UNIVERSITY OF KENT
TWO TICKS DISABILITY SYMBOLO HOLDER RENEWAL APPLICATION 2016

Commitment One:
TO INTERVIEW ALL APPLICANTS WITH A DISABILITY WHO MEET THE MINIMUM CRITERIA FOR A JOB VACANCY AND CONSIDER THEM ON THEIR ABILITIES

Explain briefly how the employer applies this commitment to both internal and external vacancies and how the employer makes the minimum criteria available to applicants.

1. The University provides a clear statement as part of all vacancies advertised (both internally and externally): 'The University of Kent is proud to operate within the 'Positive about Disability' Employment pledge (two ticks symbol) and guarantees an interview to candidates who declare a disability and meet the essential criteria listed in the person specification'.

2. All vacancies are published online and include a clear description of essential criteria.

3. The online application procedure gathers baseline data about disability. Responses to this are monitored both to provide support to individuals through the application process and also to monitor the recruitment and selection process in order to make sure that those who have declared a disability who meet the essential criteria are offered an interview.

4. Wording of disability monitoring questions and accompanying explanation of what constitutes a disability or impairment have been reviewed in order to make the process for applicants as user friendly as possible.

5. The recruitment website also provides a link from its front page to the Universities Equality, Diversity and Inclusivity website which provides additional information about the support which the University can provide.

Commitment Two:
TO ENSURE THERE IS A MECHANISIM IN PLACE TO DISCUSS AT ANY TIME BUT AT LEAST ONCE A YEAR WITH DISABILIED EMPLOYEES WHAT CAN BE DONE TO MAKE SURE THEY CAN DEVELOP AND USE THEIR ABILITIES

What mechanism does the employer have in place?

The University annual appraisal scheme, 'Reflect, Plan and Develop' provides an opportunity for employees to meet with their line manager annually. The University has invested in designing, reviewing and continuing to improve the scheme for the benefit of all staff. The scheme provides a mechanism to discuss individual needs and to identify career development opportunities. 'Reflect, Plan and Develop' is designed to be supportive and to provide a flexible and holistic approach to supporting our staff.

Employees are also able to contact an Employee Relations Advisor at any time to discuss any matters connected with their work, or to discuss any support they may require and each faculty has a dedicated team of HR professionals to support them.
All Learning and Development opportunities are advertised online and are accessible to all staff. All training opportunities provided are designed to be fully accessible to any participants. In addition the University offers a mentoring scheme open to all staff, one of the stated aims of the scheme is to help individuals to identify and achieve career goals.

Commitment Three:

TO MAKE EVERY EFFORT WHEN EMPLOYEES BECOME DISABLED TO MAKE SURE THEY STAY IN EMPLOYMENT

What is the employer's retention policy?

1. The University of Kent provides a range of services to support disabled colleagues to stay in employment. This includes access to support from the dedicated Occupational Health team and the University based Counselling Service. Both services are available to all staff and can be accessed via self-referral. Both services also provide extensive resources online as an additional source of support. HR Advisors work with individuals and line managers in reference to reasonable adjustments and other workplace support, whether a temporary or permanent adjustment is needed. Further support can also be accessed from a trained team of Harassment Contacts or via the Mediation Service.

2. The Equality, Diversity and Inclusivity Team, based in the HR Department, support the embedding of equality into employment policies and workplace practice. Staff are welcome to contact the team if they have any concerns or require any signposting to sources of support.

3. Working to create a climate which encourages disclosure of disability status. This has included a review of EDI Monitoring questions and responses to bring a consistent approach to EDI data collection and Monitoring of both prospective and existing employees. Increased activity has taken place in 2014 to provide opportunities for existing employees to update their personal information.

4. The University has continued to invested in supporting disabled colleagues, this has included infrastructure improvements identified as part of campus ‘Day Walks’, development of training workshops and increased provision of online resources such as EDI TV

Commitment Four:

TO TAKE ACTION TO ENSURE THAT ALL EMPLOYEES DEVELOP THE APPROPRIATE LEVEL OF DISABILITY AWARENESS NEEDED TO MAKE THE COMMITMENTS WORK

What awareness raising activities have taken place in the last 12months?

1. A new ‘Guide to Campus Services for Disabled Staff’ resource has been created and made available online; the guide has been promoted to all staff across the university.

2. The EDI website has been revamped and new pages created to support disability. This has included the creation of EDI TV, a resource bank of video clips which provides good practice guidance and practical steps you can take to support disabled people and create an inclusive environment. These are available online to all staff. New Toolkit and
Resources for managers have also been added on the site.

3. In 2015 three ‘Mental Health Awareness’ workshops were delivered to a total of 61 staff from across the university in recognition of the ongoing need to support an increasing number of staff and students disclosing mental ill health. Workshops entitled, ‘Mental Health First Aid Lite’ were delivered in conjunction with the West Kent branch of MIND. Workshops took place at Canterbury and Medway Campus and were promoted online across the organisation and reported in the EDI Annual Report.

4. The Staff Disability Network took part in an Equalities Networks Meeting, held at the Medway Campus, which provided an opportunity for awareness raising and collaboration between a number of groups representing various equalities groups, for example LGBT and Chaplaincy.

5. The University all staff training programme, ‘Valuing Everyone’ which highlights all of the protected characteristics, looks at stereotyping and unconscious bias and asks individuals to reflect on their behaviour in the workplace. Over 1800 staff have completed the workshop since March 2014.

6. The Disability Staff Network meets termly and is open to all employees to participate in. Details of meeting dates and times are circulated via the central University calendar of events. Over the last twelve months sessions have included round table discussions and guest speakers. Minutes for each meeting are accessible to all.

7. The University has continued to hold annual ‘Day Walks’ in which disabled Staff and Students participate along with key University Personnel to review the accessibility of facilities on campus. In May 2015 the event took place at the University's Campus based at the Historic Dockyard in Medway.

8. A report and photographs of these events are added to the EDI Annual Report which is published in print and online for access internally and externally.

9. The Two Ticks Symbol is used on all agendas, minutes, promotional materials and recruitment information both online and in print.

10. e-learning module on ‘Diversity in the Workplace’ has been promoted to staff via the ‘Valuing Everyone’ training workshop and as part of the New Staff Induction event.

**Commitment Five:**

**EACH YEAR TO REVIEW THE 5 COMMITMENTS AND WHAT HAS BEEN ACHIEVED TO PLAN WAYS TO IMPROVE ON THEM AND TO LET EMPLOYEES AND THE JOBCENTRE KNOW ABOUT PROGRESS AND FUTURE PLANS**

How does the employer plan to build on the work they have done and develop further as a symbol user?

1. In 2016 work to improve the EDI Website will continue with a focus on identifying resources to help staff with specific learning difficulties.
2. The EDI team will continue to liaise with the project team as part of the introduction of the new HR Management System, Staff Connect, with a view to supporting staff to engage with the Self-Service Equalities screens, and with the development of the recruitment module in phase two of the project.

3. The team will continue to work to provide an environment of transparency and encourage trust in order to increase disability disclosure amongst staff. This will be done in consultation with networks and stakeholders and as part of the Staff Connect roll out programme.

4. Work with teams and departments to take forward outcomes from the ‘Valuing Everyone’ training programme and therefore continuing to foster a climate of Inclusion.

5. Review and update policies, procedures and managers guides covering disability.