**Disability Confident Employment – Self-assessment Level 2**

Contents

[Theme 1- Attracting and recruiting disabled candidates to all LPT jobs (relates to WDES metrics 1 and 2) 1](#_Toc13042138)

[1. Actively looking to attract and recruit disabled people 1](#_Toc13042139)

[2. Providing a fully inclusive and accessible recruitment process 3](#_Toc13042140)

[3. Offering an interview to disabled people who meet the minimum criteria for the job 6](#_Toc13042141)

[4. Flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job. This may include: 7](#_Toc13042142)

[5. Making reasonable adjustments as required 8](#_Toc13042143)

[6. Encouraging our suppliers and partner firms to be Disability Confident 9](#_Toc13042144)

[7. Ensuring employees have sufficient disability equality awareness. 10](#_Toc13042145)

[Theme 2 – Getting the right people for the services we deliver (activity) (relates to WDES metrics 1, 2, 5, and 8) 11](#_Toc13042146)

[1. Providing work experience 11](#_Toc13042147)

[2. Providing work trials 12](#_Toc13042148)

[3. Providing paid employment (permanent or fixed term) 12](#_Toc13042149)

[4. Providing apprenticeships 13](#_Toc13042150)

[5. Providing traineeships 14](#_Toc13042151)

[6. Providing paid internships or supported internships (or both) 14](#_Toc13042152)

[7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people 15](#_Toc13042153)

[8. Engaging with Jobcentre Plus, Work Choice providers or local disabled people’s user led organisation to access support when required (or both) 16](#_Toc13042154)

[9. Providing an environment that is inclusive and accessible for staff, clients and customers 16](#_Toc13042155)

[10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do 18](#_Toc13042156)

[Theme 3 – Retaining and developing our disabled staff (relates to WDES metrics 3, 4, 5, 6, 7, 8, 9 and 10) 19](#_Toc13042157)

[1. Promoting a culture of being Disability Confident 19](#_Toc13042158)

[2. Supporting employees to manage their disabilities or health conditions 19](#_Toc13042159)

[3. Ensuring there are no barriers to the development and progression of disabled staff 21](#_Toc13042160)

[4. Ensuring managers are aware of how they can support staff who are sick or absent from work 23](#_Toc13042161)

[5. Valuing and listening to feedback from disabled staff 24](#_Toc13042162)

[6. Reviewing this Disability Confident employer self-assessment 25](#_Toc13042163)

[Theme 4 – Keeping and developing your people (activity) (relates to WDES metrics 1, 3, 4, 5, 6, 7, 8, and 9) 26](#_Toc13042164)

[1. Providing mentoring, coaching, buddying and other support networks for staff 26](#_Toc13042165)

[2. Including disability awareness equality training in our induction process 27](#_Toc13042166)

[3. Guiding staff to information and advice on mental health conditions 27](#_Toc13042167)

[4. Providing occupational health services, if required 28](#_Toc13042168)

[5. Identifying and sharing good practice 28](#_Toc13042169)

[6. Providing human resources managers with specific Disability Confident training 29](#_Toc13042170)

