

RBG Kew Disability and Equality Action Plan, May 2010 - April 2011

Objective	Name
1	Corporate
2	Communications and Commercial Activities
3	Content and Learning
4	Estates
5	Science, Conservation and Sustainable Use
6	Horticulture and Public Experience
7	Human Resources
8	Wakehurst Place

OBJECTIVE 1: CORPORATE					
No.	Target	Aim	Actions required	Target completion date	Actual completion date
1.1	Establish Disability Equality Group and publish Disability Equality Scheme action plan	To produce, publish and implement a Disability Equality Scheme (DES), integrating D&E into Kew at a policy and operational level	DES Action Plan 2009-2010 Annual Report/Review published DES Action Plan 2010 published	28.05.10 28.05.10	01.06.10 01.06.10
1.2	Establish Disability Equality External Forum	To scrutinise Kew's work in the context of D&E	WP annual audit by local access forum in Chicester Members recruited for DE External Forum - advertisement, interviews Regular meetings of DE External Forum initiated and timetabled for future	20.05.10 31.03.10 31.05.10	Ongoing In progress
1.3	Create centralised resource for disability and equality advice and expertise	Accessible guidance and support material for staff at Kew	News stories submitted to Vista and intranet team regularly Minutes from DEG meetings uploaded to intranet Minutes from DE External Forum meetings uploaded to intranet	Monthly Quarterly, within two weeks after each DEG meeting Quarterly, within one month after each Forum meeting	Ongoing Ongoing Ongoing
1.4	Disability and Equality Awareness Training	To raise D&E awareness, and to explain the DES, DEG, and encourage active engagement	Individual departments/sections organise DEAT to be rolled out to all staff Ongoing system for ensuring all new staff/volunteers received DEAT set up Incorporate DEAT into the Kew Learning and Development Plan	31.12.10 31.12.10 30.04.10	 Completed
1.5	Equality Impact Assessments	To create an EIA tool and implement a system of ensuring EIAs are completed for all relevant areas of Kew's work	Project Initiation Document for EIA produced and submitted to Corpex for approval Defra's EIA tool adapted for Kew's use and submitted to CorpEx EIA implementation plan and training rolled out across Kew EIA tool integrated into Kew policy and procedures throughout organisation	21.06.10 30.07.10 31.12.10 31.12.10	
1.6	Confirm formation of New Diversity and Equality group	To create a new / or adjust the current DEG to become an overall Diversity Equality Group	To review the roles and responsibilities of the DEG To develop and agree TORS for the new group To review and adjust membership of the new group	31.07.10	

1.7	Review of recent audits	To review the Estates and Audience Development / Inclusion Audit reports	Recommendations from each audit to be discussed and any DEG response to the recommendations agreed and noted in a paper to CorpEx	01.05.11	
OBJECTIVE 2: COMMUNICATIONS AND COMMERCIAL ACTIVITIES					
No.	Target	Aim	Actions required	Target completion date	Actual completion date
2.2	Disability and Equality Awareness - dependency on Target 1.4	Raise awareness of D&E, providing a better working and visitor environment for all at Kew	Ensure all C&CA staff receive DEAT DEG minutes/updates circulated to C&CA Senior Team with instructions to cascade to teams. Communication about D&E via team briefings, meeting agendas, reports and newsletters	31.12.10 Ongoing	Ongoing
2.3	Provision and promotion of services/facilities for disabled visitors	Providing a better working and visitor environment for all at Kew	Access requirements of different groups of visitors considered and worked into planning for all commercial events at Kew and WP	01.05.11	
			Visitor feedback, correspondence, and survey material, relevant to DES, collated and analysed and end of year monitoring report published - 2008-2009	29.05.10	
OBJECTIVE 3: CONTENT AND LEARNING					
No.	Target	Aim	Actions required	Target completion date	Actual completion date
3.1	Ensure all online communications and publications are accessible	New Kew website and intranet conform to DDA requirements and level A or AA of the WAI	Kew website redesigned and relaunched Kew intranet redesigned and relaunched	01.03.10 01.06.10	
OBJECTIVE 4: ESTATES					
No.	Target	Aim	Actions required	Target completion date	Actual completion date
4.1	Ensure new buildings and refurbishments are designed and completed in accordance with Kew's statutory obligations with regards to D&E		New builds and refurbishments comply with statutory obligations and access is available to the widest possible visitor and staff audience	Ongoing	Ongoing
4.2	DDA Audit reviewed to benchmark progress to date	Ensure all areas identified in the DDA Audit have been addressed	Up to date DDA Audit completed and made available to the business	31.12.09	
			Works required identified in DDA Audit completed as budget allows/action plan produced to mitigate areas of non-compliance	31.12.09	
4.3	Review and audit of Kew and WP's Health and Safety policies and procedures	Ensure that Kew's H&S policies and procedures are up to date and incorporate all areas of best practice with regards to D&E	H&S policies and procedures reviewed, implemented, and communicated to the organisation	31.06.10	
			Ensure all H&S signage is up to date in accordance with best practice, review signage, update and install new signage as appropriate and within budget available	31.05.10	
OBJECTIVE 5: SCIENCE AND CONSERVATION					
No.	Target	Aim	Actions required	Target completion date	Actual completion date
5.1	Integrate disability and equality into the science and conservation strategy	Identify key actions in collections management and staff training	Ensure all Science staff receive DE Awareness Training	31.12.10	
OBJECTIVE 6: HORTICULTURE AND PUBLIC EXPERIENCE					
No.	Target	Aim	Actions required	Target completion date	Actual completion date
6.1	Develop written Volunteer Strategy for RBG Kew to compliment Volunteer Policy, ensuring Kew's Disability Equality Duty is considered in the strategy	Volunteer Strategy takes into account the needs of and adjustments required by current volunteers and actively promotes the recruitment of volunteers with disabilities	Volunteer Strategy published and implemented	To Corpex 09.02.10 - publication will depend on when ratified by Corpex	Ratified 24.02.10 published and sent to all volunteers 03.10
6.2	Facilitate the recruitment of volunteers in line with Volunteer Strategy and departmental requirements	Positively include volunteers with disabilities in RBG Kew programmes	Encourage people with disabilities to apply to the programmes by liaison with pertinent agencies	Ongoing	Ongoing

