

**THE INSTITUTE OF CANCER RESEARCH:
ROYAL CANCER HOSPITAL**

**DISABILITY EQUALITY
SCHEME 2009**



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THE INSTITUTE OF CANCER RESEARCH: ROYAL CANCER HOSPITAL DISABILITY EQUALITY SCHEME

INTRODUCTION

The Disability Equality Scheme is an important foundation in our efforts to ensure that The Institute of Cancer Research (ICR) creates and maintains an environment that is inclusive and non-limiting for all staff, students and external stakeholders.

Apart from the legal imperative to promote equality of opportunity and positive attitudes towards disabled people we recognise that disabled people in society have not always enjoyed the same opportunities or choices as non-disabled people. The disadvantage experienced by many disabled people is not necessarily the inevitable result of their impairments or medical conditions, but more often stems from attitudinal and environmental barriers.

We first published our Disability Equality Scheme in 2006 and since then we have made significant progress in improving our response to the challenges of disabilities in the workplace. This re-publication will assist us to continue to maintain the ICR's position as an 'employer of choice' in an increasingly competitive labour market.

Cathy Scivier
Director of Human Resources
Chair of the Disability Steering Group

Why does the ICR publish a Disability Equality Scheme?

Because the ICR is a higher education institution it is a 'public authority' and the Disability Discrimination Act 1995 (the 'DDA') places a duty on all public authorities, when carrying out their functions, to have due regard to the need to:

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

This is the "disability equality duty" or "general duty".

The ICR also has to comply with further specific duties which are outlined in the Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005 (the "Regulations"). These state that public authorities shall publish a Disability Equality Scheme, implement certain aspects of the scheme and report on it.

The purpose of this Disability Equality Scheme is to state how we intend to fulfil the general and specific duties. It should also include:

- the way in which such disabled people have been involved in its development;
- how we assess the likely or actual impact of our policies and practices on equality for disabled persons;
- what we are actually doing to ensure we comply with the duty (action plan);
- how we gather information on things that might affect equality;
- what we do with the information and how we evaluate our effectiveness.

We first published a Disability Equality Scheme in 2006 and we are now republishing the scheme to show how we have progressed over the past three years; how and where we were successful and what the challenges were. We have also updated our action plan to outline the work we intend to do over the next three years.

The Institute of Cancer Research

Strategic aims of the ICR

The mission of the ICR is outlined in the strategic plan and is to relieve human suffering by pursuing excellence in the fight against cancer through:

- Research into the causes, prevention, diagnosis and methods of treatment of cancer
- Education and advanced training of medical and scientific staff

- Treatment and care of the highest quality for cancer patients
- Attraction and development of resources to the optimum effect

The Disability Equality Scheme contributes positively to our mission by ensuring that our staff and students are treated fairly and equitably whatever their personal circumstances and background therefore enabling them to work productively towards the ICR's strategic goals.

The Disability Equality Scheme has a positive impact on the following strategic objectives of the ICR:

Objective 5: To educate and train the next generation of cancer researchers

Objective 6: To deliver an environment which maximises the ability of people to achieve their research potential both in the laboratory and the clinic

Objective 8: To remain an employer of choice

In addition, the scheme ensures that the ICR is legally compliant in all relevant areas. It enhances our profile in terms of corporate social responsibility whilst ensuring that we continue to comply with all the requirements of our funding partners such as the Higher Education Funding Council for England (HEFCE).

How do we ensure disabled staff and students are not disadvantaged?

The DDA states that if disabled people are substantially disadvantaged by any of our functions, or the physical features of our premises, as compared to a non-disabled person, then we must take all reasonable and practical steps to prevent the disadvantage. This is referred to as the 'duty to make reasonable adjustments' and a failure to make such reasonable adjustments is a form of discrimination for which an employer is liable.

The Special Educational Needs and Disability Act 2001 also introduced an 'anticipatory duty' which means that institutions should consider what adjustments future disabled students or applicants may need and make them in advance.

