



DISABILITY EQUALITY SCHEME

(Second Draft – April 2007)

CNPA DISABILITY EQUALITY SCHEME (Draft 2)

Foreword

This is the Disability Equality Scheme for the Cairngorms National Park Authority and it forms an integral part of the CNPA's wider commitment to promote equality of opportunity in the delivery of its public functions and as an employer.

The CNPA is committed to ensuring disability equality across all its functions and in its dealings with all stakeholders and partner organisations. The Disability Equality Scheme sets out how we intend to reinforce this commitment and ensure that disability equality is embedded at the heart of our work as a National Park Authority.

Jane Hope
Chief Executive
Cairngorms National Park Authority

Introduction

The Disability Discrimination Act 1995, amended by the Disability Discrimination Act 2005 places a statutory general duty on all public bodies to actively promote disability equality. This means that all public authorities must, in carrying out all functions have due regard to the need to:

1. Promote equality of opportunity between disabled persons and others
2. Eliminate unlawful discrimination
3. Eliminate harassment of disabled people that is related to their disability
4. Promote positive attitudes towards disabled people
5. Encourage participation by disabled people in public life
6. Take steps to take account of disabled persons' disabilities even where this involves treating the disabled person more favourably than other persons.

The Board of the National Park made an early commitment that the Cairngorms National Park should be available to all people regardless of age, culture, background or ability, and they embraced the ethos of a "Park for All" which has underpinned all the strands of the CNPA's work to date. Much work has been done since the inception of the CNPA in 2003 to establish strong links with relevant community and disability networks in order that they can advise and inform the way in which equality is embedded at the core of everything the CNPA seeks to achieve.

This Disability Equality Scheme sets out how the CNPA has involved disabled people and addressed disability equality in its work to date, but more importantly, details in an Action Plan how it will reinforce this commitment in line with the legislation above.

Context of the Cairngorms National Park

One of the first Acts of the Scottish Parliament in 2000 legislated for National Parks in Scotland. There are now two National Parks: Loch Lomond and the Trossachs, established in 2002 and the Cairngorms, established in 2003.

Scotland's National Parks are a distinctive model that combines conservation of the natural and cultural heritage with sustainable use, enjoyment and development of the areas communities. Not only do National Parks seek to conserve and enhance the qualities that make these places special, they offer significant benefits to the people of Scotland. In particular, National Parks offer the following opportunities:

- **Delivering better outcomes** – National Parks, by more co-ordinated efforts of the public, private, community and voluntary sectors, can deliver more integrated and sustainable results in terms of environmental, economic and social benefits.
- **Developing solutions for rural Scotland** – National Parks provide the opportunity to develop and test innovative solutions to rural issues which can be applied to benefit other areas across Scotland. National Parks are an

opportunity to develop and disseminate best practice that makes a difference to people living and working in rural Scotland.

- **Providing a Park for All** – National Parks offer excellent opportunities for people of all backgrounds, interests and abilities to enjoy, learn and benefit from these special places.
- **Promoting ‘The Pride of Scotland’** – National Parks represent Scotland’s most iconic landscapes and reflect the natural and cultural heritage that shapes our nation’s identity. They are national assets and by showing how people and place can thrive together, National Parks can make a significant contribution to Scotland’s national identity.

NATIONAL PARK DESIGNATION AND AIMS

The National Parks (Scotland) Act 2000 sets three conditions which an area designated as a National Park must satisfy:

- That the area is of outstanding national importance because of its natural heritage, or the combination of its natural and cultural heritage;
- That the area has a distinctive character and a coherent identity;
- That designating the area as a National Park would meet the special needs of the area and would be the best means of ensuring that the National Park aims are collectively achieved in relation to the area in a co-ordinated way.

The Act also sets out four aims for National Parks in Scotland:

- To conserve and enhance the natural and cultural heritage of the area;
- To promote sustainable use of natural resources of the area;
- To promote understanding and enjoyment (including enjoyment in the form of recreation) of the special qualities of the area by the public;
- To promote sustainable economic and social development of the area’s communities.

