

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2016-17

Contact:

<ul style="list-style-type: none">Section 75 of the NI Act 1998 and Equality Scheme	Name: Eugene O'Neill Telephone: 028 9201 3014 Email: Eugene.ONeill@ccmsschools.com
<ul style="list-style-type: none">Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan	As above <input checked="" type="checkbox"/> Name: Eugene O'Neill Telephone: 028 9201 3014 Email: Eugene.ONeill@ccmsschools.com

Documents published relating to our Equality Scheme can be found at:

www.ccmsonline.com

Signature:

This report has been prepared using a template circulated by the Equality Commission.

It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.

This report reflects progress made between April 2016 and March 2017

PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme

Section 1: Equality and good relations outcomes, impacts and good practice

- 1** In 2016-17, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.

CCMS continuously reviews all of its policies and procedures to ensure compliance where appropriate these are equality screened.

A new Disability Action Plan has been adopted and work commenced on its rollout.

Contributed to working groups for Joint Working Party and Management Side in relation to the review and/or creation of recruitment and selection, terms and conditions and other policies for teachers.

Responded to a number of consultations by DE and other statutory bodies.

Area planning groups in all Employing Authority regions have integrated equality considerations into planning process through Section 75 analysis which are carried out on all proposals

Chairmanship and provision of financial management for the West Belfast Full Service Community Network which is multi agency and cross community

Contribute to the policy development in relation to Traveller education as the key stakeholder in this area.

CCMS contributes to in the Shared Education initiative which currently involves four significant projects across Northern Ireland

CCMS works with the Irish Medium Sector in exploring the development of Irish Medium Education through the establishment of Irish Medium Units in Maintained Schools

CCMS promotes policies of inclusion and equality within its own organisation and within the Catholic Maintained sector within its policies which advocate access to the full NI Curriculum at Nursery, Primary and Post Primary level.

PART A

- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2016-17 (*or append the plan with progress/examples identified*).

Work is on-going on the review of the use, nature and purpose of the policy requirement that all teachers applying for posts in both nursery and primary schools should possess a recognised certificate in Religious Education on the taking up of an appointment.

PART A

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2016-17 reporting period? *(tick one box only)*

Yes No (go to Q.4) Not applicable (go to Q.4)

Please provide any details and examples:

Review on going for all internal CCMS policies and procedures.

Disability Action Plan has been updated and is due to go out for consultation

3a With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

Please provide any details and examples:

The Disability Action Plan has a number of action points that will be incorporated into CCMS including training for employees and Council members, securing text phone and a number of recommendation in relation to CCMS recruitment processes.

Disability support groups will be invited to contribute to train up for CCMS HR officers on issues such as attendance, management etc.

3b What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)*

As a result of the organisation's screening of a policy *(please give details):*

As a result of what was identified through the EQIA and consultation exercise *(please give details):*

As a result of analysis from monitoring the impact *(please give details):*

As a result of changes to access to information and services *(please specify and give details):*

Other *(please specify and give details):*

Section 2: Progress on Equality Scheme commitments and action plans/measures

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2016-17 reporting period? *(tick one box only)*

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

All CCMS Job descriptions are currently being renewed as the organisation progresses through a restructuring.

5 Were the Section 75 statutory duties integrated within performance plans during the 2016-17 reporting period? *(tick one box only)*

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

In the 2016-17 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

PART A

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's ongoing corporate plan
- No, the organisation's planning cycle does not coincide with this 2016-17 report
- Not applicable

Please provide any details and examples:

Equality action plans/measures

7 Within the 2016-17 reporting period, please indicate the **number** of:

Actions completed: Actions ongoing: Actions to commence:

Please provide any details and examples (*in addition to question 2*):

Action Ongoing:

Review of all CCMS policies and Procedures

8 Please give details of changes or amendments made to the equality action plan/measures during the 2016-17 reporting period (*points not identified in an appended plan*):

None

9 In reviewing progress on the equality action plan/action measures during the 2016-17 reporting period, the following have been identified: (*tick all that apply*)

- Continuing action(s), to progress the next stage addressing the known inequality
- Action(s) to address the known inequality in a different way
- Action(s) to address newly identified inequalities/recently prioritised inequalities
- Measures to address a prioritised inequality have been completed

Arrangements for consulting (Model Equality Scheme Chapter 3)