# Theme 1- Attracting and recruiting disabled candidates to all LPT jobs (relates to WDES metrics 1 and 2)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Action** | **Lead** | **Current Positon and Gaps** | **RAG Rating** | **By When** |
| Actively looking to attract and recruit disabled people | | | | | |
| a. | Make a commitment to employ and retain disabled people and ensure this is reflected in job adverts, at all levels | DN | Interview guarantee scheme for candidates who meet essential criteria of person specification and identify themselves to us as having a disability.  Retain: reasonable adjustment policy and Trust actively works with Access to Work on case by case basis. Occupational Health Services available to the organisation to assess/support individual needs.  Job adverts all have a document attached that details the Trust’s approach to offering reasonable adjustments at all stages of the recruitment process. | **A** | Ongoing |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| b. | Connect with local (and if appropriate) [national disability organisations](https://www.gov.uk/government/publications/disabled-peoples-user-led-organisations-list-and-contacts) to access networks of disabled people who want to work.  For example, see the [Leonard Cheshire Disability - Change100 for businesses case study](https://www.youtube.com/embed/_cxFvD27G5w?rel=o) | DN | We work with Remploy to identify roles that would be suitable to employ people with learning disabilities.  We are signed up to a national NHS agenda to recruit more people with learning disabilities. | **A** | Ongoing |
| c. | Run, support or participate in local disability jobs fairs or targeted recruitment campaigns. Contact your local Jobcentre Plus to see if there are any being organised near you. | DN | We are in contact with Job Centre plus and are aware when their job fairs are. The next fair is to be held on the 9th July 2019. The Trust will be attending, representatives to include the Recruitment Selection Team, ED Team, the Chair of the Support Network, Learning and Development Team and our Trust Board WDES Sponsor. | **A** | July 2019 & ongoing |
| d. | Develop links with Jobcentre Plus and access government resources (For example [Work Choice providers](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609052/work-choice-annex10.pdf)) to advertise your jobs and attract disabled people to apply for opportunities. | DN | All NHS Jobs adverts are automatically replicated on Universal Job Matching service that Job Centre plus utilise. Working with Remploy | **A** | Ongoing |
| e. | Placing job adverts in the disability press or on disability websites or both. For example:  Diversity Jobs;  Evenbreak;  Disability Now;  Provider websites.  Further resources include;  [Recruitment and Disabled People](https://www.gov.uk/recruitment-disabled-people). | DN | **Gap**: not currently doing this.  Will investigate posting general adverts on some of these sites to raise awareness of Trust. | **B** | October 2019 |
| Providing a fully inclusive and accessible recruitment process | | | | | |
| a. | Identify and address any barriers that may prevent or deter disabled people from applying for jobs, including where you advertise, the words you use and how people can apply. | DN | Recruitment process offers different opportunities for protected groups to apply for posts within LPT, however there is recognition that some groups may not always be aware of recruitment within LPT and therefore other options will be explored.  **Gap**: explore other attraction opportunities. Inclusion of diverse recruitment panels underway for BME applicants and to be extended to include disabled panel members where appropriate. | **A** | December 2019 |
| b. | Make sure online or offline processes are fully accessible. For example provide a named contact, telephone number and email for applicants to request support or ask questions. | DN | There is a name and number attached to NHS Jobs which is ultimately where all our advertising comes back to for people to apply. We have had contact from people with a range of queries/requirements regarding posts that they want to apply for. | **A** | Ongoing |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| c. | Get your recruitment process tested by disabled people and if there is a barrier either remove it or provide an alternative way to apply. | DN / MAPLE | In 18/19 people with disabilities were represented at a higher level than expected (based on local population estimates, Census 2011) amongst LPT’s job applications (disabled people made up 4.8% of the local working age population and 6.1% of LPT’s job applicants). Disabled people were also as likely as those not disabled to be shortlisted from amongst applicants (44.5% of Disabled applicants were shortlisted compared to 40.9% of those not disabled) and were as likely to appointed from amongst those shortlisted too (5.7% of shortlisted Disabled people were appointed compared to 8.0% of those not disabled).  However we will undertake a process of testing the recruitment process within LPT by using our disabled staff support group.  **Gap:** secret shopper exercise to be undertaken. | **A** | February 2020 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| d. | Provide a short but accurate job description that clearly sets out what the jobholder will be required to achieve, accepting there are different ways to achieve the same objective. | DN | We have done some work to develop generic job descriptions for our key roles. These have been designed to minimise indirectly discriminatory requirements.  **Gap:** ask Disability Support Group to provide a review of our documents to see if we can make our documentation more succinct. | **A** | December 2019 |
| e. | Make sure you make all documentation available in different formats if required (written and online). | DN | Application forms can be provided online or as paper copy.  If a request for reasonable adjustment was sent in, such as for a hard copy of adverts, we would provide this.  If an applicant wanted to send in a CV, we would send them a paper application form to complete (this is so characteristics that could potentially be discriminated against can be removed from the application from prior to managers shortlisting) | **G** | Complete and an ongoing action |
| f. | Accept job applications in a variety of formats. | DN | Application forms can be provided online or as paper copy. | **G** | Complete and an ongoing action |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| g. | Make sure people involved in the recruitment process are Disability Confident and know how to support disabled applicants.  Further resources include:  [Recruitment and Disabled People](https://www.gov.uk/recruitment-disabled-people);  [Business Disability Forum](http://www.businessdisabilityforum.org.uk/);  [Finding Inclusive Employers](http://blogs.lse.ac.uk/careers/2016/01/28/finding-inclusive-employers/);  [Accessible communication formats](https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats);  [Recruiting Disabled talent](https://www.youtube.com/embed/g6W89X5CITE?rel=o);  [Guidance finding talent – top tips](http://www.clearkit.co.uk/public/cms/80/87/101/1230/Guidance%20-%20Finding%20talent%20-%20Top%20tips.pdf?realName=ETqZb7.pdf). | DN | An e-learning package is in place and the recruitment and selection training as well as the manging ill health training includes how managers can make reasonable adjustments to ensure that the Trust is a disability confident employer | **G** | Complete and an ongoing action |
| Offering an interview to disabled people who meet the minimum criteria for the job | | | | | |
