

Employer Evidence Template

Use this template to record your evidence, further actions or comments for consideration as you go through your self-assessment. The amount of evidence required will vary depending on the size and nature of your business.

This will also help you if you want to become a Disability Confident Leader and have your self-assessment validated.

This is for your records and you do not need to send it to us.

Employers name	Runnymede Borough Council	
Disability Confident Reference number (DSC000...)	DCS036198	
Date	March 2024	
Completed by and contact details	Chantelle Morris, Recruitment and Retention Manager	
Theme 1 – Getting the right people for your business The employer must have agreed to all of the following actions.		
Criteria	Evidence	Comments or further action required
As a Disability Confident employer, our business is:		
1. Actively attracting and recruiting disabled people to help fill your opportunities (including jobs, apprenticeships, internships, work experience, etc.	<ul style="list-style-type: none"> - 3% of RBC's workforce have shared with us they have a disability. - 33% of our National Graduate Programme /Graduate trainees have shared with us they have a disability under the Equalities Act 2010 definition. - We have a minimum of 9 Apprenticeship placements in the council. 	<ul style="list-style-type: none"> - Build in work experience placements to Departmental Managers attraction plans particularly for hard to recruit to specialities. - Join Disability job boards.

	<ul style="list-style-type: none"> - Part of the implementation of the new HR and Payroll system is a new module for recruitment onboarding. This part of the system is called Eploy. It provides a new function for unpaid work experience opportunities through the portal. - The council have partnered with Brooklands College SEND department to provide work experience placements for students with disabilities as well as with Surrey Choices to support young adults and adults to gain work experience and skills to support them with their employability. - Advertise vacancies with DWP and attend their job fairs. Main contact JULIE.SARWAL@DWP.GOV.UK 	
<p>2. Providing a fully inclusive and accessible recruitment process.</p>	<ul style="list-style-type: none"> - We currently offer assistance with completing application forms & provide reasonable adjustments at the point of interview invitation. - Equalities, Diversity and Inclusion is covered in the management development programme. - Eploy the new module with the HR & Payroll System for onboarding has been 	<ul style="list-style-type: none"> - There will be guidance for hiring managers on Eploy to help them with EDI during the recruitment process (Phase 2 of project, scheduled for Q1 2024/25).

	<p>built to offer anonymised shortlisting and a guaranteed interview scheme for those who meet the minimum job specification criteria to increase inclusivity and reduce the risk of discrimination and unconscious bias for people with a disability.</p>	
<p>3. Offering an interview to disabled people who meet the minimum criteria for the job.</p>	<ul style="list-style-type: none"> - Eploy has been built to offer anonymised shortlisting and a guaranteed interview scheme for those who meet the minimum criteria, for the job specification, to increase inclusivity and reduce the risk of discrimination and unconscious bias WEF May 2024. 	<ul style="list-style-type: none"> - Our current process is to manual to be able to identify all candidates who meet the minimum criteria for the job but we will be able to provide a guaranteed interview scheme with the Eploy system launch from May 2024.
<p>4. Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.</p>	<ul style="list-style-type: none"> - Reasonable adjustments are offered to candidates for the competency-based exercises such as additional time or receiving the task prior to their interview attendance. - Additional support to complete tasks such as the use of a PC rather than handwritten assessments as an example would also be implemented. 	<ul style="list-style-type: none"> - Reasonable adjustments guidance for hiring managers will be added to Eploy (Phase 2 of project Q1 2024/25) - Increased awareness to hiring managers of reasonable adjustments via 'lunch and learn' sessions.
<p>5. Must proactively offer and making reasonable adjustments as required.</p>	<ul style="list-style-type: none"> - We offer reasonable adjustments in the interview invitation email inviting candidates to share with us how we can 	<ul style="list-style-type: none"> - Raise awareness of reasonable adjustment passport across the