10 Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: *(tick one box only)*

- All the time Sometimes Never

11 Please provide any **details and examples of good practice** in consultation during the 2016-17 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

There were no consultations conducted during 16/17

12 In the 2016-17 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions
- Telephone consultations
- Other *(please specify)*:

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

No consultations took place

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2016-17 reporting period? *(tick one box only)*

- Yes No Not applicable

Please provide any details and examples:

PART A

14 Was the consultation list reviewed during the 2016-17 reporting period? *(tick one box only)*

- Yes No Not applicable – no commitment to review

Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)

[Insert link to any web pages where screening templates and/or other reports associated with Equality Scheme commitments are published]

15 Please provide the **number** of policies screened during the year *(as recorded in screening reports)*:

16 Please provide the **number of assessments** that were consulted upon during 2016-17:

Policy consultations conducted with **screening** assessment presented.

Policy consultations conducted **with an equality impact assessment (EQIA)** presented.

Consultations for an **EQIA** alone.

17 Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

18 Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? *(tick one box only)*

- Yes No concerns were raised No Not applicable

Please provide any details and examples:

Staff Training (Model Equality Scheme Chapter 5)

- 24 Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2016-17, and the extent to which they met the training objectives in the Equality Scheme.
- 25 Please provide any examples of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:
- Induction/Governance Training
Recruiting Fairly Training

Public Access to Information and Services (Model Equality Scheme Chapter 6)

- 26 Please list **any examples** of where monitoring during 2016-17, across all functions, has resulted in action and improvement in relation to **access to information and services**:

Complaints (Model Equality Scheme Chapter 8)

- 27 How many complaints **in relation to the Equality Scheme** have been received during 2016-17?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

Section 3: Looking Forward

- 28 Please indicate when the Equality Scheme is due for review:

All current CCMS policies and procedures including the equality scheme are currently being reviewed by an external associate to ensure compliance with best practice

- 29 Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide*

PART A

details)

30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next (2016-17) reporting period? *(please tick any that apply)*

- Employment
- Goods, facilities and services
- Legislative changes
- Organisational changes/ new functions
- Nothing specific, more of the same
- Other (please state):

PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

1. Number of action measures for this reporting period that have been:

Fully achieved

Partially achieved

Not achieved

2. Please outline below details on all actions that have been fully achieved in the reporting period.

2 (a) Please highlight what public life measures have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ	None		
Regional ^{iv}	None		
Local ^v	None		

2(b) What training action measures were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
1	None		

PART B

2			

2(c) What Positive attitudes action measures in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
1			
2			

2 (d) What action measures were achieved to ‘**encourage others**’ to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1			
2			

2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life	Outputs	Outcomes / Impact

PART B

	measures)			
1	Reasonable adjustments	Referrals to occupational health to identify reasonable adjustments	Adjustments implemented – employee retained in employment	
2	Worked with outside agencies to maintain employee in work	Liaised with Access to Work, Action on Hearing, Disability Action etc.	Employee retained in employment and attendance improved	

3. Please outline what action measures have been **partly achieved** as follows:

	Action Measures partly achieved	Milestones / Outputs	Outcomes/Impacts	Reasons not fully achieved
1				
2				

4. Please outline what action measures have **not been achieved** and the reasons why.

	Action Measures not met	Reasons
1		
2		

PART B

5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

(b) Quantitative

6. As a result of monitoring progress against actions has your organisation either:

- made any **revisions** to your plan during the reporting period or
- taken any **additional steps** to meet the disability duties which were **not outlined in your original disability action plan / any other changes?**

Please select

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1			
2			
3			

PART B

4		
5		

7. Do you intend to make any further revisions to your plan in light of your organisation’s annual review of the plan? If so, please outline proposed changes?

- i **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.
- ii **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.
- iii **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments
- iv **Regional**: Situations where people can influence policy decision making at a middle impact level
- v **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
- vi **Milestones** – Please outline what part progress has been made towards the particular measures; even if full output or outcomes/ impact have not been achieved.



DISABILITY ACTION PLAN

Interim for the period

2017-2018

Drawn up in accordance with Section 49B of the Disability Discrimination Act 1995 as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006

This document can also be made available on request in alternative formats including large print, in Braille, by email, on computer disk, on audio-cassette and in minority languages to meet the needs of those people who are not fluent in English.

