

Staff Disability Policy

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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

This is an updated version of the 2014 Disability Policy and has been updated to include more recent changes within the Trust with regards to Staff who have disabilities.

KEY WORDS

Disability	Reasonable	Adjustment	Equality
Recruitment	Parking	Complaint	Legal
Discrimination	Disabled		

1 INTRODUCTION AND OVERVIEW

1.1 This document sets out the University Hospitals of Leicester (UHL) NHS Trusts Policy for Disabled employees

1.1.1 It is the intention of University Hospitals of Leicester NHS Trust (UHL) to value all staff, treating them fairly and equitably, providing real opportunities for people with a disability to join UHL, be retained and to have equal access to training and development opportunities. It is also the intention of UHL to support employees with disabilities and to ensure their retention in work, thereby enabling the Trust to retain their skills and experience.

1.1.2 The current legislation in the UK that governs disability discrimination is the Equality Act 2010. This Act classifies disability as a protected characteristic, which makes it unlawful to discriminate against a disabled person in their employment, promotion opportunities, or by subjecting them to any other detriment based on their disability.

The Equality Act 2010 can be found in full online at:

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

1.1.3 The Trust is a 'Disability Confident Employer' User (previously two tick symbol) and accepts the commitments required for this (Appendix A).

1.1.4 The Trust has a legal duty to consider the needs of disabled people when planning for change. Failure to consider reasonable adjustments in the workplace to accommodate an employee with a disability could, for example, expose the Trust to a number of legal challenges.

- UHL's values are:
 - We **treat** people how we would like to be treated
 - We **do** what we say we are going to do
 - We **focus** on what matters most
 - We are **one team** and we are best when we work together
 - We are **passionate** and **creative** in our work

In line with this the UHL NHS Trust is committed to ensuring that it treats its employees fairly and with respect and that it does not discriminate against individuals or groups on the basis of any of the "protected characteristics" outlined in the Equality Act 2010, especially on the grounds of disability or by reason of a person's association with a disabled person, gender, marital status, race, colour, ethnic origin or national origin, nationality, age, sexual orientation, gender re-assignment, religion or any other unjustifiable conditions or requirements.

Additionally, the Trust recognises its responsibilities as a signatory to the Mindful Employer Charter (Appendix B) which aims to increase awareness of mental ill health. The Charter is a demonstration of the Trust's commitment to being positive about mental health in the recruitment and retention of staff.

1.3 The Trust will:

- assess the potential effects of a policy on relevant populations in a rigorous way by undertaking a due regard assessment.
- promote itself as an employer who is aware of the needs of people with a disability and committed to maximising employment opportunities for people with a disability.
- assist managers and provide information on recruitment and the development of staff with a disability.
- ensure managers are aware of the Trust's commitment towards people with a disability.
- ensure current staff and potential job applicants know they will receive fair treatment.
- ensure newly-recruited staff with a disability are smoothly integrated into work, meeting any additional needs which they may have. The trust will also assist staff who become disabled during their employment—to continue in post wherever possible or, if this is not possible, to seek suitable alternative employment options following support and advice from Occupational Health.

2 POLICY SCOPE

2.1 This policy applies to all Trust employees, to other people employed on Trust premises

2.2 The scope of “disability” as defined by the Equality Act 2010 is much broader than previously defined by the Disability Discrimination Act 2005, which focused heavily on physical impairments but left a range of mental impairments unaccounted for.

2.3 The Equality Act also covers employees who have in the past met the requirements of the definition, even if they are no longer experiencing this disability. For example a person who, four years ago, experienced a mental illness that had a substantial and long-term adverse effect on their day-to-day

activities, would still be covered by the Act even if they had experienced no recurrence of the condition. To discriminate against that person based on past disability would be in breach of the Equality Act.

3 DEFINITIONS AND ABBREVIATIONS

3.1 A Disability is defined under the Equality Act 2010 as:

“A physical or mental impairment that has a substantial and long term effect on your ability to carry out normal day to day activities”

3.2 The categories this includes are:

- Physical Impairment – usually relating to problems moving limbs
- Sensory Impairment – usually relating to sight and/or hearing
- Learning Disability or Developmental Disorders – including dyslexia, dyscalculia and dyspraxia.
- Long Term Mental Health Issues
- Long Term Physical Conditions

3.3 A long term issue relates to an impairment which:

- has lasted at least 12 months; or
- the total period for which it lasts, from the time of the first onset, is likely to be at least 12 months; or
- is likely to last for the rest of the life of the person affected
- the impairment has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.