| Some employers will be able to offer a guaranteed interview. If employers do not advertise a formal guaranteed interview they should make it clear in their recruitment material that if a disabled applicant meets the minimum criteria for the job (this is the description of the job as set by the employer) they will be given the opportunity to demonstrate their abilities at an interview.  **To make interviews work well for disabled applicants you will have:** | | | | | |
| a. | Made sure your recruiters (internal or external) know how to support disabled applicants. | DN | Access to work publicised.  In recruitment e-learning to be aware of adjustments required and how planning to make them before get to the interview. | **A** | Ongoing |
| b. | Identified the core elements of the job and made these known in your advert, job specification and on line. | DN | Standard job description/person spec template  Generic agreed job descriptions for key roles. | **G** | Complete and an ongoing action |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| c. | Provided an opportunity for disabled people to indicate that they are disabled or have a long-term health condition and are requesting an interview. | DN | Standard question that comes up when an applicant accepts an interview asking any adjustments are needed. | **G** | Complete and an ongoing action |
| d. | Make sure you invite disabled people who meet the minimum criteria for the job when sifting job applicants. | DN | Standard part of our Recruitment and Selection policy | **G** | Complete and an ongoing action |
| e. | Further resources include:  [Guaranteed interview scheme](https://www.gov.uk/government/publications/guaranteed-interview-scheme);  [Evenbreak](http://www.evenbreak.co.uk/home/);  [Disability Rights UK](https://www.disabilityrightsuk.org/sites/default/files/pdf/GetBack16.pdf). | DN | Recruitment team to review resources available and assess applicability to Trust requirements. | **B** | October 2019 |
| Flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job. This may include: | | | | | |
| a. | Planning for, and making reasonable adjustments to the assessment and interview process. For example, small things such as allowing candidates to complete a written test using a computer can make a big difference. | DN | LPT’s recruitment and selection eLearning package includes extensive advice on making reasonable adjustments for disabled staff. Candidates are provided with reasonable adjustments for assessments and at interview if their needs are known. LPT have also been providing Inclusive Recruitment training, as well as Training for Trainers in the latter. | **G** | Complete and an ongoing action |
| b. | Offering extended or working interviews to enable disabled people to demonstrate their potential. | DN | To be explored. | **B** | December 2019 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| c. | Making sure people involved in the interviewing process understand the Disability Confident commitment and know how to offer and make reasonable adjustments. (For example; a later interview time that takes account of the longer journey time a disabled person may need).  Further resources include;  [Considering other selection methods](http://www.clearkit.co.uk/public/cms/80/87/101/1173/Guidance%20-%20Considering%20other%20selection%20methods.pdf?realName=MMgTV3.pdf);  [Individuals with hidden impairments](http://doitprofiler.com/wp-content/uploads/2015/10/W2W-leaflet.pdf). | DN | Recruitment and Selection e learning covers this | **G** | Complete |
| Making reasonable adjustments as required | | | | | |
| a. | Make reasonable adjustments e.g. (such as changes to working patterns, adaptations to premises or equipment and provision of support packages) will ensure disabled workers are not disadvantaged when applying for and doing their jobs. This includes contract workers, trainees, apprentices and business partners.  Often these adjustments will cost nothing or very little. The Access to Work scheme may be able to provide advice and assistance if there are extra costs involved.  It’s important that your employees at all levels and any agencies you use know what to do and know where to turn to for advice.  Further resources include:  [Reasonable Adjustments for disabled workers](https://www.gov.uk/reasonable-adjustments-for-disabled-workers);  [Reasonable Adjustments are often straightforward (ACAS guide)](http://www.acas.org.uk/index.aspx?articleid=4986);  [Access to Work guide for employers](https://www.gov.uk/government/publications/access-to-work-guide-for-employers). | DN / VP / HR | LPT has a Reasonable Adjustments Policy, which is regularly promoted.  Leicestershire Partnership NHS Trust has a clear obligation under The Equality Act 2010 as an employer, service provider and education provider.  The Trust undertakes Reasonable Adjustments to its Premises where necessary. This is demonstrated by the following:   * Disabled car-parking bays are provided on every site. * Making special provisions for allocated parking where appropriate. * Flat or ramped access to patient accessible buildings. * Locating clinical consultation rooms/patient activity rooms on ground floor locations. * Making adjustments to premises i.e. Signage. Lifts, equipment which allows emergency evacuation, wide doorways, accessible toilets and lighting etc. * Allowing use on the premises of motorised scooters and wheelchairs. * Providing wheelchairs for patient, visitor use and for those with mobility issues/fragility. * Acquiring or modifying equipment e.g.; height adjustable furniture, telephones adapted with amplifier, hearing loops. * Provision of specialist bariatric equipment where required.   All refurbishment and new-build schemes incorporate accessibility as a fundamental design requirement. | **G** | Complete and an ongoing action |
| Encouraging our suppliers and partner firms to be Disability Confident | | | | | |
| a. | As a Disability Confident employer you can encourage your partners, suppliers and providers to demonstrate their commitment to being Disability Confident. You may wish to consider setting clear performance indicators for your supply chain and partners.  Further resources include:  [The clear company](http://www.theclearcompany.co.uk/);  [Business Disability Forum](http://www.businessdisabilityforum.org.uk/). | SH | Currently there is no requirement when procuring or carrying out a competitive exercise to include PIs related to being Disability Confident. Should the Trust wish to include this as a tender return question, we can include it and record the response separately if that is required.  LPT would also need to decide if this would be a mandatory ‘pass’ question – non-correct answer = elimination;  something to record, but may affect the outcome of the tender evaluation, depending on the response; something to record, but would not affect the outcome of the tender evaluation, depending on the response.  The Modern Slavery questions included as part of the tender response work this way. | **B** | December 2019 |
| Ensuring employees have sufficient disability equality awareness. | | | | | |
| a. | A Disability Confident employer will ensure all employees have sufficient disability equality awareness, taking into account their role.  For example:   * Staff carrying out recruitment will need to be fully aware of the steps to make a recruitment process fully accessible; * Managers and supervisors will need to understand how to support their disabled staff; * Other employees will need a general understanding of how attitudes, behaviours and environment can affect disabled people. | EHR / L&D / HR | The Recruitment team deliver training to ensure managers/staff with recruitment responsibilities are aware of accessible and reasonable adjustments for candidates.  Managing Ill Health training provides managers with an understanding on supporting staff who require reasonable adjustments due to their disability.  The Equality e learning, induction and mandatory training provide staff with an awareness of the Equality Act 2010 and the requirements for disabled staff. | **G** | Complete |

