

DAWN Improvement

Improvement - Theme	Lead Person(s)	Target Date*	Actions	Measure	Date Achieved	Quarter Update	Update
Ethos	TBC	31.07.20	<ol style="list-style-type: none"> 1. Raise awareness of what makes a difference for colleagues with a disability 2. Increase confidence of colleagues with a disability to seek help 3. Increase confidence of managers supporting to have conversations with staff with a disability 	<p>Increase in Champions</p> <p>Increase in staff declaring disability</p> <p>Increase in DAWN members and involvement in work</p>		Qtr 1 Qtr 2	<ol style="list-style-type: none"> 1. Leadership Forum – June 19 2. Special eBulletin edition July 2019 – DAWN Chair Talking Point 3. eBulletin – survey asking why not declare; follow up how to declare 4. DAWN merchandise – pull ups 5. WDES submission – data review with DAWN Chair & HR lead
Support for colleagues with a disability & those caring for someone with a disability	TBC	31.03.20	<ol style="list-style-type: none"> 1. Create opportunities for Disability Champions 2. List of “Go To” people for expertise and help in key departments e.g. HR, procurement 3. Access to mentoring and coaching for individuals and helping people to 	<p>Improved experience of staff – staff survey</p> <p>- feeling valued</p> <p>- have right tools to do job</p>		Qtr 2	<ol style="list-style-type: none"> 1. 1st DAWN Champions – July eBulletin – 1st mtg 4.09.19 2. DAWN Partners – in key departments confirmed 31.08.19

			connect e.g. buddies				
Disability awareness, promotion and communications	TBC	31.07.20	<ol style="list-style-type: none"> 1. Develop materials to promote Network e.g. pull ups, mugs etc 2. Update colleagues through eBulletin on work of the Network and opportunities to get involved 3. Creation of accessible information on website 4. Training - Building awareness and confidence of colleagues and managers on disability and wellbeing issues 	<p>Promotional materials in evidence</p> <p>Updated DAWN web pages (easily accessible)</p> <p>Increased DAWN membership and involvement in DAWN work</p> <p>Improved Staff experience – staff survey</p> <p>Increase in Champions</p> <p>Increase in staff declaring disability</p>		<p>Qtr 1</p> <p>Qtr 2</p>	<ol style="list-style-type: none"> 1. Leadership Forum – June 19 2. Special eBulletin edition July 2019 – DAWN Chair Talking Point 1. Publicise the accessibility tools available on the intranet 2. Updated Network pages

				Increase in DAWN members and involvement in work			
Information Toolkit – “go to guide”	TBC	31.03.20	1. Development and publication of “go to” guide of useful resources e.g. how to get equipment, portal, best practice.	Guide to ... published			
Policies and Procedures – reasonable adjustments	TBC	31.12.20	1. Review and adaptation of key policies to be more supportive and reflect ethos of “reasonable adjustments” e.g. recruitment, interviews, appraisals, supervision, induction, absence, flexible working	Policies reviewed and updated as necessary Staff experience improved – staff survey – valued; able to influence work		Qtr 2	1. DAWN Partners – confirmed in HR team
On-Boarding	TBC	31.07.20	1. Making sure people get the right equipment	People get the right		Qtr 2	1. DAWN Partner – confirmed for Digital team

			<p>quickly e.g. early discussion and identification of needs and action to meet these</p> <p>2. Review Induction to make sure it is accessible for all</p>	<p>equipment early</p> <p>Improved Staff experience – staff survey – right tools</p>			<p>2. DAWN Partner – confirmed for HR team</p>
Reasonable Adjustments	TBC	31.03.20	<p>1. Dedicated central budget to support expenditure on reasonable adjustments e.g. equipment, dyslexia assessments</p> <p>2. How to guide to make it easier to get help from key departments e.g. a lead</p> <p>3. Who to go to guide e.g. access to work</p> <p>4. Improve awareness and use of Access to work</p>	<p>Visible expenditure on equipment etc. to support reasonable adjustments</p> <p>Increased use of Access to Work</p> <p>Improved staff experience – tools to do job</p>		Qtr 2	<p>1. Central budget established and publicised</p> <p>2. DAWN Partners – in key departments confirmed 31.08.19</p>
Practical / Buildings / Environment	TBC	31.03.20	<p>1. Make our buildings more accessible for staff and visitors e.g. toilets, lifts, ramps, signage</p> <p>2. Reduce the time it takes</p>	<p>Improved disability access to buildings</p>		Qtr 2	<p>1. DAWN Partners confirmed in Property Team</p>

			to put things right when things go wrong (and have a negative impact on those with disabilities) and better interim arrangements e.g. lifts, toilets	Improved responsiveness and alternatives when things are not working well			
Collaboration / learning from others	TBC	31.03.20	1. Create opportunities to learn from others making a positive difference for people with disabilities	Connections / Membership of (external) networks			

* review after 1st year/phase of work since DAWN launch post Disability Network's "Big Conversation" series of workshops in 2018/19