4 ROLES

4.1 Director Of People And Organisational Development

The Director Of People And Organisational Development has delegated responsibility from the Chief Executive for ensuring this Policy is established and implemented and will:

- Ensure that the Policy is communicated to managers and the Joint Staff Consultation and Negotiation Committee (JSCNC).
- Report to the Trust Board on the impact of the implementation of this Policy.
- Respond to complaints of discrimination in line with this Policy.

4.2 Line Managers

To be responsible for informing and updating employees on how the policy

applies in all aspects of their work. They will:

- a) Ensure that the Policy is known and understood by their staff.
- b) Escalate any problems with operating this Policy to the Equalities team or to the Generalist Human Resources team.
- c) Ensure staff who raise a concern of disability discrimination have their concerns dealt with promptly and confidentially and are given full support before, during and after the concern is investigated.
- d) Ensure that all staff undertake mandatory training, especially those related to Equality issues
Please refer to Section 6 for Help and Advice.
- e) Refer individuals declaring a disability to the Occupational Health Department to ensure any additional needs can be discussed and reasonable adjustment recommendations are made where appropriate.
- f) Consider for staff declaring a disability, any reasonable adjustments that can be made to improve work outcomes.
- g) Be responsible for contacting the Health & Safety team for risk assessments for employees with a disability.
- h) Be responsible for contacting Estates Services for the purpose of any reasonable adjustments, such as equipment or accommodation that requires physical changes to hospital estates
- i) Hold follow up meetings with staff declaring a disability to ensure that any adjustments made are effective. Review these at least annually and document the outcome.

4.3 **Staff**

All staff have responsibilities to undertake all mandatory training and comply with this policy by:

- Being aware of this policy and treating all individuals that have a disability with respect.
- Attending training and awareness sessions offered and familiarising themselves with the contents of the UHL Equality and Diversity webpage.

<http://insite.xuhl-tr.nhs.uk/homepage/corporate/equality-and-diversity>

- Seeking support and training via their manager if they feel they are not confident in working with people with disabilities.
- Informing their line manager or Human Resources if they develop a disability that has an impact on their work or that of others, so that their needs can be assessed and where possible adjustments made in line with this policy and the UHL Guide for Making Reasonable Adjustments in the Workplace.

4.4 **Generalist Human Resources Department**

Advice is available to all levels of management and staff to give advice on the interpretation and implementation of this policy.

The Generalist Human Resources Department will:

- Advise on the delivery of the policy and best practice.
- Advise on use of external sources of support when reasonable adjustments are being considered.
- Ensure actions taken under this policy are consistent with other policies.
- Support the redeployment of staff with a disability as appropriate.
- Update managers on any legislative changes.
- Update this policy as legislation or case law requires.

4.5 Occupational Health Department

- Regarding employed persons who have a disability: managers may refer to the Occupational Health Department (O.H.) for advice on all matters relating to health, work and disability, and request specific advice on possible reasonable adjustments.
- Regarding Pre-placement medical assessments: O.H can provide health and work advice during the recruitment process to managers and candidates providing that the candidate has received a conditional offer of employment. Such individuals may be referred to O.H by the recruiting manager/ HR for a Pre-placement medical assessment. This referral might include questions relating to specific reasonable adjustments
- Please note, the O.H. Department can only provide advice, and it is ultimately a management decision as to whether or not adjustments can be accommodated within the workplace.
- Regarding Access to Work: O.H. may advise early referral to Access to Work for new employees as they can provide funding for equipment, assessments and potentially meet the total costs of this if a referral is made within 6 weeks of the employee starting work. Further information on Access to Work can be found in Appendix D

4.6 Finance (Clinical Management Group Accountants)

Will provide finance information/budget allocation when it has been identified that purchasing of equipment as part of reasonable adjustments is required. If funding is obtained from external sources finance will arrange to have the allocated money refunded to the appropriate budget.

Where it has been identified that recurrent money has been provided to assist individual disabled employees, this should be included in the overall service

budget allocation.