	<p>best support them through the selection process.</p> <ul style="list-style-type: none"> - Adjustments are currently arranged via HR to keep specifics of the candidates condition confidential. - A reasonable adjustments passport is offered to all candidates and employees, which was originally trialled with the NGDP scheme. 	<p>council in disability awareness campaigns.</p>
<p>6. Encouraging our suppliers and partner firms to be Disability Confident.</p>	<ul style="list-style-type: none"> - Clause added to supplier agreement 10/11/23 by Patrick Tuite Head of Procurement. 	
<p>7. Ensuring employees have sufficient disability equality awareness training.</p>	<ul style="list-style-type: none"> - All individuals complete the EDI awareness training on the SLP e-learning portal. - Providing Hiring managers with External Recruitment and Selection training, which raises awareness of discrimination and the importance of reasonable adjustments - RBC have Mental Health First aiders and they have regular meetings to discuss raising MH awareness across all sections of the council. 	<ul style="list-style-type: none"> - General disability awareness could be increased with awareness days or lunch and learn sessions. For example, raising the profile of who we can support . - FAQ's section will be included in the Eploy system with guidance for managers on adjustments and awareness of key disabilities. - Raise awareness to hiring managers on the purpose of reasonable adjustments is to level the playing field rather than

		<p>current conception of preferential treatment.</p> <ul style="list-style-type: none"> - Research whether we could join the sunflower scheme or other relevant awareness schemes. - Run lunch and learn workshops for managers to raise awareness on disabilities and how they can support their staff.
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Theme 1 – Getting the right people for your business		
You must agree to at least one of the following activities.		
Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
1. Providing work experience.	Work experience and unpaid work placements portal has been built and is now live. We have agreed 4 student placements to date.	
2. Providing work trials.		
3. Providing paid employment (permanent or fixed term).	We offer paid employment and advertise roles at the job centre alongside other platforms.	
4. Providing apprenticeships.	We have apprenticeships via the apprenticeship levy at the council and utilise the job centre to advertise these, having a total of 9 apprentices at any one time.	
5. Providing a traineeship.		
6. Providing paid internships or support internships (or both).		

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7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people.		<ul style="list-style-type: none"> - Source organisations and job boards (we may be able to do this automatically through Eploy).
8. Engaging with Jobcentre Plus, Work and Health programme providers and local disabled people’s user led organisations (DPULO’s) to access support when required.	<ul style="list-style-type: none"> - All jobs are posted with Jobcentre Plus. - All jobs are advertised with DWP - Work Experience placements are actively promoted to Brooklands College SEND department and Surrey Choices 	<ul style="list-style-type: none"> - Research Work and Health Programme providers and local disabled organisations that could support us.
9. Providing an environment that is inclusive and accessible for staff, clients and customer.	<ul style="list-style-type: none"> - We have inclusive facilities with a lift, disabled access at reception, disabled parking spaces, wheelchair accessible toilets, bespoke workstation assessments, accessible IT functionality, hearing loops, quiet rooms for neurodivergent employees, adjustable ventilation system in our HQ. 	<ul style="list-style-type: none"> - We should explore obtaining power assisted door opening as an improvement to the internal access within the building. - System to book a disabled parking space in employee car park could be improved.

Theme 1 – Getting the right people for your business

You must agree to at least one of the following activities.

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10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do.	<ul style="list-style-type: none"> - Link to DWP has been added to recruitment page along with MOD links to support candidates in their job search. - Offering mock interviews with the council as part of work experience and recruitment events 	

Theme 2 – Keeping and developing your people

The employer **must have agreed to all of** the following actions.

Criteria	Evidence	Comments or further action required
<p>As a Disability Confident employer, my business is:</p>		
<p>1. Promoting a culture of being Disability Confident.</p>	<ul style="list-style-type: none"> - Mental Health first aiders group that meets regularly to arrange activities to improve employee wellbeing and raise awareness of positive mental health. - Mental Health awareness in newsletters and offering wellbeing initiatives such as workplace massage and free counselling sessions. - The Wisdom app has been introduced with our new occupational health provider. - Inclusive policies supporting individuals who could be experiencing debilitating symptoms in the menopause at work policy & a carers policy for individuals who have carer responsibilities. - The following dates have been added to our awareness schedule for 2024: 	<ul style="list-style-type: none"> - Increased awareness. - Lunch and learn for managers to promote a culture of being disability confident and ensuring our employees with lived experience feel supported and psychologically safe at work.