The Cairngorms National Park Authority is principally an enabling and facilitating body rather than a regulatory body. Its enabling and facilitating powers include:

- anything that will help the Park Authority achieve its aims
- fixing and recovering charges for goods or services provided in the course of carrying out the aims
- carrying out research and related activities
- entering into agreements with any person in the Park with an interest in land to ensure that the aims of the Park are met
- giving grants and loans (with the consent of Scottish Ministers)
- securing the provision of nature reserves

- providing information and educational services and facilities to promote understanding and enjoyment of the Park
- providing facilities to encourage visitors to national parks for leisure purposes including camp sites, accommodation, meals and refreshments where necessary
- being a consultee on a range of matters undertaken by other public bodies, for example Scottish Enterprise or Highlands and Islands Enterprise (HIE), the creation of Sites of Special Scientific Interest (SSSIs), forestry activities and traffic regulation orders

It does have regulatory powers to:

- deal with those planning decisions which may have significant impacts on the Park (by calling in the application for determination).
- make management laws and byelaws to:
- protect the natural and cultural heritage of the Park.
- prevent damage to the land or anything in or under it.
- to secure the public's enjoyment of and safety in the Park.

DEVELOPMENT OF THE CNPA DISABILITY EQUALITY SCHEME Involving People With Disabilities

Since its inception the CNPA has been committed to ensuring that its policy is shaped by the views and advice of those with disabilities and groups who represent those of all abilities.

In 2003 an **All Abilities Communications Network** was established, with a remit to:

- To ensure that (CNPA) policy and best practice is well informed by the views of disabled people and their representative bodies who live in, work in and visit the area;
- To provide information and advice to the CNPA;
- To generate ideas to put forward to the CNPA Board on disability issues, not just on physical access.

This group continues to meet and has recently agreed to extend its remit to cover all aspects of equality and social inclusion as well as continuing to advise on disability equality.

The **Local Outdoor Access Forum** (LOAF) is made up of a group of local representatives who provide advice to the CNPA on outdoor access rights, Rights of Way, and core paths throughout the National Park area. A place on this forum was set aside specifically for someone who could represent those with disabilities, to enhance the level of specific disability equality advice provided by the LOAF. The CNPA Outdoor Access Strategy has been developed through a broad consultation which has included advice and information from the Cairngorms Local Outdoor Access Forum.

Widespread **public consultations** have taken place across the National Park in relation to a number of key issues. These have included the National Park Plan formation, Local Plan policy development and the Core Paths Plan. The most recent of these consultations (for the Core Paths Plan) were held in accordance with the National Standards for Community Engagement (developed by Communities Scotland), to encourage maximum participation from people of all abilities. Meetings were held in public buildings with good access for those with reduced mobility, and staff who arrange these meetings have access to guidance on arranging accessible meetings. Publications and questionnaires were made available in large print format, information was provided on our website about consultations and how to be involved, and staff were available to speak to those who wanted more information.

The CNPA also has a **board member** who has a sight impairment and has been particularly active in ensuring that disability equality is at the forefront of decision making at both strategic and operational level within the organisation.

At a **project development** level, all applications to the Integrated Grants Programme are required to demonstrate how inclusion and equality issues are addressed. In addition, expenditure justification and project appraisal forms are being reviewed to ensure that these issues are also considered.

Feedback from all these sources have fed into and continue to shape the development of our strategy for promoting disability equality across the broad spectrum of policy development within the National Park Authority.