4.7 Disability Advisor and the Disability Advisory Group

The Disability Advisor provides confidential, independent support and assistance to employees and managers around disability issues. The advisor reports to the Disability Advisory Group who monitors the service and topics that have arisen. Where issues are highlighted that require further action the group will filter to appropriate departments within the Trust for action. The Disability Advisor can be contacted by e mail or by telephone on 0116 2502959

5. POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

5.1 Recruitment and Selection

UHL will make positive efforts to encourage job applications from people with disabilities. This will include using the Disability Confident Symbol on all job advertisements.

Person specifications must be based on objectively justified criteria that are relevant to the role and responsibilities of the post. Failure to comply with this can be discriminatory. Care must also be taken to ensure that any legitimate requirements are not written in such a way as to potentially discriminate against or offend people with disabilities.

The Trust guarantees an interview to anyone declaring a disability providing that they satisfy the minimum essential criteria for the post.

All candidates will be sent information with their application pack to encourage those with a disability to contact the Trust if they have any specific requirements.

Interview panels focus on a candidate's ability to fulfil the requirements of the Job Description. They must not ask detailed questions about health, although the effects of a disability/ adjustments could be discussed in a sensitive manner, and may be key to deciding whether the job is suitable to offer an individual.

- Care must be taken not to treat any candidate with a disability less favourably.
- Questions asked about the applicant's disability must be sensitive and pertinent to the post in question.
- The individual must be given the opportunity to identify adjustments that they or the Trust would need to make in order to perform the duties to the required standard.

Candidates may also be invited to discuss possible adjustments prior to taking up the post. In exceptional circumstances, it may not be possible to find a reasonable adjustment to allow the employment of an otherwise suitable candidate. Such decisions must only be made after discussing the matter with a HR and taking specialist advice from any parties relevant to the situation (e.g. Access to Work, Occupational Health). For example, HR will assist a manager with how to manage a situation whereby an unconditional offer cannot be made if one or more of the reasonable adjustments cannot be made.

Advice on the employment of disabled people can be obtained from:

- Generalist Human Resources Department,
- Access to Work- to be contacted by the individual to provide financial assistance to employers to enable an individual with a disability to start or continue in employment. See Appendix D for more information.

Employees with a disability must be considered fairly and properly for any promotional opportunities within the Trust.

5.2 Assisting Current Employees

In the event that an employee becomes disabled the Trust will act in accordance with their requirements under the Equality Act the aim being to prevent losing valuable skills and experience. In conjunction with both the Generalist HR Team and Occupational Health, Line Managers must endeavour to ensure that suitable alternative employment is considered within the Trust if appropriate, wherever possible.

The Trust has a moral and legal obligation to make reasonable adjustments to assist employees who have a disability, continue in post.
See Section 5.3 and also further information is available on Insite.

Line Managers must discuss any possible effects of disability at work with the employee and consider any reasonable adjustments that may be required. If specialist advice is required this can be obtained from Occupational Health and other services, including guidance and support from external agencies. This should include giving consideration to the Trust's Health and Safety policies and producing a Personal Emergency Evacuation plan where necessary.
(See Appendix E)

Regular updates should be provided to the employee. It may be necessary for the line manager to divulge the nature of disability in confidence to these departments in order for them to consider whether adjustments are required. This must be discussed with the individual prior to any such disclosures.

If the line manager requires input in order to make the reasonable adjustments, then Human Resources can be contacted for further support and guidance.

If specialist IT equipment is required the line manager should liaise with the IT Department for further advice and support.

Whilst line managers will liaise with relevant services for support and advice, in some circumstances it may be necessary to organise a case conference to discuss an individual's needs. This would include the involvement of HR, OH, the Health and Safety team and Equality team where appropriate, in conjunction with the employee and their representative.

Managers should meet with employees who have declared a disability at least annually, but frequency should be tailored to individual employees, to review if current support remains suitable. If further reasonable adjustments are required this should be discussed with the individual, and where necessary a line manager may seek support and guidance from Occupational Health and/or Human Resources.

In cases where employees have progressive conditions, the frequency of review meetings may need to be increased to ensure that the support offered is consistent with the evolving nature of the employee's disability.

5.3 Making a Reasonable Adjustment To Working Arrangements and/or the Working Environment

The Trust must give serious consideration to making reasonable adjustments to working arrangements and/ or to the working environment in order to accommodate a potential or existing disabled employee. Individual circumstances of each case must be taken into account when deciding what reasonable adjustments need to be made.