There are several steps we can take to ensure that disabled people are less likely to be disadvantaged. An important first step is to make sure that those people who are making decisions that are likely to affect disabled people in particular are well informed about what is relevant. This means managers, and staff involved in recruitment of staff or students. They should be aware of legal requirements as well as a good appreciation of the needs of disabled people in general. They should also be familiar with the support systems and procedures in place at the ICR which are designed to enhance support for disabled people. The Disability Equality Scheme will enable them to do that.

In determining what is 'reasonable' an institution should consider a range of issues which may impact on an individual case. This could include how important the service is, the resources available, the need to maintain academic standards, the interests of other people, health and safety, etc. Each case or issue needs to be looked at individually rather than having a blanket rule to cover all eventualities e.g. having a cost limit for individual cases. The golden

rule is that decisions must be made through an objective assessment of the circumstances of each case.

The Royal Marsden NHS Foundation Trust

The Institute of Cancer Research works in partnership with The Royal Marsden NHS Foundation Trust and many members of staff and students are routinely based within the Royal Marsden's estate or are otherwise directly subjected to their working practices and policies.

This scheme has therefore been developed in co-operation with the Royal Marsden to ensure compatibility and common purpose. Any enquiries concerning the Royal Marsden's Disability Equality Scheme should be directed to Lisa Neden, HR Manager Projects, 020 8661 3732 or Lisa.Neden@rmh.nhs.uk.

Putting the Disability Equality Scheme Together

How Disabled People Have Been Involved

An important feature of the specific duties is the drive to ensure that disabled people are consulted and involved in the formulation of the Disability Equality Scheme.

Disability Steering Group

The ICR established a Disability Steering Group chaired by the Director of Human Resources and includes management, student and staff side representatives together with volunteers drawn from staff and students who are disabled or who have an interest in the work of the group. This group first met in 2006 and was closely involved in the publication of the first scheme. Throughout the life of the scheme they have monitored progress against the action plan on a regular basis and have provided direction and valuable feedback.

Staff and Students

During 2006 we improved the way we collect equality data from applicants and existing staff and took steps to raise awareness of disability issues across the ICR. As a result, we noted an increase in confidence and willingness to get involved by disabled people at all levels within The ICR.

Staff representation

Staff at the ICR are represented by UNITE The Union and a representative of the union sits on the Disability Steering Group, the Staff Consultative Committee and the Working Party on Wellbeing which deals with some issues related to disability such as the Challenging Bullying and Harassment Strategy.

Community involvement

The ICR maintains strong links with its partners such as The Royal Marsden NHS Foundation Trust and Cancer Research UK, both of whom have close contact with cancer patients and other disabled people. The results of involvement and consultation processes in these organisations are shared through these links and these have the potential to inform the direction of research activity and policy.

Gathering Information

We have a good record of responding to the needs of disabled members of staff and students and there are many initiatives that have been completed or are underway. This section gives details of where we were when we began our first Disability Equality Scheme, the progress we have made and our plans for the future.

Disabled staff and students

The ICR has 1073 staff and students. There are 36 members of staff and 7 students who have declared that they are disabled by reference to the DDA definition of disability. Of these, 10 receive some form of support or adjustment directly related to their disability.

Diversity and Disability Advisor

Since December 2005 the ICR has employed a Diversity and Disability Advisor working within the Human Resources Directorate. The post combines the role of an equalities specialist with Student Disability/Welfare Officer.

The post holder is responsible for advising the ICR and individuals in all equality strands to ensure that the ICR remains legally compliant and that individuals' receive appropriate support. The post holder also administers support to disabled students and liaises with the Registry staff in providing a general student welfare service.

The Diversity and Disability Advisor can be contacted on 020 8722 4129 (Direct Line) or by email at diversity@icr.ac.uk.

Making Progress on Disability Equality

The Registry: student disability support

Compared to most UK Universities, the ICR has a small number of students and thus does not maintain a full-time student support service with separate welfare, disability support and counselling roles. These functions are nevertheless provided in an economical and efficient way which is proportionate to the demand.

