



The National Archives

Disability Equality Scheme 2007 – 2009

March 2007

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Foreword by the Chief Executive

I am pleased to give my full support and that of The National Archives to our Disability Equality Scheme. The Disability Equality Scheme is integral to living our Values. We will continue to work to include everyone in our services and to value their diverse contribution, to ensure that we provide great service to everyone, and have a committed and involved workforce truly representative of society.

The Values that underpin all we do at The National Archives are:

- Putting customers first
- Responsible guardians
- Setting open information free
- Trusted to deliver
- Working together

Central to this is an undertaking to promote equality and diversity and this Disability Equality Scheme is a key component of that pledge.

Our Scheme challenges us to become an employer of choice for disabled colleagues, where we create a welcoming environment to enable them to give of their best. Our Scheme also challenges us to ensure what we do and how we do it has our disabled customers at its heart. I am committed to meeting both these challenges.

The Scheme sets out what we have done so far to meet these two challenges, and how we propose to go forward. We have written it as concisely as we can, with a focus on practical and meaningful outcomes and a minimum of process and bureaucracy. We very much welcome comments and suggestions to help us develop our scheme. Please send them to us at humanresources@nationalarchives.gov.uk

Natalie Ceeney
Chief Executive

Message from Lead Director

As the Lead Director for ensuring our Scheme is effective, I am personally committed to promoting disability equality for our customers and staff.

I share with the Chief Executive and my colleagues on the Executive Team, the commitment to ensure we achieve a better service for disabled people. This will be achieved by embedding disability equality in everything we do and by ensuring that we engage with disabled people in the way that we do our work.

In consultation with disabled customers and staff, we will keep our scheme under constant review, particularly during its first full year of operation, to ensure that it is practical and realistic, and delivers genuine benefits.

Mark Lamb
Director of Human Resources

Section 1

1. Introduction

As a result of the Disability Discrimination Act 2005, all public bodies have to publish a Disability Equality Scheme. The Disability Discrimination Act 2005 introduced a positive duty on the public sector to have due regard, when carrying out its functions, to the need to eliminate unlawful discrimination against, and harassment of, people with disabilities, and to promote equality of opportunity for people with disabilities.

This Disability Equality Scheme (DES) sets out The National Archives' (TNA) commitment and actions to achieve disability equality in delivering services for the public and to provide engaging and rewarding work for its staff.

TNA has a legal responsibility to eliminate unlawful discrimination and to promote equality of opportunity between disabled persons and other persons. The definition of disabled persons under the Disability Discrimination Act 2005 covers people with a wide variety of disabilities. TNA uses the social model in its approach to disability issues. The social model is also applied by the Disability Equality Duty and recommended by the Disability Rights Commission (DRC).

A social model approach states that people with impairments are disabled by physical and social barriers. The 'problem' of disability results from social structures and attitudes, rather than from a person's impairment or medical condition.

For a fuller definition, see Annex C.

1.1 TNA Strategic Vision and Priorities

1.1.1 TNA has developed a new Vision for the period 2006-2011 and this Vision will be supported by detailed annual Business Plans. The Vision and Business Plans can be accessed on our website, www.thenationalarchives.gov.uk.

1.1.2 The three main strands of our Vision are:

- Lead and transform information management
- Guarantee the survival of today's information for tomorrow
- Bring history to life for everyone

1.1.3 TNA's DES Action Plan at Annex A sets out how TNA will integrate disability equality into its delivery of its strategic priorities and meet its duties to promote this.

1.2 Accountability

1.2.1 The Chief Executive, working closely with the Executive Team and the Management Board, is accountable for ensuring that TNA's DES is put into practice. The Management Board will have overall accountability for ensuring the DES and the Action Plan are implemented, monitored and reviewed

regularly. The Board will review progress on an annual basis. A full review of the DES will be undertaken and presented to the Board at the end of the first year, and thereafter every three years.

1.2.2 Directors and Heads of Departments are responsible for ensuring that functions and policies for their respective areas are reviewed for their relevance to disability equality. The Director of Human Resources is responsible for ensuring the Employment Duty is implemented.

1.2.3 Annex A sets out the Action Plan for putting the Disability Equality Scheme into effect. The work described in the Action Plan will be built into Departmental plans for 2007-2008 and beyond.

1.3 Involving People with Disabilities in the DES

1.3.1 TNA does not currently have a disability staff network, though we do have a Positive Action Group including disabled members, which has been asked to comment and advise on this scheme. Although we have a good track record of working with external groups and service users, including some well developed consultative processes, (see examples in the next section), we do not yet have a formalised structure for consultation on broad issues.

