



### Disability Confident Leader Validation template (Annex A)

The following template can be used by your independent validators to challenge your self-assessment and confirm that you are delivering against all of the core actions as a Disability Confident Employer, are employing disabled people and taking action to record and report on disability, mental health and wellbeing in the workplace.

You should complete the evidence column which will be used by your validator to challenge your self-assessment.

The amount of evidence required will vary depending on the size and nature of the business. The guidance for each criteria is included in the [Disability Confident employer \(level 2\) self-assessment pack, which you can download from GOV.UK.](#)

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| <b>Business/Organisation name</b>                                                                                                                          |                                                                                                                                                                                                     | <b>National Audit Office</b>                                                                     |                          |
| <b>Disability Confident Reference number</b>                                                                                                               |                                                                                                                                                                                                     |                                                                                                  |                          |
| <b>Validator's name (organisation, group, forum or Disability Confident leader)</b>                                                                        |                                                                                                                                                                                                     |                                                                                                  |                          |
| <b>Date of validation</b>                                                                                                                                  |                                                                                                                                                                                                     |                                                                                                  |                          |
| <b>Theme 1 – Getting the right people for your business - The employer must have agreed to all the following actions.</b>                                  |                                                                                                                                                                                                     |                                                                                                  |                          |
| <b>Criteria</b><br><b>As a Disability Confident employer, my business is:</b>                                                                              | <b>Evidence</b>                                                                                                                                                                                     | <b>Evidence file name</b>                                                                        | <b>Validator comment</b> |
| 1. Actively attracting and recruiting disabled people to help fill your opportunities (including jobs, apprenticeships, internships, work experience, etc. | Screenshot from our job site which shows our commitment to Diversity and Inclusion, disability confident scheme and our membership with BDF<br><br>We worked with                      to advertise | 1.1 Jobs page pt 1<br>1.1 Jobs page pt 2<br>1.1 Jobs page pt 3<br>1.1<br>1.1 Equal opportunities |                          |

**Theme 1 – Getting the right people for your business -** The employer must have agreed to all the following actions.

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|                                                                                        | <p>our recent positions to attract more candidates with disabilities. Evidence includes our jobs advertised on their site.</p> <p>Equal opportunities statement- this is our equal opportunities statement that appears when starting an application for our roles.</p> |                                                                                 |  |
| 2. Providing a fully inclusive and accessible recruitment process.                     | <p>Recruitment Policy- HR Manual. This our internal recruitment policy that is followed for all roles. Section 3 speaks of our commitment to promoting diversity. Sections 1,5 and 6 speak of our commitment to Disability Confident scheme.</p>                        | 1.2 Recruitment Policy                                                          |  |
| 3. Offering an interview to disabled people who meet the minimum criteria for the job. | <p>Disability confident scheme- offer an interview opt-in box. This is what applicants click if they want to be considered under the Offer an interview scheme.</p>                                                                                                     | 1.3 Offer an interview scheme                                                   |  |
| 4. Being flexible when assessing people so disabled job applicants                     | <p>Reasonable adjustment for assessment centre- this is an example of where we made reasonable adjustments at</p>                                                                                                                                                       | <p>1.4 Reasonable Adjustment</p> <p>1.4 Virtual assessment centre in person</p> |  |

**Theme 1 – Getting the right people for your business -** The employer must have agreed to all the following actions.

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| have the best opportunity to demonstrate that they can do the job.         | assessment centre for a disabled candidate.<br><br>Arrangement for applicant to sit virtual assessment centre, in our office. Candidate declared that they had a disability and that they would find it more comfortable to sit an assessment centre in person. We accommodated this request.                                                                              |                                                                           |  |
| 5. Must proactively offer and making reasonable adjustments as required.   | Email that goes out to candidates invited to assessment centre. Point 3 under 'next steps' shows our offer to candidates to get in touch if they require reasonable adjustments.                                                                                                                                                                                           | 1.5 Assessment centre invite                                              |  |
| 6. Encouraging our suppliers and partner firms to be Disability Confident. | Email from our procurement team- this shows that we have a section our contract terms always include clauses on Equality Act which potential suppliers sign up to. Quality Questions focused Diversity and Inclusion adhere to Cabinet Office guidance which potential suppliers provide responses to.<br><br>Extract from our recent procurement criteria for recruitment | 1.6 Procurement response<br>1.6 Technical criteria - recruitment provider |  |

