

**25 March 2009**

Our Action Plan reflects the view that our main goals are:

- (1) Access to our programme services;
- (2) Access to information about S4C and our services;
- (3) Equal opportunity, in particular in terms of employment.

It aims to provide practical steps to achieve our objectives.

The S4C Authority will be responsible for reviewing success and impact against objectives in their annual review of this Action Plan. They will assess in line with the Disability Equality Scheme and in particular will require evidence from stakeholders that S4C has delivered the required impact and had due regard to the general duties.

## CONTENT SERVICES

Action	Responsible Person	Implementation Date	Impact Assessment	Result
<p>We will promote a positive image of persons with disability on screen.</p> <p>We will outline the type of programming that S4C will broadcast in our annual Statement of Programme Policy 2009.</p>	Rhian Gibson	Throughout the year	<p>The S4C Authority will review success as part of the process of publishing the S4C Programme Policy Statement Review.</p> <p>The review will be sent to Ofcom.</p>	
<p>We will continue with our membership of the Broadcasting and Creative Industries Disability Network and collaborate with the company Access to Work to gain understanding of disabled person's requirements and best practice.</p>	Emlyn Penny Jones	Throughout the year	<p>The S4C Authority will review success as part of their review of the Action Plan.</p>	
<p>The Thomson Foundation and Monitoring and Research Unit, at the University of Aberystwyth will continue with their independent review of the portrayal of disabled persons on screen (in Welsh programmes produced for S4C).</p>	Phil Williams	During the year	<p>The 2008 review results will be considered as part of the 2009 Action Plan.</p>	
<p>We will meet the Ofcom targets on subtitling, audio description and signing during all S4C hours for "access services" as follows:                      Subtitling (English): 75%                      Signing: 4%                      Audio Description: 10%</p>	Emlyn Penny Jones	Throughout the year	<p>We will report to the S4C Authority quarterly and annually and publish those reports on the S4C Authority website.</p> <p>We will report to Ofcom.</p>	

S4C are committed to reaching a 100% target for subtitling on S4C Digital by 31.12.2009 (rights allowing).				
We will aim to provide 10 hours per week of original hours with Welsh subtitles.	Emlyn Penny Jones	Throughout the year	We will report to S4C Authority quarterly and annually and publish those reports on the S4C Authority website.	
<b>Action</b>	<b>Responsible Person</b>	<b>Implementation Date</b>	<b>Impact Assessment</b>	<b>Result</b>
We will ensure that subtitles are easily accessible on all platforms such as analogue; digital – Satellite (Sky and Freesat); Freeview, Cable (Virgin Media) and the web.	Emlyn Penny Jones	During the year	We will report to the S4C Authority during the year. We will consult with disabled persons to receive their feedback on our services.  The S4C Authority will review and report in the Annual Report.	
We expect that all new websites produced will comply with the requirements recommended by the WAI (Web Accessibility Initiative) and WCAG (Web Content Accessibility Guidelines).  We will review the guidelines to consider any new standards by publishing version 2.0 WCAG guidelines and any other good practice guidelines and publishing standard BS PAS 77/78 good practice when commissioning websites.	Garffild Lloyd Lewis	During the year	The S4C Authority will review success as part of their review of the Action Plan	
We will consult with disabled persons to receive their feedback on our services.  The consultation could take the form of seminars and/or on-line research to discuss our access services and provide information on our services, action plan and future activity. Appropriate stakeholders would be invited to participate.	Emlyn Penny Jones	During the year	Our intention is to take note of what consumers think of the services on offer for the disabled and how best to improve them.	

## COMMUNICATIONS

Action	Responsible Person	Implementation Date	Impact Assessment	Result
We will publish our Disability Equality Scheme and Action Plan for 2009.	Kay Walters	January 2009	We will publish our Disability Equality Scheme and Action Plan for 2009 on S4C's website.	
A bilingual textphone service will be available for the Viewers' Hotline during the operational hours. The use of the textphone will be reviewed during the year and if necessary an alternative, more convenient method of communication will be considered.	Hannah Thomas	Throughout the year	We will report to the S4C Authority on the target as part of the review of this Action Plan.	
During the year we will seek advice on formalising access guidelines for S4C's publications.	Hannah Thomas	Throughout the year		
We will respond to and take account of the views of disabled persons who contact us through our Viewers Hotline.	Garffild Lloyd Lewis	Throughout the year	The S4C Authority will receive monthly reports of all calls and correspondence received by Viewers Hotline.	
We will ensure information on access services is widely available and easily accessible by disabled persons.	Garffild Lloyd Lewis	Throughout the year	We will consult with disabled persons to ensure that our mode of communication is easily accessible.	
We will make arrangements and all reasonable adjustments so as not to discriminate against those wanting to attend public meetings of the Authority and S4C related events or tours.	Garffild Lloyd Lewis	Throughout the year	We will report on this Action Plan and on the feedback received in our Annual Report.	
We will ensure that all our event venues will have facilities for those with disabilities. For Authority public meetings we will provide an induction loop and signer on request and make all other reasonable provision to ensure accessibility.	Garffild Lloyd Lewis	Throughout the year		
We will consult with disabled persons to seek views on the accessibility of our public events.	Garffild Lloyd Lewis	During the year	The S4C Authority will review success as part of their review of the Action Plan.	

