> <p>End 2007</p> <p>Ongoing, but roll out of NYNET by 2011.</p>
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RES Objective	What will the milestones be?	Success is...	By Whom – lead partner	By When
Objective 6: Stronger Cities, Towns and Rural Communities – boosting the role of city regions as economic drivers; delivering integrated renaissance programmes in major cities and towns; securing a strong and diverse rural economy; capitalising on housing and health and other public sector investment to support renaissance; using culture to contribute to the economy, renaissance and profile.	All design of building and public realm will be DDA compliant	An increasing number of examples of involvement of groups including & representing disabled people e.g. Rotherham Public Realm Strategy, Rotherham Railway Station Design House, Wakefield Art House involved in renaissance programmes	Jan Anderson	Opportunities identified across all years.
	Ensure (International Indian Film Awards) IIFA and similar events are inclusive events with early involvement of disabled people.	IIFA regarded as a major event for the region, and inclusive in the planning and delivery of the event	Don Stewart	2007 onwards
	Explore options for showing Arts and sports events by disabled people.	The region to promotes sporting events that are accessible to and involve disabled people, leading to the Olympics in 2012	Don Stewart	Ongoing
	Raise profile of disabled sporting excellence in Yorkshire and Humber	More involvement of disabled people engaged in cultural and sporting activity in Y&H, Increase number of Paralympic athletes based in Sheffield at the English Institute of Sport.	Don Stewart	2007-2012
	Support activities that will increase access to and participation in cultural and sporting activities by disabled people. E.g. Work with NOVA to ensure increase in disabled participants in Great Yorkshire Run. E.g. support for members of British			

	<p>Deaf Football team to participate in Deaf Olympics in Australia. E.g. provision of an adapted snooker table at the World Snooker Academy in Sheffield. E.g. ensure programme of activities in North Yorkshire for Tour of Britain. E.g. mystery shopper exercises by disabled tourists in the Dales. E.g. support for tennis coaching at Swanland Tennis Club in North Yorkshire.</p> <p>Promote Y&H as a centre of excellence for Paralympic Athletes.</p>			
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YORKSHIRE FORWARD AS AN EMPLOYER

Reduces barriers to employment for disabled people so that the workforce better reflect the community it serves

YF Objective	What will the milestone be?	Success is...	By Whom – lead partner	By When
<p>Provide staff with a fully accessible office</p> <p>Human Resources Promoting positive attitudes and behaviour of all staff</p>	<p>Review disability audit of the premises and address any outstanding issues</p> <p>Promote positive attitudes to anti discrimination, through:</p> <ul style="list-style-type: none"> ▪ Explaining the VOTED values and the policies that underpin Diversity for all new staff ▪ Corporate Management training to address positive attitudes and behaviour in relation to disability, including anti discrimination ▪ To promote the policy on countering harassment and discrimination in the workplace ▪ Training on impact assessment for all project managers ▪ Internal web based doc system for policies and guides ▪ Facilitating an internal group of staff with disabilities to inform and review policy & practice ▪ Staff survey 	<p>Positive feedback form internal staff survey</p>	<p>Facilities Team</p> <p>HR</p> <p>HR</p> <p>PMF team and HR Comms</p> <p>HR</p> <p>Corporate Management Team & HR</p>	

<p>As an Influencer</p>	<p>Corporate Management Team in the lead role in Corporate Development to promote and enhance role and leadership in the region on issues of diversity. We will work with our partners in housing, transport, planning, public health and culture to ensure that equality and diversity issues are fully embedded into new and revised strategies.</p> <p>Use our influence to promote disability equality issues with partnerships and to deliver on the Duty</p> <p>Develop a robust evidence base to address disability issues within the region for use by us and our partners.</p>	<p>Evidence of corporate response to strengths and areas for improvement All new and revised strategies make explicit reference to commitment, and where appropriate, to specific actions.</p> <p>Partnerships demonstrate effective delivery of actions to address disability issues.</p> <p>Policies, strategies and plans produced by us and our partners reflect the use of that evidence base.</p>	<p>Chief Executive & Corporate management Team</p> <p>Relevant Director</p> <p>Internal – Thea Stein, External – Don Stewart</p>	
<p>Our processes</p>	<p>Programme / project development and performance management. Equality Impact Assessment, used in conjunction with programme developments, by project managers</p> <p>Programme evaluation. All programmes and projects include evaluation plans which assess disability and other equality issues, according to the business, environmental and economic</p>	<p>Revised Procurement Strategy to increase the number and diversity of businesses able to access Yorkshire Forward contracts</p> <p>Evaluations demonstrate disability equality improvements and positive outcomes for disabled people.</p>	<p>Trevor Shaw</p> <p>Don Stewart</p>	