**Theme 1 – Getting the right people for your business** - The employer must have agreed to all the following actions.

|                                                                                |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                  |  |
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|                                                                                | provider for our work experience programmes which was used to score suppliers.                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                  |  |
| 7. Ensuring employees have appropriate disability equality awareness training. | <p>WPA and Disability Inclusion training (evidence includes invite to training and slides) – This training was rolled out as a pilot to the organisation.</p> <p>Dedicated internal page on Disability with a range of tools – this is our intranet site which we update regularly</p> <p>NAO Workplace adjustment guide – this is available to all employees.</p> | <p>1.7 Invite to training</p> <p>2.12 Diversity and inclusion training</p> <p>1.7 WPA and Disability intranet pt 1</p> <p>1.7 WPA and Disability intranet pt 2</p> <p>1.7 WPA and Disability intranet pt 3</p> <p>1.7 WPA and Disability intranet pt 4</p> <p>1.7 WPA and Disability intranet pt 5</p> <p>1.7 Workplace Adjustment Navigator</p> |  |



## Disability Confident Leader Validation template (Annex A)

### Theme 1 – Getting the right people for your business

The employer must have agreed to at least one of the following activities.

| Activity                                                | Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Evidence file name                                                                  | Validator comments |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------|
| 1. Providing work experience.                           | We provide work experience to penultimate year undergraduate students from diverse backgrounds every year through our 8-week summer internship. We also offer work experience for year 13 students for one week during their October half-term. Whilst these programmes are not specifically targeted at those with a disability, many of our students do have a disability. Both programmes are paid. These jobs are advertised on our trainee website, and we use external recruitment companies i.e., to recruit for these. | <a href="http://naoaccountancyscheme.co.uk/">http://naoaccountancyscheme.co.uk/</a> |                    |
| 2. Providing work trials.                               | We do not provide work trials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |                    |
| 3. Providing paid employment (permanent or fixed term). | % of our total staff are disabled, % of our senior management, % of middle management and % of other grades which can be seen in our composition snapshot.                                                                                                                                                                                                                                                                                                                                                                     | 1.10 ARA staff composition screenshot                                               |                    |
| 4. Proving apprenticeships.                             | We have an apprenticeship programme that we recruit for each year. This opportunity is open to                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |                    |



## Theme 1 – Getting the right people for your business

The employer must have agreed to at least one of the following activities.

| Activity                                                                                                                | Evidence                                                                                                                                                                                                                                                                                                                                                                                               | Evidence file name                                                                  | Validator comments |
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|                                                                                                                         | all who meet minimum grade criteria and is part of our 'Offer an interview' scheme.                                                                                                                                                                                                                                                                                                                    |                                                                                     |                    |
| 5. Providing a traineeship.                                                                                             | Our graduate and apprenticeship programmes may be classified as traineeships                                                                                                                                                                                                                                                                                                                           |                                                                                     |                    |
| 6. Providing paid internships or support internships (or both).                                                         | We provide work experience to penultimate year undergraduate students from diverse backgrounds every year through our 8-week summer internship. We also offer work experience for year 13 students for one week during their October half-term. Whilst these programmes are not specifically targeted at those with a disability, many of our students do have a disability. Both programmes are paid. | <a href="http://naoaccountancyscheme.co.uk/">http://naoaccountancyscheme.co.uk/</a> |                    |
| 7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people. | Our jobs advertised on _____ with the view that we attract more candidates who are disabled. The evidence shows our job roles advertised.                                                                                                                                                                                                                                                              | 1.1                                                                                 |                    |



## Theme 1 – Getting the right people for your business

The employer must have agreed to at least one of the following activities.

| Activity                                                                                                                                                                                                                               | Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Evidence file name                                                                                                                                                                                                                 | Validator comments |
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| 8. Engaging with Jobcentre Plus, Work and Health Programme providers (If you're in Scotland contact <a href="#">Fair Start Scotland</a> ) and local disabled people's user led organisations (DPULOs) to access support when required. | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                    |                    |
| 9. Providing an environment that is inclusive and accessible for staff, clients and customer.                                                                                                                                          | <ul style="list-style-type: none"> <li>An independent Accessibility Audit was completed at the BPR office in May 2022. The findings of this audit were generally positive, and the Facilities team are working through the recommendations to make improvements, as and when budget allows. See attached.</li> <li>The attached Access Arrangements and Accessibility Information document outlines our arrangements, and this is published on our intranet</li> <li>Accessibility statement for National Audit Office websites - National Audit Office (NAO) provides information to visitors and a link to our</li> </ul> | 1.16 A6 Accessibility Criteria<br>1.16 Access Arrangements and Accessibility Information<br>1.16 Access Audit National Audit Office - London May 2022<br>1.16 EqIA_FONO<br>1.16 Example PEEP<br>1.16 Reasonable Adj Evidence Doc 1 |                    |