Students with disabilities are identified on enrolment from information provided during the online application process. Students who indicate that they have a disability or long-term health condition are offered the opportunity to meet with the Diversity and Disability Advisor to assess their support needs in addition to the service provided by Occupational Health and Health and Safety. Students are also reminded of the support services available through iSpace, the ICR's intranet.

Local Education Authorities administer Disabled Students Allowances (DSA) to disabled students in further and higher education to pay for support needs on an individual basis. Postgraduate Research Students at the ICR are generally

not eligible for the DSA because of the way that the ICR and much of its post-graduate research programme is funded.

Overseas students are not generally eligible for DSA unless they have been resident in the UK for more than three years. The cost of providing support for disabled students is therefore almost exclusively borne by the ICR and although we are able to make use of an annual mainstream disability funding allocation from HEFCE for UK students, there is no external funding available for disabled international students.

At present there are seven students who have disclosed a disability, five of whom have met with the Diversity and Disability Advisor and are receiving support tailored to their individual needs.

The ICR receives £10,000 per year from HEFCE as part of the mainstream disability funding and also benefited from HEFCE Strand 1 grant funding to improve provision for disabled students for the period 2004-2006. This enabled The Institute to achieve a number of positive outcomes related to student disability support:

Services to support disabled students include:

- A 'Student Disability Guide to Services' fact sheet has been produced and is available to all prospective students on our website.
- The student and disability support section of The Institute's intranet provides an information service for students at the ICR.
- We provide direct support on a case by case basis to individual disabled students. This has led to closer links being formed with Supervisors and the Occupational Health Department.
- The library service at the ICR provides direct support through the provision of large print library guides and a new disability section in the library with a range of books on the topic of disability and working with disability.
- A Braille embosser and software are available improving accessibility of published documents and where appropriate study notes.
- We maintain strong links across the Higher Education sector through membership of the National Association of Disability Practitioners, the Higher Education Equal Opportunities Network, (HEEON), and attendance at the Equality Challenge Unit Conferences and other disability related conferences.

Human Resources: staff disability support

Recruitment and selection at the ICR is based on merit and ability to meet the job criteria and this is made clear in publicity and recruitment material. All applicants are required to complete an Equal Opportunities Monitoring Form and where appropriate a Disability Support Information Form for submission with their applications.

The Disability Support Information Form clearly explains what is meant by disability and stresses that information provided is confidential and is not used as part of any selection process. The information is retained for monitoring

purposes both internally and for making returns to the Higher Education Statistics Agency (HESA). It is not made available to those short listing and selecting candidates for interview.

It includes an invitation to all applicants to leave their contact details for the Diversity and Disability Advisor to call and discuss any support requirements. If applicants leave contact details, the D&DA contacts them and invites them to get in touch again if they are shortlisted, stressing that as confidentiality has been maintained, the recruiter will not contact the D&DA unless the applicant discloses their disability to the recruiter themselves.

Prior to taking up a post, all staff are required to undergo a health assessment with the Occupational Health Department. This usually involves completion of a health questionnaire. In the event that recruits are assessed by the Occupational Health department and found to have a health condition or disability which falls within the DDA definition of a disability, they are requested to give consent for this information to be passed to the employer.

The Diversity and Disability Advisor can facilitate reasonable adjustments in cooperation with the line manager or other internal departments, or the employee can be referred to the Health and Safety Service or Occupational Health Department.

The ICR provides a counselling service for all staff and students and their families through a contract arrangement with a company called Corporate Support. In addition to counselling, the service also provides legal and consumer advice.

The Human Resources Director chairs the Disability Steering Group and the Diversity and Disability Advisor acts as secretary. A Human Resources Advisor sits also sits on the group.

The ICR has published a policy on the Employment of Disabled People and Addressing Incapacity of Health Grounds, both of which provide direction, support and practical advice to staff members dealing with disability related issues.