Gathering Further Information

Other activities that the CNPA is currently involved in or is planning include:

- Development of former AACN to become “Inclusive Cairngorms”.
- Formation of sub-committees within Inclusive Cairngorms to work specifically on the different strands of equality.
- Involvement of these sub-groups in carrying out prioritisation and impact assessment on CNPA policies.
- CNPA carried out a staff survey in 2005. This was analysed for any indications of areas of inequality in the six strands of equality. When the survey is repeated in the future it will be redesigned to capture more information which may be used to further develop equality measures.
- Ensure that our DES Action Plan takes account of our learning from disabled people and is updated and monitored on a regular basis.
- We recognise that some disabled people may experience difficulties with some of the language used by public bodies and we will work to remove these communication barriers, initially by training our staff in use of “Plain English”, and continuing to meet any further training needs identified.
- Equality monitoring at all stages of employment from selection and recruitment, through training, promotion, formal HR caseloads and leavers has been carried out for the last two years, and the information gathered from this is used to improve processes and assess where there may be barriers to equality.

Impact Assessment

CNPA aims to proactively identify aspects of our policies and procedures which may cause barriers to disabled people, and to amend them accordingly to prevent any potential discrimination.

CNPA is in the process of developing a template for reviewing existing policies, practices and procedures and this will be used to assess new policies as they are developed. The aim of this is to ensure that all aspects of disability are considered in relation to our policies. This template will be reviewed in light of advice from disabled people, and in consultation specifically with the Inclusive Cairngorms Group.

The Disability Equality sub-committee of Inclusive Cairngorms will undertake impact assessments on our policies, and will work with CNPA staff to prioritise the policies to be assessed first.

BARRIERS TO PARTICIPATION

The following have been identified as the five general potential barriers to equality of access for those with disabilities in the Cairngorms National Park. Consideration of these is given in greater detail in the Action Plan itself.

Organisational Barriers

Equal opportunities for employment within the CNPA in terms of recruitment, work tasks, work terms and conditions can form barriers. Also the culture of the organisation needs to reflect its commitment at all levels to meeting the needs of people with disabilities within and outwith the CNPA.

Communication and Information

Provision of information in a range of formats, and appropriate use of language, eg Plain English, which will ensure that it reaches and is useable by people of all abilities is crucial in involving everyone evenly in the benefits of the National Park.

Financial Limitations

Often there are a higher proportion of people with disabilities among those on lower incomes or among the homeless. Consideration of accessibility to the National Park for those on lower incomes therefore has close links with disability equality. This includes housing issues, employment, affordable transport, access to open spaces and visitor services, including information and interpretation of the National Park's cultural and natural heritage.

Physical barriers

Physical access to buildings, paths and other facilities around the National Park area are important considerations in ensuring equality.

Transport

Transport into and around the National Park for those of all abilities is an important consideration. This includes accessible public transport as well as suitable parking with accessible paths from car parks for those who use private vehicles.

Other considerations may include signage to facilitate entry to the National Park and being able to find places easily once inside the National Park

DELIVERING EQUALITY THROUGH THE NATIONAL PARK PLAN

As already stated in the introduction, the CNPA is largely a facilitating and enabling body, which works in partnership with a wide range of organisations across the park area. This means that much of our work involves influencing others to change the ways in which they work in order to achieve particular aims. The CNPA achieves this through a range of methods including influencing and negotiation, providing training, funding support, relevant appropriate information on the National Park, community involvement and a range of other methods.

This section details how disability equality is being addressed within the different parts of the National Park Plan, including the Guiding Principles, the strategic objectives and priority actions.

The Guiding Principles of the National Park Plan are used to guide management and decision making in working towards all objectives of the plan and should be used as a checklist by all involved in its implementation. The Guiding Principles which are particularly relevant to Disability Equality are:

Social Justice – A Park for All

The benefits of the National Park should be accessible to all, regardless of economic, physical or social constraints. There should be a culture of inclusiveness that seeks to create opportunities for everyone in the National Park.

