

Send to: Chair of Governors
Principal
SMT

You will know best whether to send it to the board, copying in the Principal or vice versa.

Dear

As you are no doubt aware, the college has a specific set of duties under the 2005 Disability Discrimination Act to write and publish disability equality schemes setting out what you will do to promote disability equality. Furthermore:

- Colleges must collect and analyse data on disabled staff and students
- Colleges will be obliged to reflect on the outcomes of monitoring
- Colleges will have a duty to monitor the effectiveness of the scheme
- Colleges will be obliged to carry out a disability impact assessment: this means that they will have a duty to look at the effectiveness of current and proposed policies and disability equality schemes and assess their likely effectiveness in terms of creating equality between disabled and non-disabled staff, and disabled and non-disabled students

As you know the college has a duty to actively involve disabled people and the Code of Practice recommends involving staff unions in the implementation of the Act.

I would therefore be grateful if you would supply me with a copy of the college Disability Equality Scheme and monitoring information. I would also be grateful if you could let me know how you are intending to involve disabled people within the college.

If you could provide me with this information by --- I would be most grateful.

Regards