Formal support for disabled members of staff is centrally coordinated by the Diversity and Disability Advisor and is therefore somewhat dependent on that role. In 2010 we will be improving the level of disability support at section and department level through seeking to achieve the 'Two Ticks' employment standard.

Challenging Bullying and Harassment

The ICR has a Challenging Bullying and Harassment Strategy (under the umbrella of The Working Party on Wellbeing at the ICR, chaired by the Director of Human Resources) which recognises that minority groups are often at risk of harassment in the workplace. The Diversity and Disability Advisor co-ordinates a network of volunteer Harassment Advisors who are available to assist staff in dealing with harassment issues.

The ICR recognises that disabled people are vulnerable to harassment from other members of staff who may perceive reasonable adjustments as more favourable treatment and that training and awareness raising directed towards all staff are good strategies to counteract this risk. The ICR's policy on the Employment of Disabled People clearly affirms its stance against disability related harassment.

Staff Attitude Survey

We carry out a staff attitude survey every three years to solicit feedback and comments from the workforce. The information is used to initiate actions in a range of areas including equality and diversity and was one of the main drivers for setting up the Bullying and Harassment Cessation Strategy.

The Staff Attitude Survey carried out at the end of 2008 showed conclusively that awareness of equality issues had increased since the previous survey.

Learning and Development

We recognise the vital role that training plays in organisational change and many of the actions arising from this scheme can only be achieved with the full support of the Learning and Development Team.

The Learning and Development Team incorporates diversity and equality awareness in all their training. Adjustments are made for staff attending courses on request, for example providing ergonomic adjustment supports for seating if required. The L&D section is responsible for delivering the ICR's mandatory bullying and harassment training to all staff either through classroom sessions or an online training module. In common with all departments at the ICR who provide training or briefing material, the section provides a significant proportion of its output on intranet as well as face-to-face sessions. They are also able to provide training material in large print when required. Course design is monitored to ensure that material being delivered is complementary to the equality aims of the ICR and the course evaluation process assists in this by soliciting feedback from participants.

Site Accessibility - Facilities Directorate

The Diversity and Disability Advisor liaises with the Facilities Directorate through the two Site Managers and the Health and Safety representative, all of whom are members of the Disability Steering Group.

The Centre for Accessible Environments conducted a site access survey in 2001 and this formed the basis for a detailed action plan to facilitate improvements. The majority of improvements have now been made and the Facilities Directorate are proceeding with the remaining work. The Disability Steering Group will continue to monitor the improvements through the action plan reviews.

The Sutton site benefits from recent new build projects, which are fully compliant with building regulations including the accessibility requirements of the Act. Work has been completed to improve access to the site and buildings which has resulted in accessible signage, access ramps, widened corridors for

wheelchair access and provision of 10 disabled parking bays in the main car park by the Brookes Lawley Building.

Induction loops have been fitted at the site reception and in the main lecture theatre. Portable induction loops are available for all meeting rooms by prior arrangement with the site management office.

Designated refuge points have been provided in all buildings with 'Evac Chairs' for mobility impaired casualties. Staff have been identified and trained to assist in evacuating non-ambulatory visitors and staff.

Site management has a history of responding positively to individual requests for assistance or adjustments by staff and visitors. This has in the past included arrangements to use disabled parking bays and visual alarm systems

The Chester Beatty Laboratories on Fulham Road, London have been refurbished to a high standard and comply with current building regulations and accessibility standards. There is a lift that serves all floors but in the event of malfunction or emergency, stairs are the only other option to reach all but the ground floor. Evacuation procedures are in place which utilise EvacChairs for mobility impaired staff and visitors as required.

Access to the building is via automatic doors at street level with a ramp and automatic doors to assist wheelchair users. There is no parking available on site and thus no designated disabled parking spaces. Fulham Road is a 'Red Route' so disabled parking bays would not be allowed on the road outside. Information for disabled visitors, including the location of local designated disabled parking bays, is provided in the 'How to Find Us' section of our website.