## Theme 1 – Getting the right people for your business

The employer must have agreed to at least one of the following activities.

| Activity | Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Evidence file name | Validator comments |
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|          | <p>most recent Accessibility Audit Report (nao.org.uk)</p> <ul style="list-style-type: none"> <li>Reasonable adjustments are provided for staff with additional needs. Examples are – providing a sit/stand desk at home and in the office, allocating desks to individuals who need to work in a certain part of the office (e.g. near natural light, near to the accessible toilet, etc). See Reasonable Adj Evidence doc attached which shows email trail</li> <li>PEEPs (Personal Emergency Evacuation Plans) are developed for all individuals needing assistance to evacuate – see example attached</li> <li>Accessibility is a major consideration in the relocation of the Newcastle office. An accessibility criterion has been put together and shared with designers (see attached). An Equality Impact Assessment (EqIA) has also been drafted.</li> </ul> |                    |                    |



## Theme 1 – Getting the right people for your business

The employer must have agreed to at least one of the following activities.

| Activity                                                                                                                                         | Evidence                                                                                                                                                                | Evidence file name                                 | Validator comments |
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| 10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do. | Network support for promotion rounds. This is an extract from an email chain discussing the support NAO networks provide to colleagues considering going for promotion. | 2.3 Network_ interview panel_ indicative questions |                    |

## Theme 2 – Keeping and developing your people

The employer must have agreed to all the following actions.

| Criteria                                                                   | Evidence                                                                                                                                                                                                                                                                                                                                                                                                                            | Evidence file name                                                                                                                                                                                                                  | Validator comments |
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| <b>As a Disability Confident employer, my business is:</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                     |                    |
| 1. Promoting a culture of being Disability Confident.                      | Carer support details email and ppt<br>NAO Carers Week Timetable 2022<br>Terms of Reference - Carers<br><br>Disability Equality Action Plan                                                                                                                                                                                                                                                                                         | 2.1 Part 1 of carer support details<br>2.1 Part 1 of carer support details - ppt<br>2.1 NAO Carers Week Timetable 2022<br>2.1 Terms of Reference - Carers<br><br>2.6 DEAP 2022                                                      |                    |
| 2. Supporting employees to manage their disabilities or health conditions. | Disability Leave policy, which outlines provision of extra leave for staff with disability or caring for someone with a disability<br><br>Outline of support for employees who are experiencing menopause symptoms (so that managers are aware of what is available)<br><br>Induction slides for new graduate employees to outline support with wellbeing<br><br>Sharing employee views and facts on disability: article on page 18 | 2.4 Disability Leave Policy<br><br>2.4 Menopause Briefing final Oct 2022<br><br>2.2 HR Trainee Induction September 2021<br><br>2.2 Green-September-2022-Final print<br><br>2.2 Green-July-2021<br><br>2.2 Green-april-2022_Redacted |                    |

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|                                                                                         | <p>Article from disAbility network on their achievements in the past 4 years, page 11</p> <p>Personal reflection on going through a disability and mental health difficulties from an employee, page 17</p> <p>Example of reasonable adjustments sheet</p> <p>Example of reasonable adjustments sheet</p> <p>Example of reasonable adjustments sheet</p> <p>Example of reasonable adjustments sheet</p> <p>Example of reasonable adjustments sheet</p> <p>Example of reasonable adjustments sheet</p> <p>Example of reasonable adjustments sheet</p> <p>Example of reasonable adjustments sheet</p> <p>Example of reasonable adjustments sheet</p> <p>Adapting Audit Software email</p> | <p>2.2 RA sheet 1_Redacted</p> <p>2.2 RA sheet 2_Redacted</p> <p>2.2 RA sheet 3_Redacted</p> <p>2.2 RA sheet 4_Redacted</p> <p>2.2 RA sheet 5_Redacted</p> <p>2.2 RA sheet 6_Redacted</p> <p>2.2 RA sheet 7_Redacted</p> <p>2.2 RA sheet 8_Redacted</p> <p>2.2 RA sheet 9_Redacted</p> <p>2.2 RA sheet 10_Redacted</p> <p>2.2 New Solution Accessibility</p> |  |
| 3. Ensuring there are no barriers to the development and progression of disabled staff. | <p>Diversity Equality Action Plan- This is our four year action plan that looks at all areas affecting disabled staff.</p> <p>Network support for promotion rounds. This is an extract from an email chain discussing the support NAO networks provide to colleagues considering going for promotion.</p>                                                                                                                                                                                                                                                                                                                                                                               | <p>2.6 DEAP 2022</p> <p>2.3 Network_ interview panel_ indicative questions</p>                                                                                                                                                                                                                                                                               |  |