1.3.2 A critical part of our action planning is therefore to establish and develop such structures, both internally and externally, and to use these structures to review the DES. We recognise that this could lead to adjustments to the plan in the short term.

1.4 Achievements 2002 – 2006

1.4.1 TNA carried out an externally-led DDA survey in 2002, and the resulting action plan has been implemented. We are embarking on a new survey in April 2007, which will cover both services and employment. The planning for this includes a commitment to consult on the recommendations, and to specifically include disabled staff.

1.4.2 TNA has in place a guaranteed interview scheme (the Positive About Disabled People 'two-tick' scheme).

1.4.3 Internally, our Positive Action Group started in September 2006, and works to improve accessibility and diversity of our services. This applies to external and internal customers. Its membership includes staff with hearing and visual impairments. The group has secured improved guidelines for design materials and an in-house commitment to larger text size.

1.4.4 A subset of the Positive Action Group is a Policy Review Group, which considers all draft Human Resources policies and advises on any changes needed.

1.4.5 The National Archives Website was audited in April 2006 by Enable (UK) Ltd. This audit included seeking the views of disabled members of staff. As a

result of this, all pages of the website now include a statement of our position on accessibility issues and a link to BBC resources for disabled web users.

1.4.6 During 2004 – 2005 we carried out a number of improvements at Kew:

- tactile paving around the site to assist visitors with visual impairments
- additional parking and toilet facilities for disabled people
- an induction hearing loop at the reception desk
- a new, more user-friendly security system at the entrance to the research areas designed to be easier for disabled people to use

A reader survey in August 2005 showed that 92% of readers with mobility problems rated access to Kew as excellent or good.

Users with sight difficulties were even more likely, at 90%, to report being made to feel welcome than were all users.

1.5 Examples of Outreach Work to Engage Disabled Users 2002-2007

N.B. All of these projects have begun with and been shaped by consultation with end users or with representatives of target users.

1.5.1 Housebound Learners: Home Learners Project 2002

The Suffragette Document pack was created in 2002 and tailored to meet the needs of individuals registered with Housebound Learners, a Wandsworth-based charity. The end users were individuals restricted from partaking in adult education for a variety of reasons, including mobility problems, sociophobic disorders, recovery from illness or demanding caring responsibilities.

The course was designed with the needs of the individuals in mind, using highly visual materials, audio tapes, lightweight folders and providing content that showed the role of disabled women fighting for the vote. The course was taught over six weeks to volunteers who took the learning and packs into the homes of individuals who had selected the programme.

The project was repeated so that it worked with about 14 home learners. It features as an example of good practice in the Museums, Libraries & Archives' resource pack on disability.

1.5.2 There Be Monsters: Mental Health Project 2004-2005

This project was created in June 2004 and launched in February 2005 in consultation with 14 adults with mental ill health. This was in partnership with Workshop & Company, a drop in centre supported by Central and North West London NHS Mental Health Trust. Heritage Lottery Fund funding of £14,000 was secured.

The project used our map collection to engage the imagination of service users who submitted designs in a competition for a permanent sculpture for the grounds of The National Archives.

The resulting sculpture is tactile so the interpretation panel and supporting information that describes the project was also made available in Braille and large print.

A follow up workshop for staff on mental health ran immediately after the project, with participants providing insight.

TNA financed the publication of a case study on the project which is used by Workshop & Company to secure new commissions, and HLF use 'There Be Monsters' in their promotional material 'Disabled People & Heritage' and in their workshops.

1.5.3 Prisoner 4099: Visual Impairment Project 2005-2007

This is a project of two years duration working with visually impaired children aged 11-19 at RNIB New College Worcester and LOOK (the National Federation for Families with Visually Impaired Children). The project is in two parts:

- a. An audio play based upon research about a Victorian child criminal, involving research at The National Archives with behind the scenes tours, workshops and handling sessions. The subject for the play had been agreed following consultation with A Level students at New College.
- b. The creation of a web-based resource for the Learning Curve (TNA's education site). The resource looks at crime and punishment and is designed in consultation with blind and visually impaired students to ensure accessibility.

Promotional materials have been made available in Braille format and the website has been promoted via disability channels such as 'Ouch'. The site was launched at <http://www.learningcurve.gov.uk/prisoner>. It featured on Radio 4's 'In Touch' magazine and has won a Jodi Award for Excellence in Website Accessibility.