	<p>inclusion.</p> <p>Collation of beneficiary data.</p> <p>Internal Audit. Relevant Internal Audit reports look at risk within the context of delivering on disability equality issues.</p> <p>Procurement – A revised corporate procurement strategy, to increase the access to contracts to a more diverse range of businesses and organisations. Corporate Procurement Strategy to embed equality and diversity requirements of procurement partners.</p> <p>Corporate marketing of regional events, conferences and publicity. Utilise involvement of disabled people to ensure that YF constantly reflects best practice in terms of accessibility and inclusivity.</p>	<p>Greater detail on beneficiaries enables Yorkshire Forward to inform future investments and project development.</p> <p>Information used for continuous improvement, latest report April 2008</p> <p>Revised Procurement Strategy to increase the number and diversity of businesses able to access Yorkshire Forward contracts</p> <p>All public events and meetings to be inclusive in terms of facilities and arrangements. To promote an inclusive image in publicity and marketing.</p>	<p>Don Stewart</p> <p>Trevor Shaw</p> <p>Trevor Shaw</p> <p>Trevor Shaw</p>	
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Appendices

Appendix 1 - Defining disability

The social model of disability: there are, and have been, many ways of defining disability. Disabled people themselves have challenged the traditional, medical ways of defining and describing disability: they have argued that, in order to tackle the barriers that exclude disabled people from society, a “rights based” approach is needed. Disabled people have developed an alternative ‘model’ of disability – the social model – on which the DED is strongly based. The "social model" has been developed and refined by disabled people themselves as a response to the way that they have been traditionally defined by medical and welfare professionals the “medical model”. Rather than seeing people as being "disabled" by their particular impairment, the social model looks to society at large and the way that it is organised. The way that people with impairments are excluded from taking part in society's activities results in a lack of physical access, lack of opportunities for jobs and education and a lack of choice and denial of rights.

Independent living: disabled people have advocated for “independent living” as a way of translating the social model into action. Three basic principles have been identified –

Independence is not necessarily about doing absolutely everything yourself nobody does this. Rather it is about being in control of your daily life and taking your own decisions.

Involvement is about having a say in the matters that affect you, for example in the design and delivery of services.

Integration describes disabled people's full involvement in all society's activities; it is not about leaving disabled people in the community with little or no support but is about disabled people being a full part of our communities and not being seen as "separate", or “special”.

The legal definition: For the purposes of the Disability Equality Duty, and the Yorkshire Forward Statutory Disability Equality Scheme, the legal definition of disability from the Disability Discrimination Act 1995, and all subsequent amendments and extensions, applies. The DDA says that a disability is a “physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.”

- A physical impairment can include a sensory impairment such as a visual or hearing impairment. A mental impairment covers a wide range, including mental health and learning disabilities.
- “Substantial adverse effect”: substantial means ‘more than minor’ and adverse means ‘very unfavourable’.

- “Long term effects” must have lasted for at least 12 months, or is likely to last for at least 12 months.
- A “normal day-to-day activity” is something that is “normal” for most people and that is carried out on a daily or regular basis.

Appendix 2 - Glossary of terms

EIA - Equalities Impact Assessment – the tool by which Yorkshire Forward assesses the level of impact on communities and individuals and supplies the information by which investments can be evaluated.

