

# **DUNDEE CITY COUNCIL**

**REPORT TO:** Personnel and Management Services Committee - 16 June 2003

**REPORT ON:** Employment and Disability Awareness Guide

**REPORT BY:** Director of Personnel and Management Services

**REPORT NO.:** 424-2003

## **1 PURPOSE OF REPORT**

- 1.1 This report advises members of the development and publication of an Employment and Disability Awareness Guide for Dundee City Council.

## **2 RECOMMENDATION**

- 2.1 It is recommended that the Committee notes this initiative and approves the distribution of the Guide to all Departments of the Council.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The cost of designing and producing the guide is £1,900 and this will be met from the Employment Disability Unit's Revenue Budget which is funded mainly by income from outside bodies.

## **4 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 The introduction of this Guide will help to deliver equality of opportunity for current employees with disabilities and potential employees with disabilities.

## **5 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The Guide will enhance and improve the equality of opportunity for disabled people. Moreover, the Guide demonstrates the Council's commitment to maximising opportunities for disabled people in the local community.

## **6 BACKGROUND AND PROPOSALS**

- 6.1 The Employment Disability Unit in conjunction with the Council's Disability Issues Working Group have produced an Employment and Disability Awareness Guide for Dundee City Council. Copies have been provided to all political groups.

- 6.2 The main aim of the Guide is to increase opportunities for people with disabilities while ensuring that the Council conforms with the employment implications of the Disability Discrimination Act 1995. Moreover, the Guide offers practical advice about many aspects of communicating with disabled people. Additionally, the Guide will enable staff to increase their awareness of disability etiquette, Council policy on employment and disability matters, and good personnel practice.
- 6.3 Copies will be distributed to Council employees who have supervisory or management responsibilities. Additional copies will be available to others on request.
- 6.4 Local disability organisations were consulted in the development of the Guide.

## **7 CONSULTATION**

- 7.1 The Chief Executive, Director of Finance and Director of Support Services have been consulted on the preparation of this report.

## **8 BACKGROUND PAPERS**

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

J.C. Petrie  
Director of Personnel and Management Services

4 June 2003