Feedback from some blind students and friends:

"I really like the website"; "accessibility is fine";
"I've sent it on to friends using magnifiers... not had much detail but so far seems okay"
"I tried it out with all screen readers – Jaws, Supernova and Windows-Eyes";
"A friend has said the links to change the text size are fantastic"

- 1.5.4 In addition, we have had various visits organised with groups from day centres with people with mobility problems or special needs, including Ealing Family Housing Association and Kingston Day Centre. There have been several

visits from the Star and Garter Home in Richmond where war veterans are wheelchair users or have limited mobility.

1.6 Publication of the Disability Equality Scheme and Action Plan 2007-2009

The DES and Action Plan have now been published and are available on our website at <http://www.nationalarchives.gov.uk>. Copies in alternative formats can be requested from:

HR Department
The National Archives, Kew, Richmond, Surrey TW9 4DU
Telephone: 020 8392 5330
e-mail: humanresources@nationalarchives.gov.uk

Section 2

2 Our Legal Responsibilities

The Disability Rights Commission (DRC) has written and produced a Code of Practice on the disability equality duty for the public sector. This new duty was introduced in the Disability Discrimination Act 2005 and came into force in December 2006. This places the following duties on TNA:

2.1 The General Duty

2.1.3 As a Public Body under the Disability Discrimination Act 2005 TNA is required, when carrying out its functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons in public life
- Encourage participation by disabled persons in public life
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons

2.2 The Specific Duties

The specific requirements in relation to a Disability Equality Scheme are as follows:

- a. the preparation and publication of such a Scheme, which sets out how that public authority intends to meet its obligations under the general duty and other specific duties which are relevant to it;
- b. an assessment of that public authority's functions and policies which it feels are relevant to the general duty (which must be reviewed at least every three years);

- c. that public authority's arrangements for assessing, involving and consulting with disabled people on the impact that any policies it is proposing are likely to have on the promotion of disability equality;
- d. that public authority's arrangements for monitoring its policies for any adverse impact on the promotion of disability equality;
- e. that public authority's arrangements for publishing the results of:
 - assessment under b.
 - involvement and consultation under c.
 - monitoring under d.
- f. that public authority's arrangements for ensuring that disabled people have access to information and to services that it provides; and
- g. that public authority's arrangements for the training of its staff on issues relevant to the general duty and the specific duties.

2.3 The Employment Duties

2.3.3 There are also the following specific duties relating to employment issues. They require TNA to have in place arrangements monitoring the disability of:

- staff in post
- applicants for jobs; promotion and training;
- those who receive training;
- those who benefit or suffer detriment as a result of performance appraisal;
- those who are involved in grievance procedures;
- those who are dismissed or leave for other reasons

2.3.4 TNA must publish annually the results of the above disability monitoring.

2.3.5 The DRC has issued a Code of Practice entitled 'The Duty to Promote Equality: Statutory Code of Practice'. Further guidance on rights and duties under the Disability Discrimination Act (DDA) can be obtained from <http://www.drc-gb.org>

2.3.6 TNA takes account of the guidance set out in the Code.

Section 3

3 Meeting the General and Specific Duties

TNA recognises that in order to meet the general duty to promote disability equality, it needs to implement the specific duties. TNA's approach to meeting the disability equality duties will be to mainstream disability equality into all our functions and policies as set out in Annex B.

This is the first publication of the DES, which covers the period from March 2007 to 2009. As stated in 1.3 above, disabled people have not been involved in the development of this first version of the DES, and putting in place formal mechanisms for securing involvement is a critical and urgent part of our Action Plans. Disabled people will therefore continue to be involved in the progress and future development

of the DES by playing an active role in the ongoing monitoring and reviewing of the Action Plan.

3.1 Identifying Barriers

- 3.1.1 TNA is committed to promoting disability equality by involving people with disabilities to ensure that we have a better understanding of the barriers facing people with disabilities using our services. Our Action Plan has been designed to identify barriers, with actions to achieve the outcomes.
- 3.1.2 We will also work with our staff to identify and overcome any barriers preventing them from being able to participate fully in all aspects of work at TNA.

3.2 Bullying and Harassment

- 3.2.1 As part of our commitment to equality and diversity, TNA will not tolerate discriminatory and unacceptable behaviour. We are currently introducing a new bullying and harassment policy which will help staff recognise bullying and harassment and provide mechanisms for correcting unacceptable behaviour, including serious disciplinary action where appropriate. There will also be an emphasis within TNA, in line with our statement of Values, on creating a culture where bullying and harassment do not arise in the first place.

