

**Office of the Civil Service Commissioners
Disability Action Plan 2008**

Action Measure	Performance Indicator	Outcome / Impact
<p>Commissioners' Recruitment Code to clearly encourage the NICS to consider how best to facilitate disabled people to compete on merit in fair and open competition.</p> <p>Commissioners' Business Plan to promote the positive benefits of supporting and employing people with disabilities.</p>	<p>Commissioners to include a statement reflecting their commitment to this expectation in the Recruitment Code. All NICS Departments and Agencies are required to adhere to the Code. The Recruitment Code will be reviewed in 2009/10.</p> <p>Commissioners to ensure that the NICS reports the number of disabled people appointed to the organisation on an annual basis.</p> <p>Commissioners to report on recruitment figures, including disability targets, in their Annual Report.</p> <p>Commissioners meet regularly with senior NICS representatives and use their influence to encourage and support employment of people with disabilities. Diversity, including</p>	<p>The Recruitment Code is published on the Commissioners' website therefore NICS and the general public are aware of the Commissioners' expectation in relation to facilitating disabled people to compete on Merit.</p> <p>The Recruitment Service Annual Report is a public document which Commissioners will examine to analyse and discuss trends.</p> <p>The NICS is aware that Commissioners are committed to continuing to monitor data relating to persons with disabilities.</p> <p>Secretariat staff monitor the records of Links meetings to identify trends / issues of concern and provide regular papers for discussion at subsequent</p>

<p>Recognise the scale of disability amongst our stakeholders by ensuring positive and proportionate imagery in all corporate documentation.</p>	<p>issues facing disabled people, is a standing agenda item on Commissioners' annual Links meetings with Permanent Secretaries and is regularly discussed with Central Personnel Group.</p> <p>Commissioners and the Secretariat review all main corporate documents on a quarterly basis and will seek to include positive imagery of disabled people working alongside able-bodied people. The Secretariat will also seek other opportunities to support the work of disabled groups e.g. when purchasing Christmas cards etc.</p>	<p>business meetings.</p> <p>NICS and the public are aware of the importance that Commissioners attach to promoting the positive benefits of supporting and employing people with disabilities.</p>
<p>Review external and internal communication policies, practices and procedures.</p>	<p>A comprehensive consultation process was held in November 2007 and Commissioners plan to conduct a similar exercise in 2009.</p>	<p>As a result of the November 2007 consultation, the Commissioners' website was upgraded to make it more user-friendly and enable the download of documents and the on-line completion of forms. A revised database of consultees has been developed.</p>

<p>Ensure training on disability duties and disability legislation is delivered to existing Commissioners, new Commissioners and Secretariat staff.</p>	<p>The Secretariat to identify and contact a disabled-led group to deliver this training to all (six) Commissioners and all (six) members of Secretariat staff. This will be scheduled for March 2009.</p>	<p>As a result of this training, Commissioners and the Secretariat will have an increased awareness and knowledge of the disability duties. Regular training in this area will increase confidence among Commissioners and staff that any new requirements / changes in legislation will be identified and training provided, as necessary.</p>
<p>Ensure specialist training is provided for Commissioners and Secretariat staff involved in recruitment and selection panels.</p>	<p>All Commissioners and relevant staff to attend regular training on recruitment processes and practices within the NICS. Commissioners will use their influence with the NICS to ensure that diversity considerations, including the needs of disabled people, are properly considered by recruitment panels. An acknowledged authority in the field of equality and diversity will be invited, on a six-monthly basis, to provide Commissioners with updates in relation to legislative changes and emerging case law.</p>	<p>Commissioners and staff enhance their knowledge and understanding of various strands and elements of the recruitment and selection processes and, in particular, emerging legislative changes and relevant case law.</p>

<p>DDA and statutory duties in relation to recruitment to be taken into account when developing terms of reference for the Commissioners' annual audit programme.</p> <p>Discuss with sponsor Department, as appropriate, actions which might help attract disabled candidates to apply for Civil Service Commissioner appointments.</p>	<p>An appropriate reference is included in the audits, as appropriate. The findings and recommendations of audits are discussed with the NICS.</p> <p>This is raised with the NIO sponsor unit when considering arrangements for competitions to appoint new Commissioners.</p>	<p>NICS and the Commissioners' auditors are aware of the Commissioners' commitment to their statutory duties in relation to disability and their expectations in this regard.</p> <p>Secretariat and Commissioners are content that the issue has been raised for consideration, as appropriate.</p>
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