# Theme 2 – Getting the right people for the services we deliver (activity) (relates to WDES metrics 1, 2, 5, and 8)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Action** | **Lead** | **Current Positon and Gaps** | **RAG Rating** | **By When** |
| Providing work experience | | | | | |
| a. | Work experience is usually for a fixed period of time that a person spends with the business, when they can learn about working life and the working environment.  Some work experience positions offer people the chance to try particular tasks. Others can provide an opportunity to watch and learn.  Work experience also provides an opportunity for disabled people to demonstrate their abilities and helps build the resilience and behaviours they will need to succeed. Watch the Mencap and Inclusive Employer’s video to see the experience of young people during Learning Disabilities Work Experience Week.  Further resources include:  [Not just making tea a guide to work experience](https://www.gov.uk/government/publications/not-just-making-tea-a-guide-to-work-experience);  [Mencap Work experience](https://www.youtube.com/embed/2yMMC97MMCw?rel=o). | AOD | We have a Work Experience Policy in place that supports staff to have local placement or for them to be co-ordinated by Learning and Development. We provide placements in both clinical and non-clinical areas.  We have trained over 100 staff in inclusive recruitment ‘apprenticeships for all’. This course will continue using train the trainer approach led by L&D. | **G** | Complete |
| Providing work trials | | | | | |
| **a.** | This is a way of trying out a potential employee before offering them a job. It can be informal or by agreement with Jobcentre Plus.    If this is agreed with Jobcentre Plus, an employer can offer a work trial if the potential job is for 16 hours or more a week and lasts for at least 13 weeks. The work trial can last for up to 30 days.  Further resources include;  [Work trials](https://www.gov.uk/jobcentre-plus-help-for-recruiters/work-trials) | DN / AOD | Awareness of scheme but not actively employing it at moment.  We have trained over 100 staff in inclusive recruitment ‘apprenticeships for all’. This course will continue using train the trainer approach led by L&D.  Explore ways in which LPT can work with Jobcentre Plus to progress this. | **A** | January 2020 |
| Providing paid employment (permanent or fixed term) | | | | | |
| **a.** | As well as providing employment opportunities, a Disability Confident employer will encourage disabled people to apply for their vacancies and support them when they do. Jobcentre Plus has a range of recruitment services that can help an employer seeking to recruit staff. An employer can get:   * [Recruitment advice](https://www.gov.uk/jobcentre-plus-help-for-recruiters/recruitment-advice-and-support), including specialist support for businesses; * Help setting up [work trials](https://www.gov.uk/jobcentre-plus-help-for-recruiters/work-trials) to give an opportunity to see potential recruits in action in the work environment; * Help through the [Work Choice or other](https://www.gov.uk/jobcentre-plus-help-for-recruiters/work-choice) programmes towards employing a disabled person who need specialist support from [other employment schemes](https://www.gov.uk/jobcentre-plus-help-for-recruiters/other-employment-schemes), including Work Clubs and help with work experience. * Further resources include; * [Work trials](https://www.gov.uk/jobcentre-plus-help-for-recruiters/work-trials); * [Recruitment and disabled people](https://www.gov.uk/recruitment-disabled-people); * [Sector based work-academies employer guide](https://www.gov.uk/government/publications/sector-based-work-academies-employer-guide). | DN | The Trust actively encourages disabled applicants to apply for roles in the organisation and supports them when they do. The evidence from our 2019 workforce data analysis demonstrates that there are more disabled applicants proportionately compared to the disabled working age population applying for roles. | **A** | January 2020 |
| Providing apprenticeships | | | | | |
| a. | These are for new or current employees. They combine working with studying for a work-based qualification. As well as providing apprenticeship opportunities, a Disability Confident employer will encourage disabled people to apply for their vacancies and support them when they do. Employers based in England may be able to get a grant or funding to employ an apprentice.  Apprentices must be paid at least the minimum apprenticeship wage.  The apprentice must:   * work with experienced staff; * learn job-specific skills; * study for a work-based qualification during their working week, such as at a college or training organisation.   Further resources include;  [Take on an apprentice](https://www.gov.uk/take-on-an-apprentice). | AOD | We provide apprenticeships to individuals new to the organisation and help young people into work. We have a partnership arrangement with our local NHS provider/employer to support both clinical and non-clinical apprenticeships. There is more work to do on improving the retention of our apprentices following training and to embrace to new opportunities for registered clinical apprenticeships.  We also offer apprentice opportunities for our existing staff.  We have trained over 100 staff in inclusive recruitment ‘apprenticeships for all’. This course will continue using train the trainer approach lead by L&D.  There is a need to look more closely at the numbers of apprentices with disabilities to ensure that they are getting the correct support. | **B** | November 2019 |
| Providing traineeships | | | | | |
| a. | Traineeships are designed to help young people who want to get an apprenticeship or job but don’t yet have appropriate skills or experience.  Further resources include;  [Traineeships fact sheet for employers](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/576758/NAS-P-100145_Traineeships_Fact_Sheet_Employer.pdf). | AOD | We currently focus on bringing young people in through apprenticeship rather than traineeships.  Explore the introduction of ‘Traineeships’ as entry level to apprenticeships for disabled young people. | **B** | December 2019 |
| Providing paid internships or supported internships (or both) | | | | | |