LAA's – Local Area Agreements – priority actions agreed by the local authorities and its partners

PMF – Performance Management Framework – the system to assess and agree investments by Yorkshire Forward

RES – the Regional economic Strategy

RKS – The Regional Knowledge System – the tool by which we collect information on companies we have worked with or supported

Appendix 3 - Feedback and complaints procedure

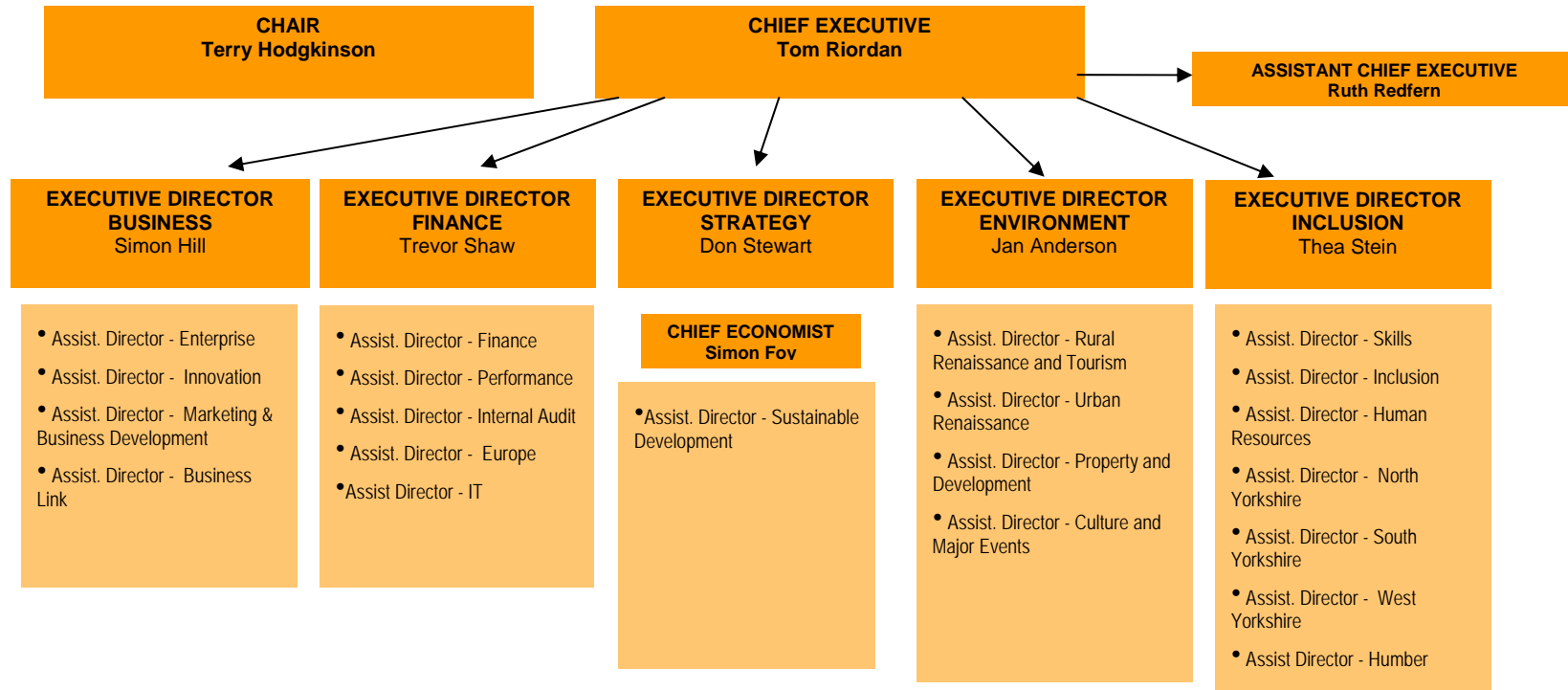
Any person who would like to comment, or believes they have a complaint about Yorkshire Forward's Disability Equality Scheme should write to:

**Director of Economic Inclusion
Yorkshire Forward
Victoria House
2 Victoria Place
Leeds
LS11 5AE**

An initial response will be provided within 5 working days of receipt of the complaint. A full response will be provided within 20 working days of the receipt of the complaint unless further investigation is required.

