

**The National Forest Company  
Disability Equality Scheme  
Action Plan**

**Section 1: Strategy and Policy Development: We will ensure that due regard will be paid to the Disability Equality Duty in all our strategic activities and in the reviewing and development of policies and procedures.**

<i>Tasks</i>	<i>Target Date</i>	<i>Lead Officer Responsible</i>	<i>Progress</i>
<b>Forest Strategy 2004 - 2014</b>			
When undertaking the Mid Strategy Review in 2008, ensure inclusion of diversity and disability considerations.	Dec 2008	Chief Officer Land Use	
<b>Corporate Plan</b>			
When developing and reviewing the annual Corporate Plan, ensure that it is inclusive of diversity and disability considerations where appropriate.	April 2007	Chief Officer Corporate Services	DDA policy and action plan produced.
<b>Strategies and Action Plans</b>			
Build disability and diversity into new strategies and action plans.	June 2007 and ongoing	Chief Officer Corporate Services	
<b>Committees, Working Groups and Forums</b>			
Continue to encourage and facilitate the inclusion of people with disabilities.	ongoing	Chief Executive	

**Section 2: Forest Creation and Site Management: We will ensure that, as far as reasonably possible, our mechanisms for Forest Creation and Site Management will integrate the requirements of people with disabilities.**

<i>Tasks</i>	<i>Target Date</i>	<i>Lead Officer Responsible</i>	<i>Progress</i>
<b>Tender Scheme</b>			
To assess the implications of the DDA for the promotion, implementation and management of Tender Scheme sites.	Sept 2007	Incentives and Land Management Officer	

To incorporate DDA requirements into future Tender Scheme rounds as far as reasonably possible.	Sept 2007	Incentives and Land Management Officer	
<b>NFC owned sites</b>			
To assess the implications of the DDA for the planning, development and management of NFC owned sites.	Oct 2007 and ongoing	Chief Officer Land and Project Development	
<b>Forest Creation through working with Partners</b>			
To seek to influence and encourage our partners to use forest creation projects to maximise opportunities to engage people with disabilities.	Ongoing	Chief Officer Land and Project Development	
<b>Programme Development Fund</b>			
To encourage partners to maximise opportunities to involve people with disabilities and to monitor the number of Programme Development Fund schemes co-ordinated by and/or with people with disabilities.	March 2007 and ongoing	Chief Officer Land and Project Development	
To monitor the number of PDF schemes involving people with disabilities. Record anecdotal information and use this to guide future programmes.	April 2007	Chief Officer Land and Project Development	
<b>Annual Management Agreements</b>			
To develop a consistent system of monitoring and recording that would give an indication of the levels of involvement by people with disabilities.	May 2007	Chief Officers	
<b>Section 3: Engagement and Use of the Forest: By partnership working and ongoing dialogue with disability organisations, we will strongly encourage the integration of the needs of people with disabilities . We will continue to highlight and promote good practice wherever possible.</b>			
<i>Tasks</i>	<i>Target Date</i>	<i>Lead Officer Responsible</i>	<i>Progress</i>
<b>Tourism Promotion</b>			
To continue to highlight DDA legislation issues and training courses to tourism venues within The National Forest.	Ongoing	Tourism and Promotions Officer	Courses and good practice highlighted in Root and Branch newsletters.

When embarking on new projects, ensure that they are inclusive of diversity and disability considerations. (2006 – 08 Visitor Infrastructure Project.)	Ongoing	Chief Officer Land and Project Development	
<b>Community Involvement/Engagement</b>			
To record the numbers of schemes which involve people with disabilities in Forest activities. Record anecdotal information and use this to guide future programmes	May 2007	Community Liaison Officer	
To continue to target activities to encourage participation by disabled and other disadvantaged people.	Ongoing	Community Liaison Officer	
To have ongoing dialogue and consultation with organisations representing people with disabilities via the Access and Recreation Working Group and National Forest Fora.	ongoing	Biodiversity and Access Officer	
<b>Accessible Woodland Sites</b>			
To actively promote key woodlands sites identified as having good access.	ongoing	Biodiversity and Access Officer	
Audit further woodland sites that have potential for disabled access within The National Forest; assess their suitability for disabled users, and bring to the attention of the site owners any works that require attention.	ongoing	Biodiversity and Access Officer	
<b>Forest Events</b>			
Ensure that the needs of people with disabilities are taken account of in the planning, promotion and running of events including Plant a Tree, Business Benefits and The National Forest Wood Fair.	ongoing	Chief Executive	
<b>Section 4: Communications: We will ensure that the needs and interests of people with disabilities are considered when producing our publications and that our information is made available in accessible formats.</b>			
<i>Tasks</i>	<i>Target Date</i>	<i>Lead Officer Responsible</i>	<i>Progress</i>
To make available large print versions of all published material, including application forms for grants. Review the need for other mechanisms by which information	Oct 2007	Chief Officer Corporate Services	

can be made available in alternative formats.			
Review the means of promotion, forms and documentation for the Programme Development Fund.	Sept 2007	Chief Officer Land and Project Development	
To establish a monitoring system for requests for information in alternative formats.	April 2007	Finance and Administration Officer	
<b>Website</b>			
Continue to ensure compliance with Web Accessibility Initiative (WAI) standards.	ongoing	Finance and Administration Officer	
Promote NFC policy and opportunities to access the Forest throughout the website	Ongoing	Finance and Administration Officer	
<b>Section 5: Employment and Staff Development and Training: We will ensure that our staff are able to work effectively with people with disabilities.</b>			
<i>Tasks</i>	<i>Target Date</i>	<i>Lead Officer Responsible</i>	<i>Progress</i>
<b>Recruitment and Selection</b>			
Continue to promote "Positive about Disabled People" and guaranteed interview scheme when recruiting.	ongoing	Chief Officer Corporate Services	
Review staff handbook for policies and procedures to support reasonable adjustment in the work place.	March 2007	Chief Officer Corporate Services	
<b>Staff Development and Training</b>			
Review the need for disability awareness training for all members of the team.	July 2007	Finance and Administration Officer	
<b>Section 6: National Forest Company Offices: We will liaise with the landlord to ensure that our offices comply with the access requirements of the DDA and provide facilities to meet the requirements of people with disabilities .</b>			
<i>Tasks</i>	<i>Target Date</i>	<i>Lead Officer Responsible</i>	<i>Progress</i>
When reviewing the lease, ensure that the Landlord's	April 2007	Chief Officer	

responsibilities comply with the DDA.		Corporate Services	
Fire evacuation: to ensure that the landlord meets their obligations in having documented procedures to support the evacuation of people with disabilities.	March 2007	Chief Officer Corporate Services	

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