| a. | A paid internship is a period of paid work experience between 1 and 4 months, aimed at college or university students and usually taking place during the summer.  Typically the intern will work full time for a certain employer, where they will gain experience and basic knowledge about a particular business discipline.  This valuable experience can be built upon during a placement year as well as in graduate employment.  A supported internship is aimed at disabled people still in education who are seeking work experience and knowledge about a business discipline but whose disability is such that they need special support, often including a support worker or work coach to help them in the workplace.  Supported internships do require time and commitment to set up, so might be most appropriate for a larger employer who could offer several of them at once or in succession, sharing support costs and setting up time.  Further resources include;  [Advertise internship](https://www.gov.uk/advertise-internship);  [Leonard Cheshire – what we do Change 100](https://www.leonardcheshire.org/support-and-information/life-and-work-skills-development/employment-programmes/change100);  [Supported internship guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389411/Supported_Internship_Guidance_Dec_14.pdf). | AOD | We have non-clinical areas which have established internships, both paid and unpaid e.g. research, finance and business support. | **A** | Complete |
| Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people | | | | | |
| a. | This can help ensure the opportunities are seen by disabled people. Appropriate organisations include:  • [Diversity Jobs](http://www.diversityjobs.co.uk/);  • [Even break](http://www.evenbreak.co.uk/home/);  • [Disability Now](https://disabilitynow.org.uk/);  • [RNIB](https://www.rnib.org.uk/);  • Provider websites;  • Your local Council for Voluntary Service;  • Your local disability rights organisation. | DN | We advertise all jobs on NHS jobs which by default copies them to Job Centre Universal matching service. Run generic recruit adverts and signpost to NHS jobs for the ‘live list’ of jobs. Please refer to Theme 1, subtheme 1e, above. | **B** | October 2019 |
| Engaging with Jobcentre Plus, Work Choice providers or local disabled people’s user led organisation to access support when required (or both) | | | | | |
| a. | This may include:  • identifying and connecting with national local disabled people’s networks and organisations (or both);  • identifying and connecting with Work Choice providers;  • identifying and connecting with Job Clubs; | DN | Although, the Trust main focus in recruitment is qualified clinicians, we also have on-going recruitment activity within non-clinical areas. The recruitment team have contact with Jobcentre Plus and will continue to engage to improve recruitment opportunities for target groups. | **B** | January 2020 |
| b. | • building links to specialist schools, colleges etc.;  • working with advocates.  Further resources include;  [What is a DPULO](https://www.youtube.com/embed/GGZzFKcAWms?rel=o);  [Disabled peoples user led organisations list and contacts](https://www.gov.uk/government/publications/disabled-peoples-user-led-organisations-list-and-contacts);  [Help for recruiters/work-choices](https://www.gov.uk/jobcentre-plus-help-for-recruiters/work-choice). | LD | **Gap:** L & D to engage and implement the national agenda for the recruitment of Apprenticeships for disabled people. | **B** | January 2020 |
| Providing an environment that is inclusive and accessible for staff, clients and customers | | | | | |
| a. | Access is not only about meeting the needs of people with physical impairments. It is also about meeting the access needs of people with, for example, sensory impairments or learning disabilities. An inclusive environment works better for everybody. | DN / HR | Reasonable Adjustments Policy.  The Trust is introducing an agile working approach. Where agile is not appropriate due to health needs, adjustments will be made so is managed under the reasonable adjustments policy. | **A** | Ongoing |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| b. | Accommodating the needs of those customers, clients and service users who might be disabled can help you make sure that your business is accessible to everyone. It will also send a message to the world that disabled people are welcome in your business. In turn, this helps to attract applications from disabled people for vacancies or other opportunities you are offering. | VP | Leicestershire Partnership NHS Trust has a clear obligation under The Equality Act 2010 as an employer, service provider and education provider.  The Trust undertakes Reasonable Adjustments to its Premises where necessary. This is demonstrated by the following:   * Disabled car-parking bays are provided on every site. * Making special provisions for allocated parking where appropriate. * Flat or ramped access to patient accessible buildings. * Locating clinical consultation rooms/patient activity rooms on ground floor locations. * Making adjustments to premises i.e. Signage. Lifts, equipment which allows emergency evacuation, wide doorways, accessible toilets and lighting etc. * Allowing use on the premises of motorised scooters and wheelchairs. * Providing wheelchairs for patient, visitor use and for those with mobility issues/fragility. * Acquiring or modifying equipment e.g.; height adjustable furniture, telephones adapted with amplifier, hearing loops. * Provision of specialist bariatric equipment where required. * All refurbishment and new-build schemes incorporate accessibility as a fundamental design requirement. | **G** | Complete and an ongoing action |
| c. | Find out more about inclusive environments | VP | As above | **G** | Complete and an ongoing action |
| d. | See infographic: Are your premises accessible?  Further resources include;  [Infographics is your premises accessible](http://businessdisabilityforum.org.uk/media-centre/news/infographic-is-your-premises-accessible-disabled-access-day-2015/);  [Inclusive-environments](http://www.designcouncil.org.uk/what-we-do/inclusive-environments). | VP | As above | **G** | Complete and an ongoing action |
| Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do | | | | | |
| a. | Your business may have developed other innovative and effective approaches beyond what we have set out here. If so we would like to hear what you are doing. If appropriate, we could include details and case studies in future versions of this scheme, to help other employers. | All | The Trust has a Health and Wellbeing Strategy to drive forward positive ways to improve staff health and wellbeing (mental and physical).  The Trust has signed a Pledge, as part of the national agenda to recruit more people with Learning disabilities/difficulties. The work has commenced with Remploy and we are now in the process of training staff and recruitment of individuals, through the support of Remploy. | **G** | Complete |