If during the investigation it becomes apparent that any aspect of the Equality Scheme has failed to comply with the requirements of the general duty, then the policy will be amended to ensure future compliance.

Appendix 4 - Organisational structure



Appendix 5 - Contact details for disability organisations

National Centre for Diversity - <http://www.nationalcentrefordiversity.com/yorkshire/>

Address:

National Centre for Diversity
Leeds Trinity and All Saints
Brownberrie Lane
Horsforth
Leeds, LS18 5HD

Tel: 0113 2837100 (Ext. 433)

Fax: 0113 2837200

Mob: 07948 301403

Path Yorkshire - <http://www.pathyorkshire.org.uk/index.html>

Address: PATH Yorkshire
29 Harrogate Rd
Chapel Allerton
Leeds
LS7 3PD

Tel: 0113 262 4600

Fax: 0113237 4872

Email: pathyorkshire@btconnect.com

People in Action - <http://www.peopleinaction.org.uk/>

People in Action
Oxford Chambers
Oxford Place
LS1 3AX

Tel: 0113 247 0411

Fax: 0113 234 6116

Email: info@peopleinaction.org.uk

Scope (this has links to some other organisations in the region) -

<http://www.scope.org.uk/local/northeast.shtml>

Address:

Scope
6 Market Road
London
N7 9PW

Tel: 020 7619 7100

Humber Sport - <http://www.humbersport.com/disability-sport>

Address: The Humber Sports Partnership
The Octagon
1st Floor
Walker Street
Hull
HU3 2RA

Tel: 01482 387 491
Fax: 01482 594 377

West Yorkshire Sport - <http://www.westyorkshiresport.co.uk/equity/disability-sport>

Address: Culture and Leisure HQ1
Red Doles Lane,
Huddersfield,
HD2 1YF

Tel: 01484 234087
Fax: 01484 226342

English Federation of Disability Sport -
<http://www.efds.co.uk/microsite.asp?section=228§ionTitle=Yorkshire>

English Federation of Disability Sport
Manchester Metropolitan University
Alsager Campus
Hassall Road
Alsager
Stoke on Trent
ST7 2HL

Tel: 0161 247 5294
Fax: 0161 247 6895
Minicom: 0161 247 5644
Email: federation@efds.co.uk

Yorkshire & Humber Regional Disability Network
<http://www.ictHub.org.uk/caseStudies/YHRDN.html>

Tel: 0800 2 798 798 (9am to 5pm)
Textphone: 0800 01 88 111 (minicom) (9am to 5pm)
Email: helpdesk@askncvo.org.uk

Dial UK - <http://www.dialuk.info/>

St Catherine's
Tickhill Road
Doncaster
DN4 8QN
Tel 01302 310123

Appendix 6 - Impact assessment documents

Full Business Plan Equality Impact Assessment User Guide & Form

Equality Impact Assessment Framework

The Equality Impact Assessment Framework aims to ensure that the projects developed do not discriminate, and where possible, promote equality for all.

It is a way to make sure that you think carefully about the likely impact of projects on marginalised and excluded groups, and where necessary take action to improve them.

The Equality Impact Assessment Framework focuses on assessing the impact of participation by certain groups for example:

- Older People / Younger People
- Disabled People
- People from Black, Asian and Minority Ethnic background
- Gender

Equality Impact Assessment

A full assessment involves:

- identifying the aims of your project
- considering any evidence you may have
- assessing the likely impact of your project in relation to the groups listed below
- considering possible alternatives to develop and delivering your project
- consulting formally with relevant group / groups
- deciding whether you will take forward your project in its current format
- making arrangements for monitoring the project
- making arrangements for evaluating the performance of your project

Listed below are considerations you may want to think about in relation to the above groups when developing your project.

Older People / Younger People

- Do you have a demographic profile of the region / sub region in relation to age?
- Do you have any information to suggest that the needs of younger people may be different to that of older people in relation to accessing the proposed training, and jobs?
- Did you know that we have an ageing population, and legislative changes means that older people are working beyond the traditional retirement age?
- Have you consulted with older and younger people?
- Do you know whether there any specialist organisations that may be able to support you in the development of your project?
- Does your project require additional costs built into it, such as dependant care costs?