For information about what constitutes a reasonable adjustment, please refer to the UHL Guide for Making Reasonable Adjustments in the Workplace, available on Insite.

5.4 Car Parking

Individuals who require onsite disabled person's parking should discuss this with their line manager. They can then either make a management referral or self-referral to Occupational Health. Following assessment Occupational Health will make recommendations to the line manager and the individual regarding suitable provision.

Occupational Health do not need to see staff who already have been through the disability assessment process and have a blue badge for disabled car parking.

5.5 Redeployment

Where it is not practicable for an individual to continue in their current post due to a disability, the Trust must attempt to seek suitable alternative employment. The Trust will consider any job opportunities available, qualifications and skills, as well as the suitability of the individual for redeployment into the available job opportunities. It will also be necessary to take into account the employee's own preferences in terms of the type of work/ hospital site.

Where a suitable alternative post is identified, this will be subject to a four week trial period (up to twelve weeks where an employee requires training) in line with the redeployment process, to consider the suitability of the role. The Trust will do everything reasonably possible to support the individual. At the end of the trial period a formal review must take place to determine whether the employee should be confirmed in the post. It must be noted that the employee will be paid at the grade of the new post and pay protection will not apply.

For more information please refer to the UHL Sickness Absence Management Policy and Procedure, which can be found on InSite.

5.6 Termination of Employment

When all other options have been explored and found to be impractical, dismissal on the grounds of incapability due to ill health will need to be considered in accordance with the UHL Sickness Absence Management Policy and Procedure.

In cases of termination of employment with notice or payment in lieu of notice, the following shall apply:

- a) Where the requirements of the service render it unavoidable, an employee's service may be terminated at any time with due notice for which time the employee would remain on the Trusts payroll. In exceptional circumstances, payment in lieu of notice may be given (NB managers should consider individual circumstances most carefully when determining the timing of dismissal).
- b) Staff on Trust contracts will be paid according to individual terms and conditions.

5.7 Retirement on the Grounds of Ill Health

Employees who are members of the NHS Pension Scheme may be eligible to apply for early retirement on the grounds of ill health:

- Employees can seek advice from both the Human Resources department and/or a the NHS Pensions Agency . Advice must be sought from Occupational Health as to whether the medical criteria has been met before proceeding. This is extremely important to avoid misinformation and potential confusion for the employee concerned.
- Line managers should complete the relevant payroll paperwork in conjunction with the Generalist Human Resources Department.

In cases of premature retirement on the grounds of ill-health, notice should be worked or contractual notice paid and the notice extended. Only in exceptional circumstances should pay in lieu of notice be given. It is usually advisable that if the employee remains still in receipt of pay, that the premature retirement application is made whilst the individual remains in employment. However, it is acknowledged that there will be occasions where the employee is in a no pay situation or the contract is being/or has been terminated when the application is made

5.8 Disclosure and Confidentiality

In accordance with the General Data Protection Regulation any information given to the Trust regarding a disability will be treated in confidence. However, unless the line managers are allowed to have the necessary information, it may not be possible to put in place the required adjustments, nor to anticipate and make provision for future need.

Once appointed or if employed, individuals will be asked whether they wish their line managers to be informed of their disability and their wishes will be respected.

5.9 Making a Complaint

If an individual believes that he/she has been subject to less favourable treatment on the grounds of their disability they should inform the appropriate line manager or contact the Human Resources Department.

The provisions of the Staff Grievance and Disputes Policy and Procedure (Available on Insite) will apply in such circumstances but every practicable effort should be made to resolve the issue(s) informally and without recourse to formal procedure.

The process will be supported by the Generalist Human Resources team who will advise on the courses of action available to the individual, which may include a mediated approach to resolving the complaint.

6 . Education and Training

The Trust must offer employees with a disability the same training and development opportunities as non-disabled employees. Those staff responsible for planning and designing training programmes must ensure that training and development programmes do not **unlawfully** discriminate against disabled employees. This must be taken into account with all forms of training, including e-Learning offering alternatives where appropriate to do so.

Any training required as a direct result of an individual's disability (e.g. learning to use specialised equipment) will be granted as special leave.

For further advice or clarification on this Policy or for guidance on reasonable adjustments in the workplace, please contact the UHL Equality Team on

Extension 2959 or 0116 258 4382

For guidance on the application of Trust policies, please contact your designated H.R. Advisor or the Generalist Human Resources helpdesk on 0116 258 5495 or email HRGeneralistAdvice@uhl-tr.nhs.uk.