# Theme 3 – Retaining and developing our disabled staff (relates to WDES metrics 3, 4, 5, 6, 7, 8, 9 and 10)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Action** | **Lead** | **Current Positon and Gaps** | **RAG Rating** | **By When** |
| Promoting a culture of being Disability Confident | | | | | |
| a. | This is about building a culture in your business where your employees feel safe to disclose any disability or long-term health condition, feeling confident they will be supported as necessary. It’s about creating positive messages in company literature, statements and plans, and challenging any negative images or prejudicial statements.  A Disability Confident employer will regularly consult with staff about their perceptions of issues, barriers or concerns and will report back on action taken to address these.  Further resources include;  [The Clear Company](http://www.theclearcompany.co.uk/);  [Business Disability Forum](http://www.businessdisabilityforum.org.uk/). | DSG / EHR | The Disability staff support group, MAPLE, has an HR representative who supports and provides guidance to staff.  The group also aids the Trust with policy development and the development of initiatives that raise awareness and improve access for the target group.  The group also positively challenge situations and conditions applied, to improve staff experience in the Trust. The work in this area is on-going and the equality team work closely with the group to ensure any barriers or adverse impact is mitigated. | **G** | Complete and an ongoing action |
| Supporting employees to manage their disabilities or health conditions | | | | | |
| a. | This could include:  • encouraging employees to be open and to discuss access and support needs; | DSG / EHR | The Trust has a well established support network called Maple. The Group regularly discusses personal and Trust wide issues in relation to disability and access. A video blog has been produced and is on the internal webpages. Further work will be explored in encouraging disabled staff to flag and discuss issues of concern. | **G** | Complete and an ongoing action |
| b. | • making sure that employees know that should they acquire a disability or should an existing disability or health condition worsen, every effort will be made to enable them to continue in their current job or an alternative one; | HR / EHR | The Trust Reasonable Adjustment Policy and guidance provides clear routes to supporting staff to undertake their role.  Training is available to ensure managers are aware of the need to make reasonable adjustments.  Flexible working options are available for all staff.  Management of Ill-Health training and the associated policy are clear about support that should be afforded to staff who are disabled at the time of recruitment or if they acquire a disability during employment. | **G** | Complete |
| c. | • providing support for existing employees who become disabled or experience health problems for example via occupational health sessions, offering flexible working patterns, offering home-working; | HR / EHR | As above | **G** | Complete and an ongoing action |
| d. | • providing reasonable adjustments as necessary to support staff. This includes supporting applications to Access to Work for advice and financial support.  Further resources include;  [Recruiting disabled talent](https://vimeo.com/155100335?lite=1). | HR / EHR | As above | **G** | Complete and an ongoing action |
| Ensuring there are no barriers to the development and progression of disabled staff | | | | | |
| a. | This could include:  • encouraging disabled staff to be ambitious and seek progression in the workplace, including increasing hours, taking on additional responsibilities and seeking promotion; | DSG / EHR | Disabled staff support group (MAPLE) has role as champions for disabled staff and sharing positive outcomes for disabled staff.  Highlighting the fact that there are reasonable adjustments. | **G** | Complete |
| b. | • ensuring disabled staff are fully included in team meetings and informal communications; | All | Staff are included in formal and informal communications. Where reasonable adjustments are required, the Trust will put in place appropriate actions. For example; making information available in large print, etc. | **G** | Complete and an ongoing action |
| c. | • monitoring, whether formally or informally, progression rates for disabled staff and ensuring they are in line with general progression rates; | EHR | Metric 1 of the WDES does not indicate a specific block in career progression. However, rates of declaring disability status are low (78% overall) – especially at higher levels in the organisation (as low as 26% at clinical pay bands 8c and above). Consequently, information presently held on the profile of disabled staff are different in the organisation cannot be considered reliable. Work needs to be done on improving disability declaration rates, especially at more senior levels. | **A** | Ongoing |
| d. | • regularly discussing training and development needs with all staff, including disabled staff and offering appropriate training support as necessary such as courses in alternative formats, special coaching if necessary, accessible training venues; | L&D / HR | The Trust appraisal process ensures that staff have discussions with managers about training and development opportunities available in the Trust or externally. All staff when applying for courses are offered the opportunity to indicate where support would be needed due to a disability.  Trainers are informed of any support they require and make adaptions as necessary. However, workforce data shows disabled staff have negative experiences when trying to access opportunities.  L&D to consider ways to enhance access for disabled staff. | **A** | Need to add date here? |