- Does your project have policies in place to support the advancement of equal opportunities?

Disabled People

- Do you have a demographic profile of the region / sub region in relation to numbers of people having a disability?
- Did you know that disabled people are seven times more unlikely to access the labour market compared to their able bodied counterparts?
- Can your project be designed to include disabled people?
- Has your project taken access into account?
- Have you thought about whether your project may need to think about additional funding to take into account the needs of disabled people, such as personal carers, childcare, access to premises, transport, and use of ICT?
- Does your project recognise that it may need to be flexible in its design and delivery in relation to disabled people, such as, how you may develop and use training material?
- Do you know of any specialist organisations that may be able to help you in the development of your project?
- Have you consulted with disabled people?
- Can your project take into account any personal adjustments that may be required by individuals benefiting from the project, such as interpreters, need of training materials to be developed in different formats, styles, use of language?
- Does your project have policies in place to support the advancement of equal opportunities?

People from Black Asian and Minority Ethnic (BAME) backgrounds

- Do you have any demographic data in relation to the differing BAME groups in the region / sub region?
- How will your project attract people from BAME backgrounds?
- Do you know of any specialist organisations that may be able to support you in the development of your project?
- Can your project take into account any personal adjustments required by individuals and groups, such as, single sex courses, washing facilities, prayer room, dress code, language barriers?
- Will your project consult with BAME groups and individuals?
- Does your project have policies in place to support the advancement of equal opportunities?

Gender

- Do you have any demographic data in relation to gender in the region / sub region?
- Does your project take into account the differing needs of this group such as, dependency care, location of project, childcare requirements, and school holidays?
- Does your project involve attracting people into non-traditional areas, such as females into traditional male type sectors, or men into predominantly female type sectors?

The above lists are making generalisations about specific groups it is not our intention to do so, but rather to assist you, to understand how their needs may differ.

One rule of thumb to check whether differences amount to adverse impact is the four-fifths rule. This states that if the rate for any group is less than four-fifths (or 80%) of the rate of the group with the highest rate, this will be an indication of bias. This check is very rough and ready and is not a statistical test. You should also remember that it only deals with the question of adverse impact and does not resolve the ultimate question of unlawful discrimination.

An [Equality Impact Assessment Data Booklet](#) has been developed and is designed to help you complete the Equality Impact Assessment. It contains information on different sections of the Yorkshire and Humber community based on gender, age, disability and ethnicity. This information has been linked to the RES objectives whenever possible with detail at regional and sub-regional level.

EQUALITY IMPACT ASSESSMENT FORM

Please contact the YF/EU Development Manager in the first instance for support, advice and assistance

This Stage will assist you in considering detailed evidence and further information to identify actual or potential adverse impacts in your projects. The form is divided into two parts. The first focuses on how the specific activities of your proposed project will impact on and address issues of equality and diversity. The second looks at how issues of equality and diversity are dealt with within your organisation.

SECTION 1

1. Name of Project	2.YF/EU Project Development Manager
3(i). Summary of Impact(s), both positive and adverse, identified in the initial Screening	
<i>Please tell us about any potential positive or adverse impacts identified at the end of the Outline Business Plan</i>	
3(ii). Summary of impacts, both positive and adverse, identified <u>since</u> the Initial Screening in the Outline Business Plan	
4. What consultation have you undertaken and with whom?	
<i>Please tell us about any consultation you have done since the Initial Screening, the individuals and groups you have consulted with, and the key issues identified as a result of these consultations.</i>	
5. What research have you used (surveys, reports, meeting minutes, focus groups, interviews, etc)?	
<i>Please tell us about any research you have conducted or used in showing the need for your project, where it came from, and the key issues identified</i>	

6. What demographic and statistical data have you used?

Please tell us what population, census, and other data you have used, including the source of that data. Please outline the key statistics you have identified

7. Do the results of your consultation and research show differences between different sections of the community?

Please tell us if there are different responses from different groups, including different racial groups, what the differences are, and which groups are affected in what way

8. Does the statistical information show any differences between different sections of the community?

Please tell us about any differences identified between different groups, including between different racial groups

9. Do the differences between different groups, including between different racial groups, amount to adverse impact? And for which groups?