The Trust offers a confidential informal advice service for any member of staff wishing to discuss matters relating to disability. The below details can be used to contact the service:

- Email: disability.advisor@uhl-tr.nhs.uk
- Tel: 0116 250 2959

Other help available within the Trust:

- Occupational Health
 - LRI Tel: 0116 258 5307
 - LGH Tel: 0116 258 4930
 - GGH Tel: 0116 250 2393
- AMICA Tel: 0116 254 4388
- Trade Union/Staff Representative
- Guidelines for Issue of Car Parking Permits on Health Grounds
- Health & Safety Team Tel: 0116 258 3269 or 0116 258 3392

Help Available outside the Trust via the local Job Centre Plus Office (www.jobcentreplus.gov.uk) for:

- Access to Work - <https://www.gov.uk/access-to-work>
- Access to Work – Cardiff (for East Midlands) - atwosu.cardiff@dpw.gsi.gov.uk

Telephone: 0345 268 8489
Textphone: 0345 608 8753

- Disability Employment Adviser
- Incapacity Benefit
- ACAS - www.acas.org.uk
- Equality and Human Rights Commission - www.equalityhumanrights.com
- Remploy – Mental Health Support: <https://www.remploy.co.uk/en/about-us/welfare-to-work/Workplace-mental-health-support-service/>

7 PROCESS FOR MONITORING COMPLIANCE

7.1 Details are contained in Appendix F.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- 8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

9.1 The following policies and documentation can be read in conjunction with this policy:

- Anti Bullying and Harassment Policy and Procedure (B5/2016)
- Change Management Policies (A1/2009)
- Disciplinary Policy (A6/2004)
- Equality & Inclusion Policy (B61/2011)
- Health and Safety Policy (A17/2002)
- Policy for the Management of Complaints (A11/2002)

- Recruitment & Selection Policy (B43/2009)
- Sickness Absence Management Policy and Procedure)
- Staff Grievance and Disputes Policy and Procedure
- Stress Management Policy and Procedure (B20/2005)
- Statutory and Mandatory Training policy (B21/2005)
- UHL Guidance for Managers and Staff on Requesting and Responding to Requests for Flexible Working (B7/2010)
- UHL Guide for Making Reasonable Adjustments in the Workplace.

10. PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

10.1 This document will be uploaded onto SharePoint and will be available for access by Staff through InSite. It will be stored and archived through this system.

This Policy supersedes the previous UHL Disability Policy. This policy will be reviewed in 3 years or sooner should any significant changes be required

Appendix A

Disability Confident Symbol



As a disability confident employer, the commitments we follow are;

- Having inclusive and accessible recruitment
- Communicating Vacancies
- Offering an interview to disabled people
- Providing reasonable adjustments
- Supporting existing employees

Appendix B

Charter for Employers Who Are Positive About Mental Health

As an employer we recognise that:

- People who have mental health issues may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment.
- Whilst some people will acknowledge their experience of mental health issues in a frank and open way, others fear that stigma will jeopardise their chances of getting a job.
- Given appropriate support, the vast majority of people who have experienced mental ill health continue to work successfully as do many with ongoing issues.