This will be encouraged by:

- *Raising awareness and understanding of the National Park and the opportunities to get involved, specifically with groups which may be excluded – particularly young people, people with disabilities (physical, learning and mental health disabilities) and those on low incomes.*
- *Working with organisations that represent the interests of socially excluded groups to gain a better understanding of their needs.*
- *Addressing the barriers to inclusion, such as transport, service cost and physical access constraints*
- *Developing social inclusion initiatives which appeal to excluded and equalities groups to encourage participation*
- *Providing information relevant to those with disabilities*

To date the CNPA has worked closely with the following organisations and will continue to do so in shaping the Park For All theme: Royal National Institute for the Blind (RNIB), Highland Disabled Ramblers, Aberdeenshire Council Social Services (learning disabilities), Scottish Disability Equality Forum, All Abilities Communication Network (sensory and physical disability advisory group for the CNPA), Cairngorms Local Outdoor Access Forum, Local Access Panels, Fieldfare Trust, Badaguish Outdoor Centre (strong focus on disability), Friends of Caberfeidh, Badenoch and Strathspey Community Care Forum, Capability Scotland, Upper Deeside Walking to Health, John Muir Award and the Big Issue Foundation.

Involvement with these groups has included consultation on development of policies, provision of funding to promote equality and inclusion and advisory groups to the National Park Authority

People Participating In The Park – A National Park For People

People within and outside the Park should be actively involved in shaping the National Park and its management, building their capacity to do so and encouraging active citizenship.

This will be encouraged by:

- *Operating in an open, transparent and accessible environment where people can easily find any relevant information.*
In disability equality terms this will include making all information available in a range of formats. We currently ensure that all our publications and communications are available in large print, and we will undertake to provide Braille or audio tapes on request. We make as much information as possible available through our website, which has been designed to be as accessible as possible to those with disabilities. The National Park newsletter “Park Life” is available in large print and audio tape.
- *Developing mechanisms which allow local communities and communities of interest to influence and engage with the decision making process and management of the Park.*
The All Abilities Communication Network was established to assist with fulfilling this, and there have been a range of other activities with local groups to encourage those with disabilities to engage with the National Park Authority in shaping the future of the National Park. CNPA will continue to seek out disability interest groups and to work closely with them on a range of initiatives.

Managing Change – A National Park Open to Ideas

In an ever changing environment, the management of the National Park should be informed by the best available information to identify and effect positive change, and prepare for and mitigate the potential negative consequences of change that cannot be influenced.

- CNPA will seek to share information in a way which is accessible to those with disabilities and establish mechanisms for debate and discussion to achieve the best possible solutions to manage change within the Park.
- CNPA will seek to operate in an environment which is flexible, open and responsive to change and receptive to new ideas. It will continue to listen to and work with disability groups and individuals who have disabilities to effect positive change in the development of the National Park over the coming years.

Adding Value – A National Park That Makes a Difference

The collective efforts of all sectors in managing the National Park should be focussed on delivering positive and tangible outcomes for the people of the Park.

This will be encouraged by

- *Building trust and co-operation between different interests to establish the best way forward to achieve the park aims.* This will include co-operation with disabilities groups and representatives.

In addition, disability equality is considered in a number of the Strategic Objectives and Priorities for Action in the National Park Plan.

Living and Working in the Park

Approximately 16,000 people live or work in the Park and the economic and social needs are similar to those throughout rural Scotland. The Park Authority has a strategic objective to promote the provision of local services which meet the needs of the local communities through community planning and other community development initiatives.

Community Planning and provision of local services

The CNPA will seek to promote the provision of local services that meet the needs of communities through Community Planning and other community development initiatives. The principles of Community Planning can be extended as a means to involve people in management planning across all aspects of this plan, so that through active engagement the knowledge, needs and ambitions of communities and those with disabilities can be shared and realised.

Addressing barriers to employment uptake

The National Park area has relatively low unemployment and businesses can face difficulties in recruiting labour. However there are a number of barriers to employment which can affect those with disabilities. These can include poor transport, inflexibility of working hours, small businesses having limited resources to make adaptations in the work place and lack of training or knowledge of employment rights and abilities, and lack of affordable housing. CNPA will work in conjunction with other organisations to address some of these barriers. Transport issues will be covered later in the Action Plan. Training has been provided through the CNPA Land Based Business Training Project to 53 people working in land based businesses on disability awareness training “More than Ramps and Rails” and a further 11 have attended disability awareness training run by Equal Adventure. These training courses will continue to be a part of the Public Benefits training provided through the CNPA.