Section 4

4 Meeting the Employment Duty

As an employer, TNA is committed to ensuring that:

- There are no significant differences between different groups in respect of staff confidence and satisfaction;
- Staff feel fairly treated in relation to employment opportunity, terms and conditions, training and development and promotion;
- TNA is seen as an environment that is attractive as a choice for employment by disabled people.

The Civil Service 10 Point Plan sets out the targets for a more representative and diverse Civil Service. TNA operates within that framework and has appropriate targets, consistent with our comparatively small size.

4.1 Staff

Staff Profile

- 4.1.1 As at 31 December 2006, TNA had 619 permanent staff in post. Of these, staff who had declared a disability represented 5.5%.

- 4.1.2 One of TNA's priorities in taking forward work related to the 10-Point Plan is to consider what can be done to raise representation of staff with disabilities at senior levels. (At present we do not have specific targets for these levels due to the small numbers involved).
- 4.1.3 There is anecdotal evidence to suggest that not all staff who consider themselves to have a disability have chosen to disclose this fact. We conduct annual data cleansing exercises and it is now planned to work with disabled staff to identify and address any barriers to disclosure.

Recruitment and Selection

- 4.1.4 Figures for 2006 indicated that of the 61 people appointed in recruitment and selection campaigns, one had declared a disability.

Promotion

- 4.1.5 Of the 16 people appointed to a higher grade during 2006, none had declared a disability. We will continue to undertake analysis to ensure that there are no significant differences between groups applying for and achieving promotion.

Staff Turnover

- 4.1.8 Out of 103 leavers in 2006, two were disabled.

Grievance and Discipline

- 4.1.9 Grievance and discipline cases which result in formal action are monitored by disability status. Because the figures for TNA will normally be below 5, in accordance with Civil Service Monitoring practice they cannot be published for reasons of confidentiality. We will, however, continue to monitor to ensure that there are no significant differences based on disability, and we will investigate any cases to see whether there are lessons to be learned.

Redundancy and Redeployment

- 4.1.10 We recognise that changes to the way that we deliver our business can impact on staffing structures. Accordingly, we will monitor the impact of each change in the planning and subsequent stages of implementation and will produce monitoring data on staff redeployed or made redundant, though as with grievance and discipline, we would expect these numbers to be so small as to preclude publication.

Working Patterns

- 4.1.11 The working patterns of TNA staff vary between Departments and cannot usefully be monitored by disability status.

Pay and Benefits

4.1.12 Our Equal Pay Audits have not previously covered disability. This will be included in future audits.

4.2 Training and Development

4.2.1 Our records on training interventions show that of all interventions in 2006, 4.2% were for disabled staff.

4.2.2 General disability awareness training is provided as part of the Diversity Awareness Training course, which all staff are required to attend.

Section 5

5 Assessment, Monitoring and Results

5.1 Assessing the Functions and Policies for Relevance to Disability Equality

5.1.1 TNA has previously assessed the functions and policies relevant to equalities when we prepared our Race Equality Scheme, and following an examination of a number of Equalities Impact Assessment processes used by other public bodies, we have produced a standard Equalities Impact Assessment for TNA which specifically includes assessment in relation to disabled people. The list of functions and policies is at Annex B.

5.1.2 We are currently in the process of completing the programme of impact assessments, and the results and proposed actions will be published during 2007.

Section 6

6 Consultation

6.1 Consultation and Involvement Process

6.1.1 As outlined earlier, we need to make our mechanisms for securing feedback from, and involvement with people with disabilities more systematic and structured, both via representative service users' groups and individual users of our on-line and on-site services.

6.2 Consulting and Involving Staff

6.2.1 TNA does involve staff in promoting equality of opportunity, consulting with the trade unions, the Positive Action Staff Group and through the staff opinion survey. Continuing this involvement will be vital to ensure that the work in the Action Plan is taken forward.

6.3 Partnerships with External Organisations

- 6.3.1 TNA works in partnership with other Government organisations and external bodies, private sector and voluntary organisations. Although private sector organisations may not themselves be subject to the general duty, TNA is conscious of its disability equality obligations when working with or through other organisations. In creating partnerships with other organisations we will ensure that we give due consideration to the approach of those organisations to disability equality.