Foreword

The Disability Action Plan is a statement of the Council's commitment to the promotion of equality of opportunity for people with disabilities.

The plan has been developed to ensure that the Council fulfils its statutory obligations in respect of its disability duties under section 49A of the Disability Discrimination Act 1995 as amended by the Disability Discrimination (NI) Order 2006.

This plan has been prepared in the context of the Council currently undergoing a fundamental organisational and structural review which seeks to re-balance the organisation to meet the significant strategic and operational challenges of the future.

The objectives and commitments set out in the plan have had to be realistic and achievable in the context of an organisation implementing a programme of significant long term change.

Progress on the implementation of the plan will be monitored and reviewed in consultation with the Equality Commission.

Jim Clarke
Chief Executive

Most Rev John McAreavey
Chair of Council

1. Introduction

Under Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland Order 2006), CCMS is required when carrying out its functions to have due regard to the need to:

- Promote positive attitudes towards disabled people; and
- Encourage participation by disabled people in public life (“the disability duties”).

Under Section 49B of the DDA 1995, CCMS is also required to submit to the Equality Commission a disability action plan showing how it proposes to fulfil these duties in relation to its functions.

The Council for Catholic Maintained Schools (CCMS) was established under the auspices of the Education Reform Order (NI) 1989 to raise standards and provide an upper tier of management for Catholic Maintained Schools.

The Council’s main statutory duties are summarised as follows:

- To employ all such teachers as are required on the staffs of Catholic maintained schools;
- To advise the Department of Education, Education Authority or other bodies on matters relating to Catholic Maintained Schools;
- To promote and co-ordinate, in consultation with the Trustees of Catholic Maintained Schools, the planning of effective provision of schools;
- To promote the effective management and control of Catholic Maintained Schools by the Board of Governors of such school;
- To provide or secure the provision of such advice and information to the Trustees, Boards of Governors, Principals and Staff of Catholic Maintained Schools;
- To exercise such other functions as are conferred on it by the Education Order.

The philosophy of Catholic Education underpins the work which the Council undertakes on behalf of the Catholic Maintained Sector and serves as a benchmark against which it can be judged. Enshrined in this philosophy is the commitment to equality and social justice that informed the Council’s mission, aims, values and culture.

2. Current Context

Since the initiation of the Review of Public Administration in June 2002 and its subsequent report in 2005, the intention of Government had been that the functions of CCMS were to be subsumed within the Education and Skills Authority (ESA) which would also replace a number of other organisations including the Education and Library Boards, Staff Commission and Regional Training Unit.

Subsequent plans to legislate for the implementation of ESA in 2010 and then in 2013 failed to materialise.

Plans to establish ESA were finally set aside and following the introduction of the Education Bill in the NI Assembly in 2014 the five existing Education and Library Boards were amalgamated into the new Education Authority (EA) from 1st April 2015.

In the preceding years CCMS had been working in a continual context of considerable uncertainty where the broad belief was that the organisations future lay within the ESA. In anticipation of the establishment of ESA,

CCMS has been over a number of years operating in a climate of diminishing resources and restricted staff recruitment resulting from the mandatory Vacancy Control Policy.

Now that the plans for ESA have been shelved and the EA established, CCMS continues to function as a separate organisation. However the Department of Education commissioned external consultants to conduct an organisational and structural review of the council. The organisational review report was published in 2015 and implementations of its recommendation are still under active consideration.

At this stage it is clear, however, that the immediate future of CCMS entails fundamental organisational change including structural change, adjustment of numbers and categories of employees and a complete relocation of the councils' premises.

The Interim Disability Action Plan is therefore set in the reality of the above organisational context whilst CCMS is in a phased of organisational change.

3. Commitment

The Chief Executive of CCMS is committed to effectively implementing the disability duties in this Action Plan. CCMS fully recognise the importance of disability duties proposed under the Act and accepts that it has an important contribution to make to ensure people with disabilities enjoy equal respect and full inclusion in our society. All officers and Council members are aware of this policy and are committed to it.

Resources

CCMS will allocate all necessary resources (in terms of people, time and money) in order to implement effectively this plan.