			Looking at any adjustments required to the Volunteer recruitment pages of the Kew website	End August 2010	
6.4	Disability and Equality Awareness - dependency on Target 1.4	Raise awareness of D&E, providing a better working and visitor environment for all at Kew	Ensure all HPE staff, students and trainees receive DEAT	Ongoing	Autumn 2010 + ongoing updates for new staff as part of induction
OBJECTIVE 7: HR					
No.	Target	Aim	Actions required	Target completion date	Actual completion date
7.1	Obtain information on legal duty to inform and evaluate future strategies, enable staff to provide their views,	Understand the profile of our staff and ascertain whether or not we are representative of the community	Undertake a staff data collection exercise	01.05.11	
			Establish equality data monitoring procedures to enable ongoing data collection and establish annual equality reporting	01.05.11	
			Undertake staff survey(s) to consider a range of cultural, well being, and good management practice, in addition to equality and diversity issues	31.12.10	
7.2	Updated Equal Opportunities Policy	Fit for purpose and legally compliant policy in relation to the equality strands developed and implemented	Comprehensive review of Equal Opportunities Policy	31.10.09	
7.4	Attain and maintain the Two Ticks accreditation	Enhances employer brand	Complete necessary requirements and receive accreditation	31.12.09	
OBJECTIVE 8: WAKEHURST PLACE					
No.	Target	Aim	Actions required	Target completion date	Actual completion date
8.1	Deliver Disability and Equality Awareness training to all departments based at Wakehurst, including Seed Conservation Section	Raise awareness of Disability and Equality issues at the Wakehurst site and develop a culture to promote an environment that is accessible to all regardless of disability or impairment	Consult with the Wakehurst Executive to deliver a programme of Disability and Equality training workshops	Summer 2010	
8.2	Develop links with Chichester Access Group (CAG)	Provide a better working and visitor environment for all users at Wakehurst through an audited programme of independent access assessments undertaken by Chichester Access Group advisors	Agree frequency and extent of assessments and identify funding stream. Agree with Wakehurst Executive to review DEG issues on the weekly meeting agenda	Summer 2010	
8.3	Improve public access by undertaking remedial action to all public footpath styles and 'kissing gates'.	Encourage visitors/public to explore wider area of the Wakehurst estate and surrounding countryside by improving public footpath access and ensure that statutory responsibilities are adhered to safeguard against possible liability claims relating to public footpaths on estate land	Contact West Sussex County Council Rights of Way Assistant to provide replacement gates	Summer 2010	
8.4	Investigate and agree ways to include with disabilities in the planning stages of new features, events, displays and other attractions	Make attractions accessible to the widest possible audience	Consult with Chichester Access Group to ensure that all diversity groups are considered when developing new features. Build on existing ideas such as the provision of 'minibus' transport during peak periods of garden interest to enable all diversity groups have the opportunity to enjoy the wider areas of the Wakehurst estate	Ongoing	