

The duty to promote disability equality

Guidance for final report

Please write your final report by updating your interim report with project progress since November, and also including a few additional aspects. These additional aspects have been placed in boxes

Please send your final report to Christine Rose by **3rd March 2006** with a copy to Alistair Lockhart Smith.

Section 1 - Name

Your name and the name of your organisation

Section 2 – Major focus

Outline briefly the major focus of your project and why you have decided to focus on this particular aspect

Section 3 – Progress so far

This is your opportunity to let us know what you have done and achieved so far. Tell us the story of what you have done, how you started off, who you involved, the steps you have taken, what has happened along the way, for example. Please attach a copy of your updated action plan at the end of this report, which should indicate what has been achieved and what is outstanding

Section 4. Successes and challenges

Let us know about up to three main successes and up to three main difficulties. Don't forget to illustrate these with concrete examples

Section 5. Outcomes and benefits

Please describe the main outcomes and benefits to date, including any unexpected outcomes.

Section 6. Emerging themes

Reflecting on what you have done so far, are there any emerging themes? What strikes you about your findings? Think about any patterns you have noticed, or key messages you would like to draw attention to.

Section 7. Key recommendations for others

In thinking about the key messages in the previous section of the report, what key recommendations can you make? Think about different groups of people, such as senior managers, governors, ProVice Chancellors, equality and diversity coordinators, learning support managers, practitioners, Ofsted, DRC, LSC, HEFCE.

Section 8. Useful resources or sources of advice

Are there any particular resources or sources of advice that you have found useful? Consider support from other sites, briefing days, materials that have been helpful, for example.

What do you think will be helpful for the sector? Think about

- what others in the sector would find useful as guidance
- different mechanisms and strategies for getting the messages across to others
- what you personally would find helpful.

Section 8. Future work

Please let us know what your immediate actions will be after the project finishes (ie after March).

Section 9 Further comments

If you would like to add any other comments or concluding remarks about your work on this project, please do so here.

When writing your report we would like you to consider the following points.

- We encourage you to write a report reflecting on the **process** of your project. Tell us the **story** of what you have done, how you started off, who you involved, the steps you have taken, what has happened along the way, for example.
- Please tell us about your successes and what you feel worked well, but also let us know about the problems you may have encountered and the ways in which you were able to address them. The difficulties faced when undertaking projects can often be very enlightening as they highlight barriers that may get in the way of improving practice.
- What have been the **outcomes** so far? What has changed or been achieved so far in your project? What have you found out? What lessons have been learned? Have there been any unexpected outcomes? How has your project made a difference?
- **Actively involving disabled people** is a key tenet that underpins the new duty. As such, we would like reports to indicate very clearly how disabled people have been involved in your project.
- We will want to share findings from this project with the sector. So please ensure that you **provide sufficient explanation and concrete examples** to support your statements.
- And finally, it would be great if you could **illustrate your report with examples** – these may be in a variety of forms such as direct quotations, anecdotes, case studies and so on. This makes a report ‘come alive’ and can be an extremely powerful way to tell us what has happened.

We have suggested headings and content below, but if you would like to take an alternative or more creative approach, please discuss this with Christine Rose.