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| <p>4. Ensuring managers are aware of how they can support staff who are sick or absent from work.</p> | <p>Disability Leave policy, which outlines provision of extra leave for staff with disability or caring for someone with a disability</p> <p>Managing sickness absence policy: our processes and policies on supporting and managing absence</p> <p>Managing stress policy: information on how to support employees who are experiencing stress</p> <p>Training for line managers on our new Ways of Working and what support is available</p> <p>Training for line managers on supporting health and wellbeing</p> <p>Outline of support for employees who are experiencing menopause symptoms (so that managers are aware of what is available)</p> <p>Training for line managers when supporting employees with mental health concerns</p> <p>Training for line managers from NAO mental health first aiders</p> <p>Training for line managers on managing and supporting employees with reasonable adjustments</p> <p>Training for line managers to support employees when returning from home working to hybrid working model</p> | <p>2.4 Disability Leave Policy</p> <p>2.4 Managing Sickness Absence Policy</p> <p>2.4 Managing Stress Policy</p> <p>2.4 Ways of working and support Local Group</p> <p>2.4 Health and Wellbeing for performance coaches</p> <p>2.4 Mnopause Briefind final Oct 2022</p> <p>2.4 Mental Health Considerations for PCs - Dec 22</p> <p>2.4 Performance coach session on MHFA</p> <p>2.4 Reasonable adjustments Briefing 2021</p> <p>2.4 Support with returning to the workplace - 2021</p> |  |
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| <p>5. Valuing and listening to feedback from disabled staff.</p>                  | <p>Diversity and Inclusion Operational Committee (DIOC). The Diversity and Inclusion Operational Committee (DIOC) reports to the Executive Team and meets quarterly to monitor implementation of the D&amp;I strategy, identify, and suggest solutions to D&amp;I issues in the workplace and, where appropriate and by agreement, support implementation of actions to address these. DIOC is chaired by Executive Director with responsibility for People. The membership of DIOC is comprised of representatives from each of the NAO's staff Networks, People Development Directors, Dignity at Work Leads and HR.</p> <p>We have a disability staff network chaired by staff and sponsored but a director and executive director.</p> | <p>We cannot include DIOC minutes/agenda as these are for internal use only, but every agenda has a segment for Network updates in which all staff networks including the disability network feedback activity and concerns/praise to the committee with an opportunity to escalate to Executive Team. Feedback from the disabled staff ultimately led to the formation of our Disability Equality Action Plan.</p> <p>2.5 About the NAO's Disability Network</p> |  |
| <p>6. Reviewing this Disability Confident employer self-assessment regularly.</p> | <p>Diversity Equality Action Plan</p> <p>We also have a Disability Lead who sits in the Diversity and Inclusion Team. This is a full-time role.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>2.6 DEAP 2022</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

## Theme 2 – Keeping and developing your people.

The employer must have agreed to take at least one of the following activities.