| e. | • ensuring there are no unforeseen barriers to progression, such as changes to location or travel arrangements that a disabled member of staff could not do; | L&D / HR | Any changes to the personal circumstances of disabled staff are addressed through the Reasonable Adjustments Policy of the Trust. Managers, who have received training in respect of reasonable adjustments, would be expected to ensure that all appropriate steps are taken to remove any barriers to the development and progression of their staff. | **G** | Complete |
| f. | The linked guide explores three areas of equality good practice to help with this action:  • equality policies  • equality training  • monitoring  Further resources include;  [BBC disability talent](http://www.bbc.co.uk/mediacentre/latestnews/2014/extend);  [Case study an inclusive approach to developing disabled talent](http://equalapproach.com/);  [Equality policies](https://www.equalityhumanrights.com/en/publication-download/good-equality-practice-employers-equality-policies-equality-training-and). | L&D / EHR | The Trust has a number of policies and practices in place to support staff in training and employment opportunities such as Reasonable Adjustment policy, Due Regard process, etc.  The Trust monitors the profile of its workforce and understands that more needs to be done to support staff in declaring their disability and gaining the support required.  The implementation of the WDES will support this work in the future. | **G** | Complete |
| Ensuring managers are aware of how they can support staff who are sick or absent from work | | | | | |
| a. | This could include:  • having a clear process for managing absence and making sure all staff know about this process; | HR / EHR | The Trust Management of Ill Health policy supports staff and ensures that any issues regarding their disability are recorded and supported throughout their employment.  Managers are provided with training to ensure they are aware of the policies in place and their duty to support staff. Trust runs a 1 day workshop on how to manage ill health which is compulsory for all existing and new managers. | **G** | Complete |
| b. | • where appropriate, making a referral to the Fit for Work service; | HR / OH | The Trust has a full OH Service provided by UHL under a service level agreement. Managers are encouraged to refer staff for Occupational Health support for any health related concern or difficulty relating to potential adjustments that may be needed. We are aware of Fit for Work but generally use our own internal OH service. | **G** | Complete |
| c. | • ensuring that absent staff receive regular contact from their line manager to keep them in touch with work developments and so they know they are still valued; | HR | The Trust Management of Ill Health policy clearly states how the Trust will support, keep in touch and implement an appropriate return to work for staff whose absence from work for reasons related to their disability or any other purpose. | **G** | Complete |
| d. | • when a staff member has recovered enough to return to work, making sure a support plan is in place. This might include temporary reductions in hours or changes to work patterns and any necessary reasonable adjustments. Where the employee is unable to continue in their current role, despite reasonable; adjustments, you should explore suitable alternatives. | HR | As part of the policy, the Trust has clear guidance of managers or staff with management responsibilities to put in place an action plan to support staff with any adjustments. | **G** | Complete |
| Valuing and listening to feedback from disabled staff | | | | | |
| a. | This could include:  • ensuring there are opportunities for staff feedback, whether through formal staff surveys and forums or informally, and encouraging staff to participate in them; | HR / DSG / EHR | DSG Staff  Twitter/Yammer/Enews  Events  Annual staff survey and Quarterly Pulse Survey – both of which are broken down by protected characteristics. | **G** | Complete and an ongoing action |
| b. | • encouraging the creation of disabled staff networks where appropriate and creating mechanisms for receiving feedback from them; | EHR / DSG | DSG Staff network, MAPLE, regular meetings to discuss and improve work in this area. | **G** | Complete |
| c. | • regularly reporting on issues raised and what action has been taken about them; | EHR / DSG | E-learning  Parking  Reasonable adjustments  Highlighted access to work/ Mental Health  Accessing specialist software | **G** | Complete |
| d. | • ensuring that line managers encourage staff to speak openly about their views, needs and ambitions in staff reviews, and act appropriately on the points raised. | HR/EHR | Managers are informed of the DSG group, MAPLE, and information is communicated across the Trust about the group, to ensure managers are able to have the open conversations that lead to positive outcomes for the target group. | **G** | Complete |
| Reviewing this Disability Confident employer self-assessment | | | | | |
| a. | A Disability Confident employer will be looking to continually improve and to take account of changing advice and guidance. Regularly running through the self-assessment pack can help with this process. | EHR | The Trust will continue to work and progress activity that improves opportunities for existing and new staff identified having a disability. For example; work undertaken with Remploy. | **A** |  |