- *Please tell us how the differences identified above affect the different groups*
- *Please tell us how any one or more group may suffer a disadvantage as a result*
- *Please tell us which group or groups are adversely affected*

10. How far does your project proposal advance or restrict equality and community cohesion?

*Please describe how your project can contribute to equality of opportunity and community cohesion
If your project might hinder that process, please describe how*

11. What, if any, changes will need to be made, or action taken either to the Project proposal or before the Project can be implemented to reduce or eliminate any adverse impact?

*Please give us a brief summary of any changes you intend to make before progressing to your Equality Impact Assessment Action Plan. If you do not make any changes what are the consequences for the different equality groups? And what are the consequences for you?
Are you sure that any changes you make to reduce adverse impacts on one group do not create or increase the adverse impacts on another group?*

12. ACTION PLAN REQUIRED

<i>After consideration of all the above points, please indicate if you believe it will require an Action Plan.</i>	YES	NO
<i>How is progress in implementing your policy/action plan monitored?</i>		

13. DIVERSITY MANAGER SIGN OFF

<i>Upon review of the form, the Diversity Manager believes it requires an Action Plan at contracting stage</i>	YES	NO
<p>Signed:</p> <p>Name:</p> <p>Date:</p>		

Appendix 7 - Bullying and Harassment Policy

1. Introduction

1.1 Position Statement

Everyone has a right to work in an environment where people are treated with dignity and respect. Yorkshire Forward is committed to ensuring that all employees are able to work in such an environment. At the core of this commitment is our determination to eradicate all forms of discrimination, including harassment. Yorkshire Forward recognises that a respectful and considerate work environment is a fundamental, which underpins our ability to work effectively together.

1.2 Tackling Bullying and Harassment

Yorkshire Forward is committed to ensuring that any forms of harassment or bullying are dealt with sensitively, effectively and speedily. Employees are encouraged therefore, to bring to the organisation's attention any example of harassment or bullying through any of the procedures detailed in this policy. We will treat any such incident seriously and confidentially.

2. Definitions of Harassment and Bullying

Bullying

Any *PERSISTENT* behaviour which undermines the self esteem of any recipient Harassment.

A person (A) subjects another person (B) to harassment where, on the grounds of:

1. Race
2. Sex or Marriage
3. Disability
4. Religion and/or Belief
5. Sexual Orientation

'A' engages in unwanted conduct which has the purpose or effect of:

- a) Violating 'B's dignity or;
- b) Creating a humiliating, hostile, degrading or offensive environment for 'B'

2.1 Harassment – Legal Definition

Some forms of harassment are unlawful. If a person is harassed on the grounds of:

1. Sex
2. Race, Colour, Ethnicity or Nationality
3. Disability
4. Sexuality
5. Religion or Belief

This harassment could be held to be unlawful by an Employment Tribunal. So that all staff are absolutely clear of their responsibilities under the law, this is the definition of harassment under the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended), Disability Discrimination Act 1995 (as amended), Employment (Religion and Belief) Regulations 2003 and Employment (Sexual Orientation) Regulation 2003. At the time of writing this policy (June 2004) this definition only applies to Race, Sexual Orientation, Religion and Belief, but by March 2005 all the Acts will fall into line with this definition.

2.2 Other reasons for Harassment

Harassment based on any other personal characteristic, such as hair colour, size (height or weight) or age, will be treated with equal seriousness. Yorkshire Forward intends to use the legal definition of harassment in Paragraph 2.1 above as the basis for defining all harassment.

2.3 Intent versus Effect

You will notice that in the definition of harassment at 2.1 above, there is no mention of intent. All employees must be aware that **any behaviour** no matter what motivation or reason will constitute harassment if it has the effects specified within the definition. It should also be noted that other detrimental effects such as undermining an individual's confidence, threatening job security or career prospects will also be considered to constitute harassment. It is critical, therefore, that all employees consider the potential effect of their behaviour before they engage in it. Excuses such as "I was only joking" or "Everyone does it in this department" will not be accepted.