Section 7

7 Feedback and Complaints about the Scheme

7.1 Feedback

- 7.1.1 We would value any feedback or comment about this, our first DES. Your contribution will form part of the information gathering process that will help and contribute to taking forward the Action Plan. Feedback or comments are welcome. Please e-mail us at humanresources@nationalarchives.gov.uk

7.2 Complaints about the Scheme

- 7.2.1 Any individual who believes that they have been directly affected by a failure to comply with this Scheme is entitled to complain and should do so in writing. Complaints will be handled as follows:

Staff

Staff employed by TNA should submit complaints through the normal internal grievance procedure.

This procedure complies with the Employment Act 2002 (Dispute Resolution) Regulations 2004 and covers all employment related issues including discrimination and equal opportunities. Any member of staff who is a member of a Union and who wishes to make a complaint may consult their Union Representative for help and advice.

The Director of Human Resources will deal with complaints from members of the public about selection and recruitment. The public do have recourse to the Civil Service Commissioners should the matter not be dealt with satisfactorily.

The Public

Individuals, other organisations or bodies, for example businesses from who TNA buys goods or services, should contact the relevant TNA Department with whom they usually deal.

Handling Complaints

All cases will be investigated as speedily as possible and normally within three months of receipt of the complaint. In responding to the complainant, TNA will explain the procedure for pursuing the complaint further with the disability Rights Commission (DRC). TNA will co-operate fully in any subsequent investigation by the DRC and provide access to any relevant documentation that the DRC may require. TNA undertakes to review its complaints procedure in the light of our experiences in the implementation of DES.

The DRC has the power to enforce the specific duties imposed on listed public authorities. If it is satisfied that a public authority has failed to comply with any of its specific duties, the DRC may serve a compliance notice. This will require the authority to comply with its specific duties and to inform the DRC, within 28 days, of the measures it has taken. If, after three months, the authority has not complied with the DRC's notice, then the DRC can ask the courts to order the authority to comply.

Individuals do not have the right to take legal action against a public authority that has not fulfilled its specific duties. It is open to individuals, organisations and others to notify the DRC if they are concerned that a public authority has failed to comply with its specific duties. However, TNA would wish that in the first instance any complaints about its compliance should be raised with it directly.

Details of contacts and procedures for all complaints from the public are on TNA's website at www.nationalarchives.gov.uk.

Annex A

THE NATIONAL ARCHIVES DISABILITY EQUALITY SCHEME ACTION PLAN 2007 – 2009

GENERAL AREA	SPECIFIC ACTIONS	TIMING	OWNER
User Consultation	<ul style="list-style-type: none"> • To review and enhance our process for consultation with disabled customers and to continue to implement suggestions for improvements to services wherever possible. • To formalize the “Virtual” user group for disabled users by ensuring there is at least quarterly e-mail contact to seek feedback on accessibility and other service issues. 	<p>on-going</p> <p>April 2007</p>	<p>Paul Sturm, Chartermark and Quality Manager</p> <p>Paul Sturm, Chartermark and Quality Manager</p>
Employee consultation	<ul style="list-style-type: none"> • Develop a more detailed framework for staff consultation, ensuring disabled staff are consulted on a regular basis 	<p>August 2007</p>	<p>Mary Jewkes, Human Resources Operations Manager</p>
Policy Impact Assessments	<ul style="list-style-type: none"> • Impact assessments on relevant policies completed in March 2007. Report on outcomes submitted to Executive Team in April 2007 and subsequently published • All high priority actions identified in impact assessments to be implemented as soon as possible. • All low-priority issues to be addressed within one year of completion of the impact assessment. • All new policies to be impact assessed by the policy owner prior to publication. In 	<p>April 2007</p> <p>October 2007</p> <p>April 2008</p> <p>on-going</p>	<p>Chris Cooper, Head of Reader Information Services and Kew 2008 Programme Manager</p>

	<p>addition, Human Resources policies to be reviewed by the Policy Review Group (sub-group of the Positive Action Group) before publication</p>		
<p>Kew 2008 – a major project to redesign the public service space and facilities at Kew</p>	<ul style="list-style-type: none"> • Appropriate measures in place to ensure we are in a position to accommodate our predicted increase in visitors to Kew from 100,000 to 135,000 per annum • To ensure we consult with our disabled visitors so that any changes we make comply with current legislation and result in improved service 	<p>April 2008</p>	<p>Chris Cooper, Head of Reader Information Services and Kew 2008 Programme Manager</p>
<p>Improvements to access to our web-sites (71 in total)</p>	<p>Recommendations from audit carried out in April 2006 by Enable (UK) Ltd to be fully implemented, as follows:</p> <ul style="list-style-type: none"> • All entry points to TNA online services to be rebuilt to a minimum of WCAG 1.0 AA standard • To review all web services including an assessment of services for compliance with WCAG 1.0 AA standard • All new on-line content to meet at least WCAG 1.0 AA standard • To establish an on-line user panel which will include disabled people to test all new on-line content before going live 	<p>by end 2008</p> <p>end 2007</p> <p>on-going</p> <p>User group to be established by end May 2008</p>	<p>Tom O’Leary Head of On-line Services and Education</p> <p>Tom O’Leary Head of On-line Services and Education</p> <p>Tom O’Leary Head of On-line Services and Education</p> <p>Suzanne Heaney, Head of Marketing and Communications</p>

