

Fact sheet 2 Disabled members officer action plan

Task	Detail	How can you achieve this? Who can help you?	When do you think it would be realistic to achieve this?	Done
1	Find out how many disabled members there are in your branch	(membership officer) can check WARMS and see how many members have a disability recorded on their membership record. Numbers, not names, aim to target this group with tailored communication and work to increase membership and activism in the group		
2	Make sure members know who you are and how to get hold of you	(comms officer) can send email – Can there be an equalities page on the website – bio of officers on website.	Deadline for newsletters? Can the website be updated?	
3	Attend branch equality officer training	Check the national website for details Disabled members equality Fighting for fairness and equality UNISON National SE training - The Big Weekend	Usually, May or June	
4	Make members aware of disability groups/ forums held by employers	Encourage UNISON members to join and take part employer Disability forums, more members can be sought this way and useful information can be gained about how the employer performs with Disabled staff	As soon as possible	
5	Members who do not declare their disability to UNISON or their employer	How might you encourage members to declare to UNISON - Communications – encourage members to update their details on https://www.unison.org.uk/my-unison/ MyUNISON Highlight the benefits around reasonable adjustments and the Equality act	As part of branch comms/newsletter	

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6	Contribute to branch communications regarding issues affecting disabled members where you work?	Success stories – anonymised, where your branch helped disabled members with issues at work? Accessing reasonable adjustments, support during shielding, consideration for members with disability in employer policies.	Ongoing as profile of branch officer is raised with employer and branch	
7	Publicise events on UNISON communication channels that would be of interest to disabled members	Encourage members to participate, publicise events from National and SE region websites - cascade information to comms officer for wider circulation	Ongoing – regular in branch newsletter	
8	What does your branch do now, that it could do differently around disability	Ensuring that Access guidelines for online meetings are adhered to https://southeast.unison.org.uk/virtual-meetings-guidelines/	ongoing	
9	What does your employer do now, that it could be improved, regarding disability?	Ask for Equality Disability and Inclusion data from the employer so that you can analyse and check	ongoing	
10	Find out what your disabled member want – Survey	Survey your Disabled members find out what they want more information on – 10 questions on Member learning, setting up a SOG Region can set up a Survey that can be emailed out to Disabled members	ongoing	