2.4 Examples of Harassing or Bullying Behaviour

Harassment that may be considered as unacceptable behaviour:

- i. Unwanted physical contact from unnecessary touching to assault
- ii. Demands for sexual favours
- iii. Verbal threats or abuse
- iv. Circulation of offensive emails
- v. Ridiculing groups of people such as gay men, disabled people or women.
- vi. Unwanted or offensive flirting, leering or gestures
- vii. Jokes based on a negative stereotype of any group, such as women, ethnic minorities or other nationalities.

Some behaviours may be directed at an individual whereas some are more likely to be engaged in as part of more general behaviour or conversation. For harassment to be construed as such, it is important to understand that any harassing behaviour does not have to be directed at an individual. General comments/jokes/remarks can be found to be

offensive by anyone present.

2.5 The Workplace

It has long been established through case law, that for the purposes of harassment (and other forms of discrimination) the workplace has a very broad definition. For the purposes of this policy, the workplace will constitute any place in the U.K. where employees are gathered together for the purposes of work or leisure within or outside working hours. Therefore harassment can occur in situations such as:

- Christmas Parties
- Conference/Meeting Venues
- In vehicles
- In a Public House after work

2.6 Who is covered?

This harassment and bullying policy extends to:

- Employees of Yorkshire Forward
- Ex employees of Yorkshire Forward
- Contractors / visitors
- Work experience and other secondees

3. Rights and Responsibilities

3.1 The Organisation

Yorkshire Forward has a responsibility to ensure that appropriate and effective systems are in place to ensure that harassment and bullying are dealt with quickly and confidentially. We also have a responsibility to ensure that those who allege harassment as well as alleged perpetrators are dealt with fairly and supported appropriately. Lastly we are responsible for the continuous monitoring of complaints of harassment or bullying and to review and amend this policy when appropriate.

3.2 All Employees

Yorkshire Forward has a responsibility to ensure that appropriate and effective Have the right to:

- Work in an environment free from harassment or bullying.
- Access appropriate support and remedial procedures.
- Be represented or supported by a union representative, counselor or fellow employee.
- Make representations as to how any incident(s) are resolved.
- Be consulted and involved at all stages of the conciliation procedure.

Have the responsibility:

- To uphold the law in respect of bullying and harassment at all times.

- Not to engage in any forms of harassing or bullying behaviour.
- Not to condone any such behaviour by joining in or encouraging.
- To challenge any form of harassing or bullying behaviour which they witness.
- To report any form of harassing or bullying behaviour if it is not stopped by challenging.

3.3 Managers

Managers have an additional responsibility to: -

- Ensure that the workplace for which they are responsible is free from harassment and bullying.
- Monitor behaviour in the workplace at all times to ensure that it is in line with the requirements of this policy.
- Respond to complaints of bullying and harassment promptly, appropriately and sensitively.
- Remind employees at regular intervals of the standards of behaviour required by the organisation.

4. Procedures for Reporting and Managing Harassment and Bullying

4.1 Overview

The aims of the procedures detailed below are to achieve the following:

- To prevent the bullying/harassment from happening again.
- To re-establish the workplace as an environment free from such behaviour, where respect and dignity for all is routinely experienced.
- To deal with incidents of bullying and harassment promptly, effectively and confidentially and wherever possible to the satisfaction of all parties involved.
- To deal, whenever possible, with such complaints informally and internally. When this is not possible, in serious or persistent cases, formal action may be appropriate or necessary.

4.2 Procedure for Dealing with Harassment or Bullying - Personal Intervention

In many instances, if an employee experiences such behaviour in the workplace, it can be stopped by that person. If you feel that you have experienced such behaviour you may choose to try and stop it yourself informally by making it clear to the perpetrator(s) that you want it to stop. Often the perpetrators will not be aware of the impact of their action/s. So an informal personal approach can be very effective. As Harassment or bullying can have a disempowering effect some steps on how to approach this can be found at annex A.