Within the laboratories, adjustments have previously been made by alterations to bench heights and other minor building works. An induction loop is fitted in the basement conference room.

At 123 Old Brompton Road, Chelsea, The Institute rents office space on two floors for its Corporate Offices. Entry to this building is via steps ascending from street level to the main entrance (Ground Floor). There is an emergency exit at basement level with steps ascending to street level and a door at the rear of the building on the same level by the car park access ramp, which facilitates access and exit by arrangement with the building receptionist. There is no ramp or other specific access provision for wheelchair users. After the site access survey, proposals were made for installation of a wheelchair lift at the front of the building giving access to the ground floor. This work is progressing.

In 2008 the ICR gained the use of first floor offices at 125 Old Brompton Road and the refurbishment of the premises included provision for ramp access and intercom communication at the street level entrance. Removable ramps are therefore available for wheelchair access.

Health and Safety and Occupational Health

The Health and Safety service lies within the Facilities Directorate and is headed by The Institute's Health and Safety Officer. It maintains close links to

the site management and planning sections and is closely involved in building planning and access arrangements. The section has well developed procedures for assessing, advising on and providing reasonable adjustments. This includes a range of ergonomic solutions for workstations, and software. Referral to the Health and Safety service is via the line manager, Occupational Health, VDU assessment, IT Directorate, and other monitoring (e.g. accident reports and site visits). Staff and students can also self refer.

The section also administers provision of eye tests, hearing tests etc., and where appropriate provides corrective eyewear for VDU use.

The Institute contracts out its occupational health provision and the Health and Safety Service maintain close liaison with the Occupational Health Department on behalf of The Institute. The service is open to students and staff at both sites and those who disclose a disability are referred to the Occupational Health Service when it is appropriate. The referral from the line manager, Safety Officer or Human Resources Advisor is via an occupational health form or letter and follow up interviews in person or by telephone as appropriate. The service level agreement outlines the standard of service provided which includes medical assessments, counselling and health and welfare advice including smoking cessation.

A leaflet, jointly published by The Institute and the Royal Marsden, is available for staff visiting the Occupational Health Unit and gives details of the disability support available to members of staff and students together with an invitation to contribute to the Disability Equality Scheme.

Information Technology

The IT Directorate takes a proactive approach to disability issues. Significant progress has been made in Desktop Support, Help Desk, Web Design, Projects, and Intranet. The Institute recently re-launched its website and accessibility was written in to the tendering process. As a result, the website achieves priority level 2 when assessed against the International W3C standard. Access key functionality has been incorporated into the design of the new site to enable impaired users to access the main parts of the site using only the keyboard. Further work is being done to explore the opportunities presented by new software that synthesises speech on websites and 'talks' to the user.

An accessibility handbook has been produced for distribution electronically, in hard copy and accessible formats. This summarises the in-built accessibility features of commonly used programs and browsers for the information of all users.

Where disabled staff require reasonable adjustments in relation to their use of IT systems, a referral is made to the Health and Safety service and desktop engineers then liaise with Health and Safety to ensure system compatibility with any solutions offered.

Communications and Publications

The Institute produces a wide variety of publications both in hard copy and electronically through our website and intranet system. The accessibility of all

communications has been improved through a number of initiatives. Encouraging staff to use RNIB Clear Print Guidelines has resulted in a wider use of clear larger fonts in all publications. Many external publications, lecture notes and in particular hand outs for internal training courses are available in larger print on request. Guidance notes on producing accessible hand outs are available on the intranet. The RNIB guidelines have been incorporated into the ICR's official branding and publications guidelines. An increasing number of portable document format (pdf) documents are routinely offered in Rich Text Format (rtf) for the widest accessibility.

The induction loop system installed in The Institute's lecture theatres and large meeting rooms has a positive impact on communication for deaf and hard of hearing attendees to meetings and conferences but is critically dependent on lecturers actually using the microphones provided. Notices reminding speakers to use the audio equipment have been placed at speaking positions and the uptake has been good.