	<p>Neurodiversity Awareness week- 18th-24th March 2024 <u>Neurodiversity Celebration Week</u> (neurodiversityweek.com)</p> <ul style="list-style-type: none"> - Launch of our Neurodiverse Intranet pages providing all employees with an understanding of the spectrum and how teams and managers can help employees within the workplace. <p>Invisible disabilities awareness week 20th-26th October 2024 <u>2023 Invisible Disabilities Week</u> Oct 15– 21</p> <ul style="list-style-type: none"> - Promotion of senior leaders with hidden disabilities within our workforce and how they have overcome their challenges to develop their careers and reach senior management. - ‘Share not declare’ you have a disability with us on MYView our HR & Payroll system to help inform how we can best support you at work. <p>Disability awareness day 14th July 2024 <u>Welcome to DAD</u> (disabilityawarenessday.org.uk)</p> <ul style="list-style-type: none"> - Training options for the new HRIS and ATS for individuals who may need additional support, resources, formats and longer times to support them to learn how to use the new HR systems. 	
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	<p><u>International Persons with a Disability day 3rd December 2024</u></p> <ul style="list-style-type: none"> - Celebration and thanks to all of our employees with a disability who contribute so much to the work of our Council. 	
<p>2. Supporting employees to manage their disabilities or health conditions.</p>	<ul style="list-style-type: none"> - Individuals are using a reasonable adjustments passport. - OH referrals to support managers and individuals with managing a disability or health condition in the workplace. - Reasonable adjustments passport promoted to all staff on the intranet and through the recruitment onboarding process. - Proactive advice and guidance to support about Access to Work and support to implement the recommendations from the scheme. - Intranet advice and guidance to employees with a disabilities, their managers and their team members e.g. Neurodiversity 	<ul style="list-style-type: none"> - Expand the intranet advice and guidance to employees with a disabilities, their managers and their team members on specific disabilities, suggested by colleagues with lived experiences. - Expand our lunch and learn sessions on specific disabilities suggested by colleagues with lived experiences. - Invite guest speakers and bespoke disability organisations to help advise, guide and educate in specific areas e.g. Supporting employees with Cancer

<p>3. Ensuring there are no barriers to the development and progression of disabled staff.</p>	<ul style="list-style-type: none"> - All staff are provided with appraisals and the opportunity to have regular 1-2-1's with their line manager. - There are corporate and departmental designated training budgets available to support career development and progression. - All service areas have a dedicated HRBP who will be able to provide additional support and guidance on development and progression for individuals. - Introduced the adjustments passport will support internal candidates with the interview process when applying for an alternative role within the council. - Learning and Development opportunities are provided in mixed media formats to ensure maximum accessibility, with a mixture on on-line and in person events and opportunities. 	<ul style="list-style-type: none"> - Review the learning and development of those employees who have shared with us they have a disability and seek their views of the support available to inform future initiatives.
<p>4. Ensuring managers are aware of how they can support staff who are sick or absent from work.</p>	<ul style="list-style-type: none"> - Sickness management training held by HR Business Partners. - OH referrals when additional guidance and support is required. 	<ul style="list-style-type: none"> - Run lunch and learn workshops. - Reassurance at departmental team meetings of the support available to managers on a regular basis and

	<ul style="list-style-type: none"> - Sickness process has been improved and information on staff pages for managers have been improved. - HR Business Partners are proactively reviewing sickness absence within departments providing advice and guidance to managers on how to support a person with a long term health condition or a disability to balance their needs and work. 	<p>bespoke advice linked to the raising of initiatives timetable.</p>
<p>5. Valuing and listening to feedback from disabled staff.</p>	<ul style="list-style-type: none"> - Employees with a disability are members of the Equalities Group. - Ensure we can identify specifically and purposefully the views of employees with a disability in responses planned for the Culture survey which is part of the Best Value review Notice Culture workstream (due in Q1/2 of 2024-25). 	<ul style="list-style-type: none"> - Once we have collected the up-to-date data in our new HR and Payroll system we could consider sending a pulse survey to disabled employees to gain feedback on how valued and heard they feel. - Eploy will be able to send out a candidate survey to gain valuable feedback on their recruitment and onboarding process. - Introduce a Disability Confident working group whose membership would be employees with a disability and those with lived experience as allies for the group.