4.3 Reporting Bullying or Harassment

If the behaviour or words that you are experiencing is serious or persistent, or if you have tried the procedure detailed at Paragraph 4.2 above and the behaviour has not stopped or has restarted, or you do not feel that you can make an approach to the perpetrator(s), then you may wish to report the matter to: -

- Your Manager
- Another Manager
- Human Resources Manager

In reporting the incident or behaviour you should provide full details of not only the action but how the action affects you. This may be better in writing as some clarity will be achieved.

If the matter is so serious or you do not wish to raise the matter within the organisation, you may choose to contact Yorkshire Forward's employee assistance organisation - Carefirst.

4.4 Dealing with Bullying and Harassment

Once you have reported the words or behaviour, the person to whom you have reported the matter will take the following steps:

1. Assess the gravity of the case. If the words or behaviour appear to constitute unlawful behaviour (as detailed in Paragraph 2.1. above), or the harm to any employee or the organisation is serious, then resort to a formal complaint may well be necessary.
2. If the behaviour does not warrant an immediate formal approach and if the complainant is willing, then the manager should attempt to informally resolve the matter informally. If such an attempt is made, the manager should make notes about the content and outcome of the resolution process, in case the matter becomes a formal complaint or is not resolved.
3. In the event that the matter is not resolved informally or the matter is sufficiently serious to warrant a formal complaint, the manager should refer the complainant to the Human Resources Department. A manager from this department will explain the grievance procedure to the complainant.
4. Once a formal grievance is made, it is important that the complainant feels confident in the procedure and that confidentiality will be maintained. The manner in which any matter will be dealt with will depend on three key factors: -
 - a. The wishes of the complainant.
 - b. The seriousness of the behaviour complained of.
 - c. The antecedents of the alleged perpetrator (if this is the second or third time such an allegation has been made, a more robust approach may be required).

Any complainant should be reassured that the matter will be kept entirely confidential, that action will only be taken with your agreement and that steps to prevent victimisation will be taken when necessary.

5. Victimisation

Victimisation occurs when complainants or witnesses are treated differently as a result of them complaining about, or trying to tackle bullying, harassment or other forms of discrimination. Where the matter originally complained of constitutes potentially unlawful behaviour (such as sexual or racial harassment), then the victimisation itself will be unlawful.

5.1 Examples of Victimisation

Victimisation can take many forms. Examples include:

- Excluding a complainant or witness to bullying or harassment from social events.
- Ignoring them.
- Moving work around when they are out of the room.
- Giving them unpleasant tasks or allocating extra work.
- Making inappropriate comments or verbal abuse regarding the incident.

Responsibilities

All employees have a responsibility to ensure that complainants and witnesses to harassment and bullying are treated fairly and justly. The organisation will take steps to remind staff of these responsibilities when it is likely that such behaviour is being engaged in. If it does not stop, it may be necessary to deal with such behaviour through the Yorkshire Forward Discipline Procedure.

5.3 Reporting Victimisation

The same procedures as reporting harassment or bullying apply to victimisation. Please refer to Paragraphs 4.2 to 4.4 above.

Advice on How to Deal with a Harassment or Bullying Incident on a Personal Informal Basis.

Step 1

Think through the incidents that have upset or offended you. Try to identify the precise words and/or behaviour that you are concerned about. Also identify precisely what feelings the words or behaviours trigger in you.

Step 2

Write down a “script” of what you want to say and if necessary practice it to give you confidence and fluency.

Step 3

Tell the perpetrator(s) that you want to see them and ensure that when you do so, you are in a private place, away from others ears. If you feel nervous or apprehensive you may wish to ask a colleague to be present to support you.

Step 4

At the meeting, be clear about what you want. Ideally you will identify three things to the perpetrator(s): -

- The behaviour you have experienced.
- The feelings that it triggers in you and;
- The fact that you want it to stop now.

Often perpetrators will attempt to justify or excuse their behaviour by focusing on their intent, rather than the effect on you. If this happens, it is advisable to accept that their intent was different from the effect, but that you still want the behaviour to stop.

Step 5

Immediately after the meeting, it is advisable to make some notes about what happened. Should the behaviour continue or start again, these notes will assist you to remember the meeting and any pledges or commitments that the perpetrator(s) made to stop the behaviour.