

From: [REDACTED]
Cc: [REDACTED]
Subject: RE: Level 3 - Disability confident
Date: 24 January 2023 17:28:31

Hi [REDACTED]

Thank you for your email

Please note that for our contracts we ensure the following:-

1. Contract terms always includes clauses on Equality Act which potential suppliers sign up to
2. Quality Questions focused on Social value/ Equality, Diversity and Inclusion that adhere to Cabinet Office guidance which potential suppliers provide responses

Let me know if you require a copy of the wording within our contract terms and example of the Social value/ Equality, Diversity and Inclusion questions.

Regards



From: [REDACTED]
Sent: 24 January 2023 13:38
To: [REDACTED]
Subject: Level 3 - Disability confident

Hi team,

I hope you're well.

We are currently in the process of applying to become a Level 3 Disability Confident organisation (We're currently level 2). To do so, we need to provide evidence under certain criteria to Business Disability Forum. Most of this information is held by HR/staff network but some fall with other teams.

I wanted to know if you could provide evidence to support the following criteria:

Encouraging our suppliers and partner firms to be Disability Confident

At first glance maybe providing information on what information we share with suppliers on diversity and more specifically disability is a good place to start. I've also included BDFs examples of what evidence can look like, below.

Is this something you could produce by next Tuesday?

Evidence can include:

Extracts from policies

- Email trails showing adjustments being made or initiatives being discussed
- links to information on your website
- photos, articles, internal guidance, videos, meeting minutes etc.

In addition, here is a quick list of the policies and other key things we look out to have been provided for validation:

- Current Job description example
- Recruitment policy and evidence of any training recruiting managers have received on how to make adjustments
- Reasonable Adjustments policy and evidence of any training managers have received on how to make adjustments
- Performance management policy and evidence of any training managers have received on how to make adjustments when using this policy
- Absence and sickness management policy and evidence of any training managers have received on how to make adjustments when using this policy
- Diversity and Inclusion, Equalities policy and or what you have that may be similar
- Evidence that applicants are asked to opt into the disability confident interview scheme
- Evidence that any mandatory D and I training refers to disability and how often colleagues undertake this
- Evidence of which (if any other) other businesses have been coached by yourselves in relation to the Disability Confident scheme (best practise)
- Any evidence of how apprenticeships provided have supported or been adapted to individuals with disabilities or long-term conditions
- Any evidence that Learning and development interventions or schemes have, or can be adapted to individuals with long-term conditions or disabilities
- Details of the percentage of staff that you employ with disabilities or long-term conditions

Kind regards,

[Redacted]

[Redacted]