Impact Assessment

Impact Assessment is about looking at policies and practices to see if they have an adverse impact on any minority groups, including disabled people. There is always a risk that a policy or practice will ignore the needs of certain groups completely, for example the way buildings were designed in the past had little or no regard for wheelchair users, or it may be that a policy actively discriminates against a group, such as in a rule which specifically bars a particular group. Impact Assessment prevents this from happening by using a structured assessment process to look at all the angles, identifying where there may be problems and exploring alternative ways of achieving the desired end in a more inclusive way. If done properly the organisation benefits by having its systems and practices properly assessed and then reviewed regularly. This can highlight other problems, which can be dealt with at the same time.

The ICR has already started the process of impact assessment on many of its policies. In response to guidance from HEFCE, the Corporate Management Group at The Institute were asked to consider placing responsibility for conducting impact assessments with the 'policy owner', or the person responsible for the practice in question. This they agreed to do and this decision was promulgated within The Institute towards the end of 2005.

Because of the duty placed on public authorities to conduct Impact Assessments for many of the equality strands, The ICR assesses its policies and practices against all equality strands in a single process. This makes the most efficient use of managers' time.

An impact assessment toolkit has been produced which is based on the two-step process recommended by the former Commission for Racial Equality as a basis and includes a matrix which allows the assessor to balance organisational needs alongside the risk of adverse impact. It gives clear guidance and makes the process simpler and less bureaucratic. Assessors using the toolkit also receive training from The Institute's Diversity and Disability Advisor.

How We Use The Information We Gather

The Diversity and Disability Advisor will, on behalf of The ICR, gather information on performance, measured against the requirements of the general and specific duties, and will monitor the execution of the Disability Action Plan. This information will be considered by the Disability Steering Group, which will recommend for further actions and report as appropriate to the Corporate Management Group and the Board of Trustees who have ultimate responsibility for The ICR's duties with regard to disability quality.

Action plan

The action plan is the primary vehicle through which the information gathered in this Scheme will be used. It outlines tasks, objectives, timescales and accountability. It will be reviewed on a regular basis to ensure that objectives are being achieved within the stated time and that progress towards disability equality is maintained. The Disability Steering Group will review it formally every year.

Review

The Disability Equality Scheme will, in accordance with the Act, be formally reviewed within three years of first publication or republication (by 4th December 2012).

Publication

Documents related to equal opportunities are included in The ICR's Publication Scheme and the Disability Equality Scheme will therefore be available on application within the Publication Scheme.

The Disability Equality Scheme will also be published for general distribution and made available on The ICR's website and intranet. Large print, clear print, audio and Braille versions will also be available on request.

Annual report

There is a requirement for an annual report on progress and this is published annually on the anniversary of the publication of this scheme. As the scheme is being republished this year there is no annual report for 2009.

ACTION PLAN

NB

The 'Outcome' stated relates to the product of the action.

The owner is the person or department making reports to the DSG in relation to the action.

1 Accessibility					
Ref.	Issue or Required Action	Outcome	General Duty	Timescale	Owner
1.1	The action plan arising from the buildings access audit has not yet been fully implemented.	Completion of stair lift at 123 Old Brompton Road	Promote equality of opportunity between disabled and other people, and eliminate unlawful discrimination. Encourage participation by disabled people in public life.	Remaining work to be completed by end of March 2010	Facilities Directorate and Diversity and Disability Advisor
2 Impact Assessment					
Ref.	Issue or Required Action	Outcome	General Duty	Timescale	Owner
2.1	Any Staff engaged in impact assessment require training and guidance to ensure that they have the necessary skills and abilities to confidently complete the task.	Relevant staff are trained	Promote equality of opportunity, and eliminate unlawful discrimination.		Diversity and Disability Advisor