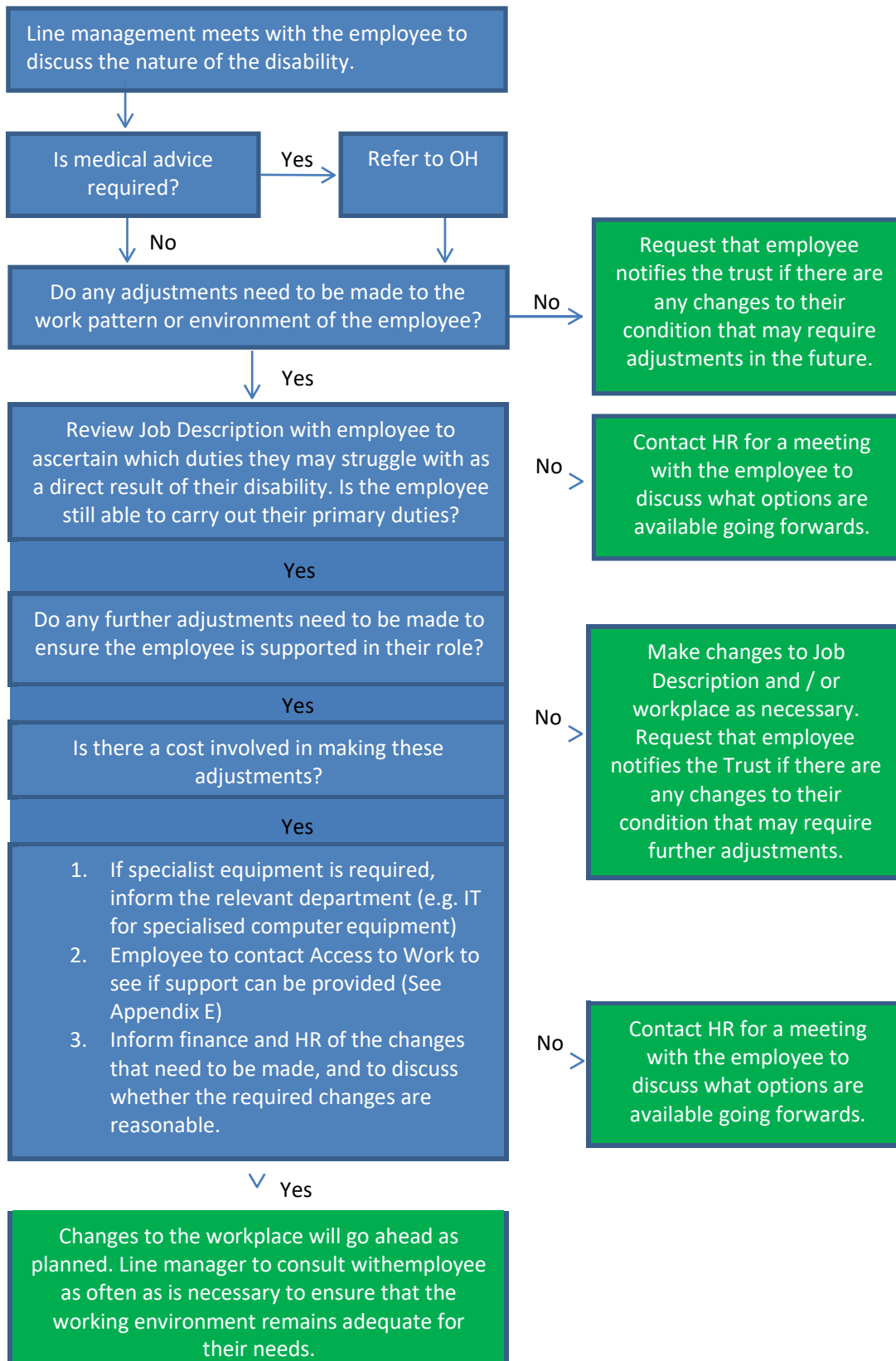
As an employer we aim to:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This will include positive statements in local recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and The Equality Act 2010, and given appropriate interview skills.
- Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- Not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Provide non-judgmental and proactive support to individual staff who experience mental health issues.
- Ensure all line managers have information and training about managing mental health in the workplace.

© MINDFUL EMPLOYER

Appendix C

Process for an existing employee who has become disabled



Appendix D

Access to Work

Individuals with a disability may be eligible for assistance from the Access to Work scheme run by the Job Centre Plus.

1. Overview

An Access to Work grant helps pay for practical support if you have a disability, health or mental health condition so you can:

- start working
- stay in work
- start your own business

How much you get depends on your circumstances. The money doesn't have to be paid back and will not affect your other benefits.

2. What you'll get

There is no set amount for an Access to Work grant. How much you get depends on your circumstances.

The money can pay for things like:

- adaptations to the equipment you use
- special equipment
- fares to work if you can't use public transport
- a support worker or job coach to help you in your workplace
- a support service if you have a mental health condition and you're absent from work or finding it difficult to work
- disability awareness training for your colleagues
- a communicator at a job interview
- the cost of moving your equipment if you change location or job

3. Eligibility

Access to Work grants are only available if the employer is based in England, Scotland or Wales. You must be 16 or over and either:

- about to start a job or work trial
- in a paid job or self-employed (you can't get a grant for voluntary work)

You might also qualify if you're getting New Enterprise Allowance or starting work experience under a Youth Contract.

Your condition - Your disability or health condition must affect your ability to do a job or mean you have to pay work-related costs. For example, special computer equipment or travel costs because you can't use public transport.