| Activity                                                                            | Evidence                                                                                                                                                                                                                                                                                                                                                                                         | Evidence file name                                                                                                                                                                                                        | Validator comments |
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| 1. Providing mentoring, coaching, buddying and or other support networks for staff. | <p>Disability network Monthly Newsletter email – this shows the type of information that is circulated.</p> <p>The have an active disability staff network. Evidence gives more information about the network.</p> <p>Network support for promotion rounds- This is an extract from an email chain discussing the support NAO networks provide to colleagues considering going for promotion</p> | <p>2.7 Disability network news-letter - Jan 23</p> <p>2.7 About the Disability network</p> <p>2.3 Network_ interview panel_ indicative questions</p>                                                                      |                    |
| 2. Including disability awareness equality training in our induction process.       | <p>Disability Training on our L&amp;D portal – This is our internal L&amp;D portal that all employees use for various training resources. Here we have a disability e-learning module which is voluntary to complete but none the less, it signposted to employees.</p>                                                                                                                          | 2.8 Disability Training Thrive                                                                                                                                                                                            |                    |
| 3. Guiding staff to information and advice on mental health conditions.             | <p>All the below are examples of our commitment to good mental health and providing services to this effect:</p> <p>Time to Talk Day email<br/>Dignity at work and Mental Health First Aider presentation<br/>MFHA and MHIG newsletter<br/>MHFA and MHIG - Diversity Mentoring Programme<br/>Wellbeing Walls</p>                                                                                 | <p>2.9 Time to Talk Day 2 Feb 2023</p> <p>2.9 DAW and MHFA presentation</p> <p>2.9 MHFA and MHIG joint newsletter for August 2022</p> <p>2.9 MHFA and MHIG - Diversity Mentoring Programme</p> <p>2.9 Wellbeing Walls</p> |                    |



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| 4. Providing occupational health services if required.                           | <p>Occupational Health management information for period April to September 2022</p> <p>Employee Assistance Programme (EAP) offered to all employees</p>                                                                                                                                                                                                                                             | <p>2.10 OH Management Information April to September 2022</p> <p>2.10 EAP information</p> <p>2.10 EAP leaflet</p>                                                                                                                                                                                      |  |
| 5. Identifying and sharing good practice.                                        | <p>External resources promoted on our intranet under 'External Guidance' section.</p> <p>Sharing knowledge and expertise with others- The NAO is a member of the Civil Service Disability Network Chairs (CSDN) network, which meets quarterly and brings together network chairs from right across the civil service. A representative goes to all their meetings, which are incredibly useful.</p> | <p>1.7 WPA and Disability intranet pt 3</p> <p>1.7 WPA and Disability intranet pt 4</p> <p>2.11 Sharing knowledge and expertise with others</p>                                                                                                                                                        |  |
| 6. Providing human resource managers with specific Disability Confident training | <p>WPA and Disability Inclusion training. All HR managers attended this.</p> <p>We also have a Disability Lead who sits in the Diversity and Inclusion Team. This is a full-time role.</p>                                                                                                                                                                                                           | <p>1.7 Invite to training</p> <p>1.7 WPA and Disability intranet pt 1</p> <p>1.7 WPA and Disability intranet pt 2</p> <p>1.7 WPA and Disability intranet pt 3</p> <p>1.7 WPA and Disability intranet pt 4</p> <p>1.7 WPA and Disability intranet pt 5</p> <p>2.12 Diversity and inclusion training</p> |  |



As a validator will also need to confirm actions below:

| Reporting on disability, mental health and wellbeing                                                                                                       |                                                                                                                                                                                                                                                          |                                                                                                             |                    |
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| You are taking action to record and report on disability, mental health and wellbeing in the workplace, by referring to the Voluntary Reporting Framework. |                                                                                                                                                                                                                                                          |                                                                                                             |                    |
| Activity                                                                                                                                                   | Evidence                                                                                                                                                                                                                                                 | Evidence file name                                                                                          | Validator comments |
| That as a business you are employing disabled people?                                                                                                      | <p>Equality data that we report annually. In tab two you will see the percentage of our employees who have declared a disability.</p> <p>% of our total staff are disabled, % of our senior management, % of middle management and % of other grades</p> | <p>3.1 Diversity-and-Equality-data-2022</p> <p>1.10 ARA staff composition screenshot</p>                    |                    |
| That you are using the Voluntary Reporting Framework and are collecting information                                                                        | <p>We report on the Disability pay gap</p> <p>We have a Disability Equality Action Plan</p>                                                                                                                                                              | <p>3.2 Diversity-pay-gap-report-2022</p> <p>2.6 DEAP 2022</p>                                               |                    |
| Are reporting or intend to do so within the next 12 months in line with the Voluntary Reporting Framework.                                                 | <p>Diversity and Inclusion 4-year strategy</p> <p>We produce an annual Diversity and Inclusion report to report our progress against our Diversity and Inclusion strategy</p>                                                                            | <p>3.3 Diversity-and-Inclusion-Annual-Report-2021-22</p> <p>3.3 NAO-DiversityInclusion_Strategy_2021-25</p> |                    |