Internal Arrangements

Eugene O'Neill, Director of HR and Governance will have responsibility for implementing, reviewing and evaluating the plan. Progress on implementing the Disability Action Plan will be reported internally to the Council for consideration within the annual report to the Equality Commission on implementation of the Council's Equality Scheme. We will ensure internal arrangements are in place to ensure that the disability duties are complied with and this Disability Action Plan is effectively implemented. We will ensure the effective communication of the plan to staff and provide training and guidance where appropriate.

We confirm our commitment to submitting an annual report to the Equality Commission on the implementation of this plan and to carry out a five yearly review of this plan and will consult with disabled people when implementing and reviewing our plans.

The first point of contact for this plan is Angela Armstrong. If you have any questions or comments regarding the Disability Action Plan, please contact Angela on the contact details below and she will respond to you as soon as possible.

Angela Armstrong
CCMS
160 High Street
Holywood
Co Down
BT18 9HT
Tel: 028 90426972

Email: angela.armstrong@ccmsschools.com

The Disability Action Plan and other relevant documents are available on the CCMS website www.onlineccms.com.

Communication to Staff

CCMS will ensure effective communication to the staff of the DAP via email, intranet and team meetings.

Consultation

To inform the development of this plan, we will actively engage at regional and local levels to obtain views of people with disabilities including consulting with groups representing a broad range of disabilities. The plan will go on our website seeking views from both individuals and organisations. We will also strive to remove barriers by making sure consultation documents are available in alternative formats on request.

4. Participation in Public life

CCMS as an organisation does not have direct responsibility for the appointment of members of the council, its committees or members of the Board of Governors of Catholic Maintained Schools.

Members of the Council (and committees) are appointed by nominating bodies including the Trustees (Bishops) and the Department of Education. Teacher and parent members are selected by the Council from applicants who have been elected to serve on individual school Board of Governors. CCMS will however commit to working with the Trustees to ensure consideration is given to how we can encourage disabled people to sit on Council.

In relation to school Boards of Governors, members are appointed by the Trustees or nominated by the Department of Education and EA respectively. Parent and teacher representatives on Boards of Governors are selected through election managed by the respective schools. CCMS provide a comprehensive guidance document to assist nominating Trustees in managing the 4 yearly process of re-constitution of all Boards of Governors in Catholic Maintained Schools. As part of this plan the Council will commit to reviewing the guidance material to better promote awareness of the disability duties and encourage fuller participation in the vitally important area of school governorship.

5. Aims of the Action Plan

The action plan at Appendix 1 outline measures we intend to take in order to promote positive attitudes towards people with disabilities and encourage positive attitudes towards disabled people in public life.

ACTION	EXPECTED OUTCOME	RESPONSIBILITY	TIMESCALE
<p><u>Access - Premises</u> As part of re-organisation, CCMS to ensure disability legislation is taken into account when implementing relocation strategy.</p>	<p>Access for disabled people</p>	<p>SLT</p>	<p>Subject to re-organisation plans</p>
<p>New premise locations for CCMS should have suitable disabled access for CCMS staff, Council members and visitors using the Accessible Business Action Plan.</p>	<p>Access for disabled people</p>	<p>SLT</p>	<p>Subject to re-organisation plans</p>
<p>Explore securing textphone facilities for people with hearing difficulties</p>	<p>Improved access for people with hearing difficulties</p>	<p>SLT/Finance</p>	<p>May 2017</p>
<p><u>Access – CCMS Website</u> CCMS will work towards achieving AAA compliance with the website. Work will commence within 17/18 financial year</p>	<p>An accessible website for all</p>	<p>Communications Officer</p>	<p>March 2018</p>
<p>Explore opportunities for including positive images of disabled people on CCMS website</p>	<p>Positive attitudes to disabled people are promoted</p>	<p>Communications Officer</p>	<p>Ongoing</p>
<p>CCMS will look into the potential of using BrowseAloud on its website</p>	<p>Website more accessible for those who require speech and support tools</p>	<p>Communications Officer</p>	<p>March 2018</p>
<p>CCMS will look into adding an 'increase text size' function to its website</p>	<p>Option for users to adapt website for individual use</p>	<p>Communications Officer</p>	<p>March 2018</p>