Promoting Access to Education and Vocational Training

Those of all abilities wishing to train and study locally require more opportunities to do so. The provision of more trainers, courses and modules delivered within the Park will assist local people to gain skills.

Housing

The need to ensure greater access to affordable and good quality housing to help to create and maintain sustainable communities is a key challenge in the National Park. CNPA is working closely with Registered Social Landlords, Land owners, and other Public Bodies to secure housing which is both affordable and accessible for those who wish to live and work in the National Park.

Transport & Communications

Transport infrastructure is an essential component of both residents' and visitors' access to the National Park and its environment. The National Park sits at the

centre of a national and regional transport network that provides good road and rail links to Inverness, Aberdeen and Perth. However, transport links within the Park are less well developed.

Work is continuing to improve local transport links and to encourage public transport providers to move to using accessible vehicles, such as low access buses which are more easily accessed by those with mobility difficulties.

Better timetables and information will also be encouraged and supported to increase ease of access around the National Park. CNPA continues to work in close partnership with other public bodies to provide accessible information on public transport networks across the Park.

Enjoying and Understanding the Park

Sustainable Tourism

The CNPA will work with tourism facilities providers to improve and maintain the quality of experience in the National Park for all visitors. This will include working with providers to raise awareness of the needs of those with disabilities and supporting them in meeting these needs.

Information

Ensuring that visitors to the Cairngorms are aware of the range of opportunities, places to visit and things to do throughout the Park, and appreciate and respect its special qualities. All CNPA information leaflets are designed to standards which take disability requirements into account and are currently available in large print. They will be made available in Braille or audio versions as required.

Design of information and interpretation generally will take into account their accessibility for people of all abilities where possible.

Visitor information will be targeted at specific audiences and encourage responsible outdoor access, visitor safety and the health benefits of regular outdoor access. As well as promoting the special qualities of the Park, information will seek to promote the benefits of outdoor access.

CNPA will seek to support the Ranger services and land owners across the National Park to have a greater awareness of disability issues and how to provide access opportunities for all abilities. Training has been and will continue to be provided to ranger services and land owners in relation to the Scottish Outdoor Access Code, which specifically covers disability access and the use of specialist motorised vehicles for those with disabilities.

The CNPA produces the annual Countryside Events leaflet which includes information about activities for people with disabilities (though the activities are run by service providers outwith the CNPA).

The Cairngorms Explorer visitor guide will contain information about “access for all routes.”

The CNPA will continue to provide information for publications such as “Walking on Wheels: 50 Wheel Friendly Trails in Scotland”. This publication details 12 routes within the National Park.

Access

CNPA will develop a co-ordinated approach to the sustainable management of high quality outdoor access and recreation by the public, private, community and voluntary sector interest

Support and encouragement for local community involvement in the planning and management of outdoor access throughout the Park. All consultation will be conducted in line with National Standards for Community Engagement.

The National Park is internationally renowned for the exceptional range and quality of outdoor access and recreational opportunities. The area provides many people with the chance to enjoy the natural environment in many different ways.

The CNPA will develop a co-ordinated approach to the provision of a range of opportunities in the Park for people of all abilities through the sustainable management of high quality outdoor access and recreation involving the public, private, community and voluntary sector.

The CNPA will seek to engage and involve all communities in the planning and management of outdoor access throughout the Park. All consultations will be conducted in line with the National Standards for Community Engagement.

Social Inclusion

The Cairngorms National Park should be a place where everyone can experience the benefits, whatever their background or ability. The CNPA’s inclusion work is focussed on reaching beyond the “usual suspects” who traditionally visit the National Park, to excluded groups and encourage them to engage with the Park, This applies particularly to young people, people with disabilities and people on low incomes. The CNPA is committed to work with other partners who already operate in this field, to create opportunities through marketing, community engagement, improving access and developing learning and education outreach programmes.