	<ul style="list-style-type: none"> All on-line projects to be reviewed by the web team for standards advice 	on-going	Tom O’Leary, Head of On-Line Services and Education
Disability Discrimination Act audit of physical access throughout the Kew site by external auditors	<ul style="list-style-type: none"> Full audit of both staff and public areas to be completed, including consultation with disabled people prior to submitting report Produce action plan, including timetable for implementation of recommendations 	April 2007 June 2007	Kathryn Murray, Head of Estates and Security
On-line access to all UK legislation	<ul style="list-style-type: none"> All UK primary legislation to be published on-line in an accessible format All UK secondary legislation to be published on-line in an accessible format Accessibility and usability testing to be carried out 	end of April 2007 end of March 2008 July 2007	John Sheridan, Head of e-Services, Public Sector Information
Employment issues	<ul style="list-style-type: none"> Review recruitment statistics to identify difficulties in attracting disabled applicants and devise appropriate action plan Measure impact of introduction of on-line recruitment on a quarterly basis for the first year after implementation Review statistics for promotion, performance management box markings, grievances, and disciplinaries on an annual basis and take action as appropriate (review policies, offer training to managers etc) Review statistics for provision of learning and development interventions to ensure equality of opportunity 	end 2007 2007/2008 on-going annually on-going annually after introduction of Learning Management System end 2007	Mary Jewkes, Human Resources Operations Manager “ “ Anna Petts, Learning & Development Manager

	<ul style="list-style-type: none"> • Increase our target for the proportion of employees with disabilities from 3.2% to 7% (current level is 5.5%) • To work with disabled employees to gain a better understanding of the barriers to self-declaration and put in place measures to overcome those barriers. 	<p>March 2008</p> <p>on-going</p>	<p>Mary Jewkes, Human Resources Operations Manager</p> <p>“</p>
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Annex B

Relevant Policies and Functions

Records Management and Selection:

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	Owner
		Ethnicity	Disability	Gender		
Promoting records management in government to support business operations		Low	Low			RMCD
Developing guidance on records management and reporting on standards in government in relation to that guidance		None	None			RMCD
Establishing electronic records management to support business operations in the longer term		None	Medium			RMCD
Establishing and implementing criteria for selecting public records of historical value	Purchase of Records Policy	Low	Low	Low	Y	RMCD
	Appraisal Policy	High	High	High	Y	RMCD
	Operational Selection Policies	High	High	High	Y	RMCD

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	Owner
		Ethnicity	Disability	Gender		
Supervising the selection of those worthy of preservation	Supervising the selection of records worthy of preservation	High	High	High	Y	RMCD
	Acquisition Policy	High	High	High	Y	RMCD
Supervising their cataloguing and transfer to the National Archives, and accessioning them		Medium	Low	Low	Y	RMCD
Supervising the allocation of public records to other places of deposit	Disposition Policy	High	High	High	Y	RMCD NAS
Overseeing the transfer to other archives of those records of historical value not selected for preservation at the National Archives		High	High	High	Y	RMCD NAS

Preservation:

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
Supervising the safekeeping of public records by their originating bodies and their successors		High	Low			RMCD
Developing TNA's Digital Archive for the permanent preservation of 'born digital' records of enduring historical value		Low	Medium			DPD
Agreeing, monitoring and implementing security and preservation standards and procedures for storing and making available the records in the National Archives; and agreeing and monitoring similar standards for public records in places of deposit and other approved repositories	TNA Standards for Record Repositories	Medium	Medium			NAS
	TNA Framework of Standards	Medium	Medium			NAS

Preserving the records in environmentally controlled conditions, applying conservation treatments as necessary, and making substitute copies for use	Preservation Policy	Low	Medium	Low	?	CC DSD
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Access:

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
Providing reading rooms and related facilities in TNA and delivering records from the repositories to the reading rooms and to originating bodies for consultation; and monitoring similar facilities for public records in places of deposit	Provision of reading rooms at Kew and the Family Records Centre	Low	High	Low	Y	RISD
	Rules for readers, and staff commentary	Low	Medium	Low	Y	RISD
	Harassment Policy	High	High	High	Y	RISD HR
	Service Policy	Low	Medium	Low	Y	RISD
	Complaints Procedure	Medium	Medium	Medium	Y	RISD
	TNA Standards for Record Repositories and Framework of standards <i>under preservation</i>					NAS
Providing advice and information about the records in TNA	Research Guides	High	High	High	Y	RKAS RISD
	Publications	High	High	High	Y	BDD
	Records training	High	High	High	Y	RISD RKAS
	Remote Enquiry Service	Medium	High	Medium	Y	RISD
	Contact Centre	Low	High	Low	Y	RISD
Supplying information from records held by TNA	FOI research service	Low	Low	Low		RISD
	FOI closed records unit	Low	Low	Low		RMCD

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
Producing catalogues of the records	Improving catalogue descriptions on the Catalogue	High	High	High	Y	RMCD RKAS
Providing Internet access to the records and their catalogues	Digitisation Strategy	High	High	High	Y	DPD Str Dev OSED DSD BDD
	Documentsonline	High	High	High	Y	OSED Str Dev
	Electronic Records Online	Low	High	Low	Y	DPD
Developing knowledge and awareness of the records	Marketing Strategy	High	High	High	Y	SMD
	Developing knowledge and awareness of the records	High	High	High	Y	RKAS RISD RMCD
	<i>Ancestors</i>	Medium	Medium	Medium	Y	BDD
Providing copies of records	Record Copying Service	None	Medium	None		DSD
	Licensed Internet Associates	Medium	High	Medium	Y	BDD OSED
Encouraging and promoting the use of the records as a means of understanding the past	Learning Curve	High	High	High	Y	OSED
	Education Service	High	High	High	Y	OSED
	Moving Here website	High	High	High	Y	OSED
	TNA website	High	High	High	Y	OSED
	Familyrecords.gov website	High	High	High	Y	OSED RISD

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
Conducting regular user surveys as the basis for future developments onsite and online	Online	High	High	High	Y	RISD SMD
	Onsite	High	High	High	Y	RISD SMD

Policy and advice:

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
Giving authoritative advice within government on public record issues and related matters		Low	Low			RMCD
Providing leadership and advice on records management in government and setting standards for the creation, handling and control of current records		Low	Medium			RMCD
Representing TNA and government nationally and internationally on public record and archive policy issues		Low	Low			RMCD NAS
Giving professional advice and guidance on matters relating to the functions and operations of TNA		None	None			RMCD NAS

Promoting the preservation and use of private archives:

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
Collecting and disseminating information about archival sources relating to British history outside the public records	Archives Portal	Medium	High	Medium	Y	NAS
	Access to Archives (A2A)	Medium	High	Medium	Y	RMCD
	National Registers of Archives (NRA)	Medium	High	Medium	Y	NAS
Inspecting and monitoring standards in repositories holding non-public records	TNA Standards for Record Repositories and Framework of standards <i>under preservation</i>					NAS
Giving advice to private owners and to grant-awarding bodies	Giving advice to private owners	Medium	Medium	Medium	Y	NAS
	Giving advice to grant-awarding bodies	Medium	Medium	Medium	Y	NAS SMD
Carrying out surveys and publishing guides to promote the use of archival sources relating to British history outside the public records.		High	High	High	Y	NAS
	Involvement with PSQG Survey	High	High	High	Y	RISD
	Record Keeping magazine	Medium	Medium	Medium	Y	NAS

Corporate and general functions:

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
Terms and conditions of employment	Career Breaks Policy	Low	Medium	Medium	Y	HR
	Managing Attendance Policy	Low	High	Medium	Y	HR
	Harassment Policy	High	High	High	Y	HR
	Appointment of Agency Staff	Low	Medium	Low	Y	HR
	Part Time Working/job Share Policy	Low	Medium	Medium	Y	HR
	Conduct and Efficiency Policy	High	High	High	Y	HR
	Grievance Procedure	High	High	High	Y	HR
Recruitment	Temporary Promotion Policy	High	High	High	Y	HR
	Vacancy Management	High	High	High	Y	HR
	Volunteers Policy	Medium	Medium	Medium		HR RKAS
	Training and Development	High	High	High		HR
Training and development	Qualification Reward Policy	Medium	Medium	Medium		HR
	Career Development Policy	High	High	High		HR
	Archival Traineeships	High	High	High		HR RKAS
Performance	Main Review Appeal Process	High	High	High		HR
	Managing Diversity Strategy	High	High	High		HR