ACTION	EXPECTED OUTCOME	RESPONSIBILITY	TIMESCALE
<p>Access – CCMS Publications CCMS is committed to providing all its documentation and publications in alternative formats when requested.</p>	<p>CCMS able to produce documents in requested formats</p>	<p>Communications Officer</p>	<p>Ongoing</p>
<p>CCMS is committed to using plain English in all written and online communications.</p>	<p>CCMS publications accessible to all</p>	<p>Communications Officer</p>	<p>Ongoing</p>
<p>Recruitment Develop a welcoming statement for inclusion on CCMS website</p>	<p>Disabled people more encouraged to apply</p>	<p>HR Section</p>	<p>August 2017</p>
<p>Advertise vacancies with local disability groups to promote job opportunities for disabled people</p>	<p>Raised awareness of job opportunities within CCMS</p>	<p>HR Section</p>	<p>March 2017</p>
<p>Provide application forms and relevant job material in alternative formats when requested</p>	<p>Disabled people able to apply for jobs</p>	<p>HR Section</p>	<p>Ongoing</p>
<p>Establish whether adjustments are required for attendance at interview</p>	<p>Disabled people able to attend for interview</p>	<p>HR Section</p>	<p>Ongoing</p>
<p>Advertising will continue to carry affirmative action statements</p>	<p>Increased applications from people with disability</p>	<p>HR Section</p>	<p>Ongoing</p>
<p>Monitor number of applicants with disabilities applying for posts with CCMS</p>	<p>Ability to determine if steps taken are having an impact on those applying</p>	<p>HR Section</p>	<p>March 2017</p>

ACTION	EXPECTED OUTCOME	RESPONSIBILITY	TIMESCALE
<p><u>Recruitment continued</u> Monitor number of applicants with disabilities who are shortlisted, interviewed and subsequently appointed and develop affirmative action as appropriate.</p>	<p>Ability to identify impact of measures in place and take further action on these</p>	<p>HR Section</p>	<p>March 2018</p>
<p>Continue to work with organisations to develop opportunities for temporary placements</p>	<p>Opportunity for work experience within an office environment.</p>	<p>HR Section</p>	<p>Ongoing</p>
<p><u>Training</u> Make staff aware of Disability Action Plan through Team/Section meetings and by email</p>	<p>Raised awareness of policy</p>	<p>HR Section</p>	<p>May 2017</p>
<p>CCMS employees provided with disability awareness training and relevant legislation</p>	<p>Ensure staff are aware of obligations</p>	<p>HR Section</p>	<p>September 2017</p>
<p>Provide training for Council/DEC members on equality/disability awareness</p>	<p>Raised awareness of Council members of disability</p>	<p>HR Section</p>	<p>September/ October 2017</p>
<p>Ensure identified staff receive the appropriate training on using the textphone</p>	<p>Staff able to communicate with people via text-phone.</p>	<p>HR Section/Finance</p>	<p>May 2017</p>
<p>Monitor and evaluate provision of disability training provided.</p>	<p>Ability to take any action identified through training</p>	<p>HR Section</p>	<p>November 2017</p>

ACTION	EXPECTED OUTCOME	RESPONSIBILITY	TIMESCALE
<p>Public Life Positions <u>Council/DEC members:</u> Develop welcoming statement for advertisement</p>	<p>Disabled people more encouraged to apply for role on Council/DEC</p>	<p>Reconstitution working group</p>	<p>April 2019</p>
<p>Seek nominations from disability groups</p>	<p>A more diverse Council/DEC's</p>	<p>Reconstitution working group</p>	<p>April 2019</p>
<p>Ensure advertisement contain remuneration details</p>	<p>Encourage disabled people to apply</p>	<p>Reconstitution working group</p>	<p>April 2019</p>
<p>Review application process to ensure it is user friendly and respond to any requests for paperwork in alternative formats</p>	<p>Overall a better experience for a disabled person applying for a position on Council/DEC.</p>	<p>Reconstitution working group</p>	<p>April 2019</p>
<p>Review and amend guidance for reconstitution of Board of Governors in consultation with DE and EA.</p>	<p>Trustees would be encouraged to seek nominations from disabled people in their parish</p>	<p>Reconstitution working group</p>	<p>April 2019</p>
<p>Ensure consideration is given to inclusion of disabled people on governing bodies</p>	<p>Increased number of disabled people on BoG's</p>	<p>SMO/MO/Lead Officer</p>	<p>April 2019</p>