This will include creating and promoting packages for specific user groups eg people with disabilities, with relevant and user friendly information about the Park which details what is on offer.

Ambassadors will use these materials to help promote the Park to excluded groups and a programme of activities will be developed to increase people’s awareness and understanding of the area, for example through volunteering opportunities and the John Muir Award.

CNPA DISABILITY EQUALITY SCHEME - ACTION PLAN
December 2006 – December 2009

Aim 1 – To promote equality of opportunity between disabled persons and others.

Outcome	Action	Timescale	Accountable
<p>Objective 1 CNPA staff to be aware of disability issues and how they can promote equality</p>	<p>1. All staff to be trained in awareness of disability issues and how to ensure accessibility to our services for those with disabilities</p>	<p>by end 2007, repeated at 2 year intervals</p>	<p>HR Manager/ Social Inc. Officer</p>
<p>Objective 2 Public and private meetings set up by CNPA should have the highest levels of accessibility possible for those with disabilities</p>	<p>1. Guidance made available to all staff on how to hold accessible meetings. 2. Register built up of accessible venues in the Cairngorms area.</p>	<p>1. Ongoing from 2006 2. By Dec 2007</p>	<p>Corporate Services</p>
<p>Objective 3 To ensure that disability equality is considered in all policy development</p>	<p>1. Inclusive Cairngorms Group to be consulted over impact assessment of policies to ensure that we benefit from advice from those with disabilities and from disability interest groups. 2. Consultation with Inclusive Cairngorms over further areas of development to promote disability equality across all policy areas.</p>	<p>1. April 2007. 2. Ongoing throughout 2006-09</p>	<p>Education & Inclusion Manager</p>

Objective 4

To develop a system for the impact assessment of CNPA policies and procedures

1. Developing a template for impact assessment
2. Identify and prioritise CNPA policies and procedures for impact assessment based on consultation with Inclusive Cairngorms Group
3. Review the effectiveness of this process

1. July 2007

2. Oct 2007.

3. April 2008

Education &
Inc Manager

Objective 5

CNPA to be able to demonstrate the effects of the National Park Plan delivery on disability equality

1. Monitoring mechanisms to be built into the National Park Plan to ensure that disability equality is measured.

December 07

Strategic
Planning and
Policy Officer

Objective 6

To ensure that CNPA written communications are appropriate for those with disabilities

2. All CNPA leaflets should meet design specifications for legibility
3. All leaflets to be available in large print
4. Requests for Braille and audio tapes will be accommodated
5. Staff will be trained in the use of Plain English
6. CNPA to work towards producing all literature in Plain English.

Ongoing through
2007.

Head of
Comms &
Strategy

Aim 2 – To eliminate unlawful discrimination.

Outcome	Action	Timescale	Accountable
<p>Objective 1 To ensure that no policies of CNPA create unlawful barriers for people with disabilities</p>	<p>1. Impact assessment of all new policies to be undertaken using the template developed (see Aim 1)</p>	<p>Oct 07 – Apr 08</p>	
<p>Objective 2 To ensure that CNPA recruitment and employment policies are not discriminatory</p>	<p>1. All recruitment, promotion, resignations, training access, disciplinary and grievance procedures are monitored in relation to disability equality. 2. Remedial action to be taken immediately should any policy be found to cause inequality 3. Promote awareness of our current policies for dealing with bullying and harassment of staff 4. Ensure current policies allow for the reporting of employment related incidents and any relation they may have to disability.</p>	<p>1. Ongoing from Dec 06 2. Review Oct 07 3. Ongoing from Dec 06 4. Review Oct 07</p>	<p>HR Manager</p>
<p>Objective 3 To ensure that the CNPA building allows suitable access for those with physical disabilities</p>	<p>1. To conduct an audit of the building for accessibility 2. To consider areas for improvement 3. To take action to improve areas according to affordability and value for money</p>	<p>1. Oct 07 2. Dec 07</p>	<p>Business Support Officer</p>

Aim 3 – To eliminate harassment of disabled people that is related to their disability.

