

Annex A: NS&I Action Plan and Timetable

Objective	Key Task	Who responsible	Action	Timetable
Functions and Policies	To implement the Disability Equality Scheme	Human Resources	Prepare Action Plan. At the end of the three year period Human Resources will review and publish a revised Disability Equality Scheme and Action Plan.	Ongoing from December 2006 By December 2009
	Assess on an ongoing basis whether NS&I's policies and procedures, impact equality for disabled people.	Directors/Human Resources	Where it is considered that there may be an impact on disability equality to consult relevant stakeholders	Ongoing
	Engage with key partners (Siemens, Post Office, TPF) in implementing a Disability Equality Scheme	Key Account Managers with partners/EMT	Assess the customer interface impact of the Disability Equality Scheme	Ongoing
	Scope full impact of Disability Equality Scheme on outsourced partners	Human Resources/ Key Account Managers with partners/Distribution Partners	Scope and develop assessment impact with distribution partners	Ongoing

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	Seek to consult and involve with disabled community to assess current status/Disability Equality Scheme and Action plan	Human Resources	Contact local disability groups and form working relationship to assess NS&I	Ongoing from December 2006
	Assess and consult where appropriate on likely impact of NS&I's employment policies and procedures.	Human Resources	Where it is considered that there may be an impact on disability equality to consult relevant stakeholders. Who we consult will depend on the policy we are looking at. We will include where possible disabled staff and wider government. We will use a range of methods such as surveys, open meetings, group discussions, conferences and written documents.	Ongoing
Employment	Establish action plan and performance indicators	Executive Management Team (EMT)	Agree action plan and performance indicators as result of analysing information collected on the impact of NS&I's employment policies and procedures on disabled employees.	By end of April 2007
	Annual employment monitoring / Audit review	Human Resources	Following analysis of the monitoring undertaken relating to disabled employees we will as part of the Annual Statistical return to EMT include specific action plans to address any issues arising if appropriate.	Ongoing from April 2007

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	To incorporate the requirements of the Disability Equality Scheme into current training programmes	Human Resources	Ensure trainers (external) include where appropriate Disability Awareness training	Ongoing

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	Applicants for Employment	Human Resources	<p>We will continue to develop our HR systems to allow us to capture recruitment and selection information at all stages of the recruitment process, including increasing our capability with online facilities.</p> <p>We will review the information obtained to see whether any applicants may have been excluded at any stage of the recruitment process because of their disability. Based on this analysis we will where we believe it appropriate remove any identified barriers.</p> <p>We will continue to ensure that our recruitment policies, practices and documentation continue to promote equality of opportunity at all stages.</p>	<p>By end April 2007</p> <p>By end June 2007</p> <p>Ongoing</p>
	Applicants for Promotion	Human Resources	We will improve our analysis of the equal opportunities data of internal candidates to ensure equality of opportunity has been provided to all candidates.	By end June 2007

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	Grievance and Disciplinary Cases	Human Resources	We will put in place a monitoring process which captures the relevant information on grievance and disciplinary cases covering the year to 31 March. The report will only include a statistical analysis of diversity if individual anonymity cannot be protected.	By end April 2007
	Leavers	Human Resources	We will review our Exit Questionnaire to ensure we are asking the right questions about equality and diversity in NS&I.	Ongoing
	Engage appropriate stakeholders in the development of approaches for understanding better the needs of disabled people	Human Resources	Develop and maintain existing consultation mechanisms to discuss how to improve our understanding of disabled employees' requirements within NS&I	Ongoing
Access To NS&I Offices	To continue to comply with all appropriate legislative requirements regarding access to NS&I offices	Facilities Management	Continue to monitor current access arrangements and where appropriate instigate changes required to allow easier access.	Ongoing
Publishing Information	Publish Disability Equality Scheme and summary	Human Resources/ Communications	Publish Disability Equality Scheme on Intranet and website. Publish progress against agreed targets in	Annually

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	reports		Annual Report.	