## S4C PREMISES

<b>Action</b>	<b>Responsible Person</b>	<b>Implementation Date</b>	<b>Impact Assessment</b>	<b>Result</b>
S4C regularly assesses its requirements to comply with Part III of the Disability and Discrimination Act, and will continue to do so.	Arshad Rasul	Throughout the year	The S4C Authority will review success as part of their annual review of the Action Plan	
We will monitor the assessment recommendations for access and impact assessment for disabled people in our offices in Parc Tŷ Glas and the new offices in Caernarfon.	Arshad Rasul	Throughout the year	We will implement changes to take consideration of the assessment.  Access and facilities for disabled people to S4C's main offices in Cardiff and Caernarfon comply with the Act.	

## TRAINING AND RECRUITMENT

Action	Responsible Person	Implementation Date	Impact Assessment	Result
<p>We will provide training for all staff to understand this scheme and our Equal Opportunities Policy as they apply to disabled people, S4C's legal obligations and the duty of reasonable adjustments.</p> <p>We will work closely with disabled staff throughout the year in order to provide training as required.</p> <p>We will provide appropriate training to staff who have contact with the public or arrange events, to understand the implication of this scheme.</p>	Kay Walters	Throughout the year	The review of this Action Plan will include a statement of the training needs and requirements carried out and also outlines S4C's training requirements for 2009.	
We will actively promote job opportunities for disabled people. All adverts placed in the press include the 'Positive about disabled people' logo. Every effort will be made to advertise posts to as wide an audience as possible, and will include relevant disability web sites etc.	Kay Walters	Throughout the year	The S4C Authority will review success in their review of the Action Plan.	
S4C will be participating in the Disability Standard Scheme in 2009 to enable us to measure our performance on disability and to be more confident when dealing with disability issues.	Kay Walters	Throughout the year	The S4C Authority will review success as part of their annual review of the Action Plan	
S4C will continue to work in consultation with Access to Work to meet the needs and offer the best facilities for staff with disabilities.	Kay Walters	Throughout the year	The S4C Authority will review success in their review of the Action Plan.	
S4C's Human Resources Unit will organise assessments of the needs of staff who have disabilities, as required, and will action any necessary requirements or changes.	Kay Walters and Personnel and Remuneration Committee of the S4C Authority	Annual Report to Personnel and Remuneration Committee of the S4C Authority	The S4C Authority will review success in their annual review of the Action Plan.	

## PROCUREMENT

Action	Responsible Person	Implementation Date	Impact Assessment	Result
<p>We will ensure that the following statement continues to form part of the standard Terms of Trade:</p> <p>“S4C is an Equal Opportunities employer. S4C does not differentiate on the basis of race, gender, religion or belief, age, disability, sexual orientation or marital status when employing staff or in any of its other employment policies. Disabled people, whether registered as such or not, are considered fully and fairly for all vacant positions and are given the same opportunities as other members of staff with regard to training, career development and ensuring promotion. S4C’s intention is that all producers making programmes for S4C will adopt and follow similar employment policies”.</p>	<p>Delyth Wynne Griffiths</p>	<p>Throughout the year</p>	<p>The S4C Authority will review success as part of their annual review of the Action Plan.</p>	

## PROCUREMENT

Action	Responsible Person	Implementation Date	Impact Assessment	Result
<p>We will ensure that the following statement continues to form part of the standard Terms of Trade:</p> <p>“Nothing contained in the S4C Programme nor the exercise of the S4C rights shall infringe any of the convention rights as defined in the Human Rights Act 1998 (“the Convention Rights”) of any person any right of copyright right of trademark right of privacy right of publicity or any other right of any other nature of any person or be obscene or libellous or blasphemous or defamatory or contravene the provisions of any statutes (including those relating to the promotion of equal opportunities and fair treatment) regulations or orders;</p> <p>in complying with its obligations hereunder the Producer will, in its dealings with the public, respect the principles of the <u>Welsh Language Scheme</u> of S4C’s equal opportunities policy and of S4C’s policy on racial equality as expressed in Sections 11.2 and 11.3 of the <u>Terms of Trade</u>;</p>	Delyth Wynne Griffiths	Throughout the year	The S4C Authority will review success as part of their annual review of the Action Plan.	
<p>We will negotiate to include a clause in our general terms requesting producers to respect the principles of disability equality and discuss with TAC their Code of Practice on disability equality.</p>	Delyth Wynne Griffiths	Throughout the year	The S4C Authority will review success as part of their annual review of the Action Plan.	

## GENERAL

Action	Responsible Person	Implementation Date	Impact Assessment	Result
We will ensure that all our policies and projects are carried out having regard to the requirements of the Disability Discrimination Act and in particular the general duties.	Board of Directors	Throughout the Year as Policies and projects are presented	We will continue to assess policies and projects having due regard to the general duties and working closely with relevant organisations.	
The internal auditors will conduct a review of S4C's employment policies to ensure that they accord with best practice as part of their work plan for 2009.	Kathryn Morris	During 2009	We will continue to show that S4C's employment policies demonstrate good practice.	
We will review the S4C Disability Equality Scheme Published on 12 December, 2006, in accordance with Part 5, Clause 5.1.	Board of Directors	During 2009 (3 <sup>rd</sup> anniversary in December 2009)		
The Authority's annual review of the Action Plan's success will take into account the views of disabled persons and they may conduct research to this end if thought desirable.	Phil Williams	If required	The S4C Authority will review success in their annual review of the Action Plan.	