# Theme 4 – Keeping and developing your people (activity) (relates to WDES metrics 1, 3, 4, 5, 6, 7, 8, and 9)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Action** | **Lead** | **Current Positon and Gaps** | **RAG Rating** | **By When** |
| Providing mentoring, coaching, buddying and other support networks for staff | | | | | |
| a. | Providing access to support networks can be a good way of helping disabled staff or those with health conditions to develop their skills and build their confidence. | DSG / EHR | MAPLE Disabled Staff Support Group  Executive membership on staff networks  Board level Disability Champion  Roadshow events LiA  When we get invited to recruitment days | **G** | Complete and an ongoing action |
| b. | Mentoring is a partnership between mentor and mentee, with both working together as equals, in a relationship based upon mutual respect. A mentor is an experienced individual who is willing to share their knowledge with someone less experienced. They involve themselves in helping to guide the career of the mentee through a process of regular meetings and discussions. | L&D / EHR | The Trust has a mentoring and coaching process in place that provides opportunities for staff from all protected groups to access and gain support.  All students and trainees are provided with a mentor or supervisor who is appropriately qualified. Staff can also access mentorship including reverse mentorship. | **G** | Complete |
| c. | Coaching is more focused on a specific area of work and is sometimes used as a short term approach. The coach seeks to use their own everyday experience to improve the performance of others by giving tuition or instruction. | L&D / EHR | We have a group of staff who are qualified mentors and use a system called coachnet to manage their relationships. | **G** | Complete |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| d. | A buddy is generally a nominated colleague who can provide support, guidance and training and promote confidence when a member of staff moves to a new working environment. | L&D / EHR | The DSG group, MAPLE, form as a buddy for any staff member requiring support and guidance with issues related to their disability.  We have buddying systems in place for HCSWs. | **A** |  |
| e. | Some companies also encourage staff to set up their own informal support networks, including virtual networks using email and messaging services. | DSG / EHR | DSG - MAPLE  New website design  Email contact list  Buddying up with peers | **G** | Complete |
| Including disability awareness equality training in our induction process | | | | | |
| a. | Ensuring that new staff and people moving posts receive the appropriate level of disability equality training, ensuring that they can identify and support colleagues and team members with disabilities and support needs. This will be particularly important for staff taking on line management responsibilities. | HR / EHR | All staff receive equality training and refresher training every 3 years. Additionally, managers (existing and new) receive line management training which includes training around supporting staff with disabilities. | **G** | Complete |
| Guiding staff to information and advice on mental health conditions | | | | | |
| a. | Guiding staff to information on mental health and well-being in the work place can help them identify the symptoms and know how to support their team members and colleagues. [National and local helplines and support groups](https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions) access to Work provides a specific mental health support service  Further resources include;  [Employing disabled people and people with health conditions](https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions). | HR | Access to work/ mental  DSG we cascade through Trust emails and workforce meetings so more people gain access to it. | **A** |  |
| **Gap:** L & D to engage and implement the national agenda for the recruitment of Apprenticeships for disabled people. | **B** |
| Providing occupational health services, if required | | | | | |
| a. | An occupational health service can provide support for existing employees who develop an impairment/condition or experience health problems. This can be done internally, for example through occupational health sessions, or might be done through an external provider. Access to Work may be able to offer advice and contribute to the costs of this.  See guidance for employers on using Fit for Work to help their employees stay in or return to work.  Further resources include;  [Access to work](https://www.gov.uk/access-to-work);  [Fit for work guidance for employers](https://www.gov.uk/government/publications/fit-for-work-guidance-for-employers). | OC / HR | The Trust has a full Occupational Health Service provided by UHL. Staff can self-refer or be referred by their manager for any concerns that they may have related to impairments or conditions.  Practical advice is given via medical reports from experienced and suitably qualified OH Professionals. | **G** | Complete |
| Identifying and sharing good practice | | | | | |
| a. | It shows leadership to share your best practice with your wider business community, and helps support others on their Disability Confident journey. | EHR | The Trust leaders are advocates of the equality agenda and are fully committed to supporting progress in this area.  For example; implementation of the reverse mentoring programmes. | **G** | Complete and an ongoing action |
| b. | Being a known exemplar of good practice can help attract disabled talent that you might otherwise have missed. | DSG | Job Fairs  AGM  Training  Anything is possible  ABHAS  Equality Champion  Case studies  Social Media  Speaker | **G** | Complete and an ongoing action |
| c. | Providing specific role models and case studies can help encourage other disabled staff in the organisation or amongst suppliers, networks or the wider community to be more confident and ambitious | HR / EHR | The Trust continually shares best practice. For example; video blogs that demonstrate how staff with disabilities have been integrated into the Trust and scenarios are shared as part of the Management of Ill Health Workshop. | **G** | Complete |
| Providing human resources managers with specific Disability Confident training | | | | | |
| a. | Give managers and people involved in human resources (this can include any recruitment agencies acting on behalf of the organisation) specific and continuing training to make sure the organisation is following current best practice in supporting disabled people. | HR / EHR | Managers and staff receive on-going training and information that helps them to understand the support available to engage disabled staff and ensure inclusive approaches.  HR Team regularly attend employment law updates to ensure compliance with changes in legislation.  Analysis related to the 18/19 WDES indicator on entry to formal capability processes shows that Disabled staff are 2.5 times more likely to enter formal capability proceedings and 8 times more likely to be dismissed on the grounds of capability. There is a need to audit the data to verify and gain further insight in to why disabled staff appear to be at a greater risk. Following this audit there may be a need to better train those involved in capability proceedings to ensure that Disabled staff who are experiencing capability issues are given every assistance to continue in employment. | **A** |  |