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
	Equal Opportunities Procedural Document	High	High	High		HR
	Race Equality Scheme	High	High	High		HR
	Social Inclusion Action Plan	High	High	High		HR OSED
	Flexible working/annual leave	Medium	Medium	Medium		HR
Library and Resource Centre	Selection & Acquisition Policy	High	Medium			RKAS
	Retention and Disposal Policy	Low	Low			RKAS
	Collection Development Policy	High	High			RKAS
	Interlibrary Loan Policy	Low	Low			RKAS
	Selection and retention of annual reports	Low	Low			RKAS
Others	Domestic Violence Policy	Medium	Medium	High		HR
	National Archives Security Handbook	None				ESD
	Data Protection	Low	Low			RMCD?
	Alcohol & Substance Misuse	Medium	Medium			HR
	Policy and Processes re Research Associates (Editors)	Low	Low			RKAS
	Conflict of Interest Policy	Low	Low			HR

Functions	Policies, strategies, activities and plans	Relevance to general statutory duty. Potential to impact different groups differently: High, Medium, Low, None			Potential for discrimination on grounds of faith, sexuality, age	2006-07 Goal
		Ethnicity	Disability	Gender		
	Confidential Reporting ("Whistleblowing") Policy	Medium	Medium			HR
	Communications Policy	Low	High			HR
	Procurement Manual	Medium	Medium			Procurement
	ICT Security Policy	Low	Medium			ICT
	Adoption Policy	Low	Low	Medium		HR
	Childcare Voucher Scheme	Low	Low	Medium		HR
	Children on Site	Low	Low	Medium		ESD?
	Contracts of Employment	Low	High	Low		HR
	First Aid Outside Normal Working Hours	None	High	None		HR
	Long Service Award	Low	Low	Low	Y	HR
	Retirement Age Policy	Medium	High	Medium	Y	HR
	Secondment Policy	Medium	Medium	Medium		HR
	Working Time Policy	Medium	Medium	Medium		HR
	Fire and Emergency Evacuation Procedures		High			ESD
	Pregnant Workers: Assessment Checklist			High		ESD

Annex C

DEFINITION OF DISABILITY

Based upon the definition in the Disability Discrimination Act, a person has a disability if they have a physical or mental impairment: which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities.

Where impairment is being treated or corrected, it is the effect the impairment would have without such correcting measures being taken which should be considered.

The Social Model of Disability

Disabled people have historically been excluded from mainstream society and continued to face discrimination and prejudice leading to disadvantage. There are two different ways of explaining what causes the disadvantage: an individual (or medical) model of disability and a social model of disability.

TNA uses the social model in its approach to disability issues, instead of the medical and charity models, as defined by the disabled people's movement.

The social model of disability makes the important distinction between 'impairment' and 'disability'.

The social model has been worked out by disabled people who feel that the individual model does not provide an adequate explanation for their exclusion from mainstream society – because their experiences have shown them that in reality most of their problems are not caused by their impairments, but by the way society is organised.

So, in a social model of disability the key definitions are:

Impairment

An injury, illness or congenital condition that causes or is likely to cause a long term effect on physical appearance and/or limitation of function within the individual that differs from the commonplace.

Disability

The loss or limitation of opportunities to take part in society on an equal level with others due to social and environmental barriers.

In this model, the individual model definitions of impairment and disability are combined as 'impairment'. This means that both the cause of functional limitation and the functional limitation within the individual itself are separated from external factors.

Disability is shown as being caused by 'barriers' or elements of social organisation, which take no or little account of people who have impairments.

Barriers can be:

- Prejudice and stereotypes
- Inflexible organisational procedures and practices
- Inaccessible information and
- Inaccessible buildings

Society is shown to disable people who have impairments because the way it has been set up prevents disabled people from taking part in everyday life. It follows that if disabled people are to be able to join in mainstream society, the way society is organised must be changed. Removing the barriers, which exclude (disable) people who have impairments, can bring about this change.

TNA accepts that:

- Disability is a social phenomenon
- While many individuals have physical or sensory impairments or learning difficulties or are living with mental health needs, it is the way society responds to those needs which creates disability and not the individual's impairment
- Disability discrimination is a form of oppression in the same way as, for example, racism, sexism and homophobia