Outcome	Action	Timescale	Accountable
Objective 1 For CNPA to be aware of any areas where current problems exist in relation to harassment	<ol style="list-style-type: none">1. Staff survey to be developed so that staff can comment anonymously on any current issues.2. Where issues are identified, solutions to be developed in consultation with Inclusive Cairngorms Group.	<ol style="list-style-type: none">1. Dec 07	HR Manager
Objective 2 For staff to have a good understanding of disability issues, legal requirements and best practice so that they can promote positive attitudes and challenge harassment if they come across it.	<ol style="list-style-type: none">1. Training for staff to be provided on disability equality	<ol style="list-style-type: none">1. Apr 08	HR Manager

Aim 4 – To promote positive attitudes towards people with disabilities

Outcome	Action	Timescale	Accountable
Objective 1 CNPA staff to be able to positively influence the policy areas of other organisations in relation to disability equality	1. Those staff whose work involves influencing policy areas which impact on disability equality will be trained in disability awareness and how to incorporate this into policy.	1. April 08	HR Manager

Aim 5 – To encourage participation by disabled people in public life.

Outcome	Action	Timescale	Accountable
Objective 1 People with disabilities are actively involved in advising CNPA on policy development	1. Inclusive Cairngorms Group to continue to provide advice and information to help to shape future development of disability equality.	1. Dec 06	Education & Inclusion Manager
	2. CNPA to continue to support this group with secretariat support and regular contact	2. Dec 06	
Objective 2 To ensure that barriers do not exist for those with disabilities who wish to take part in CNPA Consultation exercises	1. All consultation exercises carried out by CNPA to follow the National Standards for Community Engagement drawn up by Communities Scotland.	1. Dec 06	Management Team
Objective 3 CNPA public meetings will be accessible to those with disabilities	1. All CNPA public meetings will be held in buildings which are accessible to wheelchair users unless this is absolutely unavoidable.	Dec 06 and ongoing.	Board Support and Secretariat
	2. Notices of public meetings will invite people to contact CNPA in advance to discuss any special requirements		
	3. Hearing loop facilities will be provided at public meetings.		
	4. Where possible, teleconferencing will be encouraged as an alternative to face to face meetings if this makes it easier for people to be involved in meetings.		
Objective 4 CNPA published materials will be easily accessible to people of all abilities.	1. CNPA Staff will be trained in the use of “Plain English” to promote good communication which is accessible to all.	1. April 2008	HR Manager
	2. Publications will conform to design	2. Dec 2006	

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| <p>specifications for legibility.</p> <p>3. Information for the public will be made available through our website to improve accessibility.</p> <p>4. Braille and audio cassettes will be made available on request as an alternative to printed publications</p> | <p>3. Dec 2006</p> <p>4. As requested from Dec 2006</p> | <p>Head of Comms & Strategy</p> |
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Aim 6 – To take steps to take account of disabled people’s disabilities even when that involves treating disabled people more favourably than others.

Outcome	Action	Timescale	Accountable
<p>Objective 1 To ensure that all disabled people who wish to work for CNPA are able to access the appropriate supports during the recruitment process and in subsequent employment with CNPA</p>	<p>1. Inclusive Cairngorms to advise on whether current recruitment advertising is creating barriers for those with disabilities</p> <p>2. CNPA to ensure that the application forms are available in different formats, and that this is advertised</p> <p>3. Those invited to interview will be encouraged to state any special requirements, and these will be accommodated whenever possible. Where requests cannot be accommodated, CNPA will work with the candidate to find suitable alternative solutions.</p> <p>4. On appointment, CNPA will work closely with any disabled employee to access and provide support proportionate to their needs.</p>	<p>1. July 07</p> <p>2. April 07</p> <p>3. Dec 06</p> <p>4. Dec 06</p>	<p>HR Manager</p> <p>HR Manager</p> <p>HR Manager</p> <p>HR Manager</p>