Your mental health condition must affect your ability to do a job. It must also mean you need support to:

- start a new job
- reduce absence from work
- stay in work

Exceptions - You might not qualify if you get any of these benefits:

- Incapacity Benefit
- Employment and Support Allowance
- Severe Disablement Allowance
- Income Support
- National Insurance Credits

Changing jobs - You can transfer your grant to another employer if you change jobs.

4. How to claim

If you think you can get help from Access to Work. Contact your Access to Work centre.

Cardiff (for South West England, Wales, West Midlands and East Midlands)

Access to Work - Cardiff

atwosu.cardiff@dwp.gsi.gov.uk

Telephone: 0345 268 8489

Text phone: 0845 602 5850

Fax: 02920 423 342

Cardiff West Jobcentre

Post Handling Site B

Wolverhampton

WV99 1BD

You may need:

- your National Insurance number
- your workplace address, including your postcode
- the name, email address and work phone number of a workplace contact (e.g. your manager)
- your unique tax reference number (if you're self employed)
- The name of your New Enterprise Allowance mentor

Appendix E

Process for employing individuals with a disability

1. The detachable questionnaire supplied with the application form will ask the following question:

- Do you consider yourself as having a disability?

PLEASE NOTE: No unconditional offer of employment will be made until satisfactory health clearance is received and after consultation with Access to Work and/or the Disability Employment Advisor or other relevant agencies if required

2. Short listed candidates should be told in advance of their interview of any work-related testing, so that they can inform Human Resources if they require any adjustments to be made. Adjustments may be reasonable but this depends on how closely the test is related to the job and what adjustment that might need to be made if the candidate were offered the position.

Examples of adjustments that might be reasonable:

- Allowing extra time to complete a test
- Letting a reader or scribe help with reading or writing during the test
- Accepting a lower pass rate for a person whose impairment inhibits performance in such a test where this is unlikely to harm performance in the actual job.

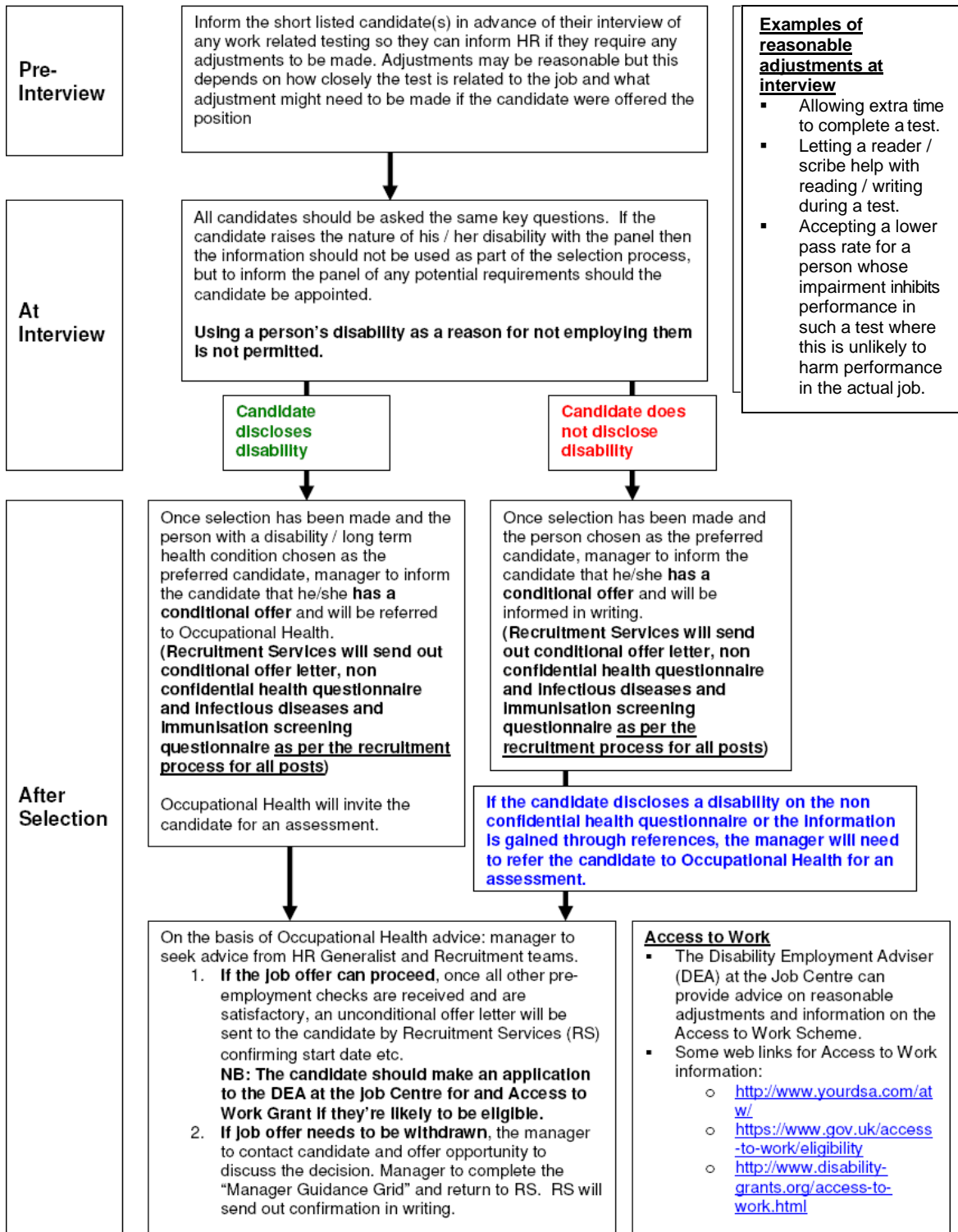
3. At interview all candidate should be asked the same key questions. If the candidate raises the nature of disability with the panel then the information should not be used as part of the selection process, but to inform the panel of any potential requirements should the candidate be appointed. Using disability as a reason for not employing a disabled person is not permitted.
4. Once selection has been made and the disabled person is chosen as the preferred candidate, they will be notified and informed that an Occupational Health Form will be sent to them to complete and they will be invited back to look at the workplace to contribute to the process, which is used to assess the needs for adjustment. Confirmation will be sent in writing of the process that will be followed.
5. Occupational Health as well as other relevant personnel (i.e., Health & Safety, IT, Estates) will be contacted and invited to attend a meeting along with the Line Manager. A HR representative may also be in attendance to provide advice.
6. At the meeting the Job Description should be discussed to identify any limitations or adjustments that may be required. The Health and Safety