2.2	All policies must be assessed and arrangements must be in place to ensure all new policies are impact assessed before implementation.	All existing policies assessed.		By end of 2010	Corporate Directors and Section Chairs
3 Recruitment and Employment Issues					
Ref.	Issue or Required Action	Outcome	General Duty	Timescale	Owner
3.1	The publication of job vacancies and advertisements are seen as a key area in providing equality of opportunity. Direct statements and 'tag-lines' clearly state an organisation's commitment to disability equality and encourage applications from people with range of abilities and disabilities.	The Institute establishes a common standard for job advertisements which reflects its commitment to disability equality	Promote equality of opportunity, and eliminate unlawful discrimination. Promote positive attitudes towards disabled people.	End of 2010	Director of Human Resources
3.2		All job advertisements conform to The Institute's agreed standard		End of 2010	Director of Human Resources
3.3	The 'Two Ticks' Disability Standard provides clear benefits for disabled applicants and staff, promotes good practice in employment and reflects well on the reputation of the ICR as an employer.	The ICR achieves 'Two Ticks' recognition.		July 31 st 2010	Diversity and Disability Advisor

4 Learning and Development					
Ref.	Issue or Required Action	Outcome	General Duty	Timescale	Owner
4.1	There are varying levels of awareness throughout The Institute of disability and other equality issues. A training programme will raise awareness to a common level and promote a positive response to the individual needs of colleagues.	A mandatory training programme has been designed, arrangements are in hand for all staff to attend a training session.	Promote equality of opportunity, and eliminate unlawful discrimination. Eliminate harassment. Promote positive attitudes. Take account of disabilities.	Project end date 31 st July 2010	Diversity and Disability Advisor
4.2		Mandatory online equality and diversity training is available to all staff		July 2010	Learning and Organisational development Manager
4.3		All staff have received training (on-line or classroom) in equality and diversity, including disability awareness		Ongoing	Learning and Organisational Development Manager

5 Review and Publication					
Ref.	Issue or Required Action	Outcome	General Duty	Timescale	Owner
5.1	Reviewing the progress of the action plan will ensure that timescales are adhered to and additional resources are made available as necessary.	Review progress of action plan	All	Every meeting of DSG	Chair of Disability Steering Group
5.2	The annual report needs to be finalised before the end of the relevant year to ensure it is available for review and publication by The Institute.	Annual Report	All	4 th December of each relevant year	Chair of Disability Steering Group
5.3	Publication of the Annual report.	Annual Report is published and available in accessible formats.	All	March meeting of Board of Trustees following the relevant year.	Chair of Disability Steering Group
5.4	General monitoring of progress in equality and diversity issues.	Staff Attitude Survey	All	Last quarter 2011	Director of Human Resources

GLOSSARY

Access Keys	Pre-determined shortcuts within websites, accessed by using the keyboard.
Act (The)	Disability Discrimination Act 1995
UNITE	'Unite the Union' The recognised union for staff at the ICR
BUPA	Private healthcare provider
ECHR	Equality and Human Rights Commission
CRE	Commission for Racial Equality
DES	Disability Equality Scheme
DDA	Disability Discrimination Act 1995
DSA	Disabled Students Allowance
DSG	Disability Steering Group
ECU	Equality Challenge Unit
EIA	Equality Impact Assessment
HEEON	Higher Education Equal Opportunities Network
HEFCE	Higher Education Funding Council for England
HESA	Higher Education Statistics Agency
Induction Loop	Audio system which amplifies and transmits sound direct to hearing aids.
IT	Information Technology (computer systems)
L&D	Learning and Development
NADP	National Association of Disability Practitioners
Public Authority	Any organisation which exercises some functions of a public nature
RNIB	Royal National Institute of the Blind
Scheme (The)	Disability Equality Scheme
SENDA	Special Educational Needs and Disability Act 2001
ICR	The Institute of Cancer Research
VDU	Visual Display Unit (computer screen)
Watchfire WebXACT	A commercial Windows-based tool to analyse web pages for their accessibility to people with disabilities