<p>6. Reviewing this Disability Confident employer self-assessment regularly. (At least annually)</p>	<ul style="list-style-type: none"> - The HR Resourcing and Operations Manager has been completing quarterly reviews to assess our progress in a planned and systematic way to work towards achieving level 2 status. 	
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Theme 2 – Keeping and developing your people.		
The employer must have agreed to take at least one of the following activities.		
Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments
1. Providing mentoring, coaching, buddying and or other support networks for staff.	<ul style="list-style-type: none"> - Coaching and mentoring are provided to employees if identified through the development review process as part of annual and six monthly and monthly performance review and supervision process. - The Equalities Group have been active for more than a decade and are reviewing their Terms of Reference to see how they can take on a wider remit of support to employees including those with a disability. 	<ul style="list-style-type: none"> - We could introduce a buddying system for the employee’s induction. - We could introduce an RBC mentoring scheme. - We could consider introducing networking events for employees with disabilities and long-term health conditions. - Introduce EDI champions within the council who will meet on a quarterly basis to discuss ways of improving EDI in the council (similar to MHFA group) a discussion for the Equalities Group to consider.
2. Including disability awareness equality training in our induction process.	<ul style="list-style-type: none"> - EDI awareness is in the core e-learning modules for all inductions. 	<ul style="list-style-type: none"> - The induction training is basic and perhaps we could include further detail in our corporate induction.

<p>3. Guiding staff to information and advice on mental health conditions.</p>	<ul style="list-style-type: none"> - Wellbeing guidance on the staff pages signposting individuals to counselling and useful links. - Mental health first aiders have been trained and are actively promoted and socialised across the Council. - Links to how to sustain 'good mental health' are actively promoted. 	<ul style="list-style-type: none"> - New OH provider 'Health assured' will provide resources for awareness and internal promotion. - The intranet pages could be revised and expanded to ensure support for employees with a disability and disability awareness topics are more readily available.
<p>4. Providing occupational health services if required.</p>	<ul style="list-style-type: none"> - We provide pre-employment OH questionnaire as part of the onboarding process. - We provide OH assessments if required throughout an individuals employment. - A new Employee Assistance Programme was launched in January 2024. 	
<p>5. Identifying and sharing good practice.</p>		<ul style="list-style-type: none"> - This could be covered in the EDI group, similar to the MHFA there is a Teams group where we all share resources and best practice.

		<ul style="list-style-type: none"> - FAQ's section on Eploy will help us to share best practice to hiring managers for the recruitment and onboarding process. - Information on staff pages on being a disability confident employer and key resources and guidance. - Lunch and learn workshops.
<p>6. Providing human resource managers with specific Disability Confident training</p>	<ul style="list-style-type: none"> - HR have registered with the Disability Confident Scheme and will be notified when they are holding specialist training workshops. - HRBP's have been trained as Mental Health First Aiders - Recruitment and retention manager attending CMI Level 7 - Strategic Approaches to Equality, Diversity and Inclusion March 2024 - 2 HRBP's & Recruitment and retention manager are attending The Fourth Annual Progressing Neurodiversity at Work 2024 conference on 28th March - The Equalities Group were provided with re-fresher training which also 	

	<p>covered the needs of Disabled People from and EDI and EQIA perspective.</p> <ul style="list-style-type: none"> - Head of HR has been trained in Brain Injury Awareness, Mental Health Awareness, Deaf Awareness, Neurodiversity and physical disability and wheelchair navigation. 	
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