Manager will undertake a full risk assessment. Summary notes will be taken and forwarded along with supplementary information to the Occupational Health Department in time for the medical assessment.

7. If Occupational Health identify that the candidate is medically fit for work the HR representative will notify the relevant Manager and the Disability Employment Adviser (DEA) will be contacted:
 - Advice should be sort on reasonable adjustments
 - Access to Work Scheme
 - Job Introduction Scheme, if genuine concerns about the ability to manage the particular job are raised because of the disability. The DEA will decide the Job Introduction Scheme is available in the circumstance.
8. The Estates Department, in conjunction with the DEA, will provide guidance on disabled access, building adaptation and modification.
9. The Finance must be informed of any cost to identify the budget.
10. Once the decision making panel has established all the relevant information, either a formal offer will be made or the candidate will be informed that his/her application will not proceed on the grounds of capability.
11. If the formal offer is made a briefing session should be organised to agree an action plan for implementation and provisional start date agreed.
12. The candidate should be kept fully informed throughout the process.

Further guidance can be obtained from the Generalist Human Resources team at any time.

Process for Employing Individuals with a Disability



If you require support / advice at any time during the recruitment process you can contact the Disability Advisory Service – Tel: 0116 250 2959, Email: disability.advisor@uhl-tr.nhs.uk

APPENDIX F- MONITORING TABLE

Element to be Monitored	Lead	Tool	Frequency	Reporting Arrangements
Candidates with disabilities are treated with equity at recruitment.	Recruitment Services / Line Managers	Equality monitoring data collected during recruitment.	At recruitment	Reported to Director of People and Organastional Development
Monitoring manager compliance with policy	Human Resource Advisors / Line Managers	HR will monitor management's compliance with the policy	Annually (or more frequently as necessary)	Reported to Director of People and Organastional Development
Reasonable adjustments are being applied with consistency across the Trust	Line Managers / Equality Team	Equality Team / HR will monitor any reasonable adjustment request to ensure compliance	When necessary	Reported to Director of People and Organastional Development