

Disability Equality and Disability Related Leave Policy

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Target audience	All staff
Summary	Employee Health and Wellbeing is critical to the delivery of our Strategic Objectives. This policy provides a framework for Equal Opportunity and a proactive approach to supporting disabled staff in the workplace to ensure they are happy, healthy and here.
Changes since last revision	N/A
Monitoring arrangements	Detailed in the relevant section
Training requirements	Management Cascade, update of Time2Talk Management Essentials Training.
Equality Impact Assessment	Assessed in November 2019 see relevant section.

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Appendix 6: Wellness Action Plan (template for Managers)	 Appendix 6 - Wellness Action Plan (

1. Introduction

- 1.1 Around 16% of the working age population is likely to be covered by the Equality Act 2010 as a result of a Long Term Health Condition¹. Although many people with long term health conditions/ Impairments are covered by the Equality Act, most do not identify themselves as being a disabled person. There are a number of reasons for this including fear, dissociation and lack of identification. We know that many disabled people, both inside and outside the NHS, face such widespread discrimination that many do not tell their colleagues or managers. Within this policy, we refer to “people with a disability” as a collective term to cover those who identify specifically as a disabled person, but also those who have a long term health condition or learning disability. Learning disabilities could include; dyslexia, autism spectrum disorder, Dyscalculia and Dysgraphia.
- 1.2 Employee issues regarding disability are currently considered in a number of different Trust policies including the Health Well-being and Attendance Management Policy, Recruitment & Selection Policy and Performance Improvement Policy & Procedure. This policy does not intend to remove reference to disability from these policies - it is intended to augment current policy with a clear set of principles which managers and staff can use to ensure that staff with long term health conditions or disability are encouraged to be open about their condition and the adjustments that we, as a “Disability Confident Employer” can make.
- 1.3 It adopts the “social approach to disability” as the starting point, which derives from the social model of disability. This means that as an organisation we want to move away from considering disability as a medical condition which restricts individuals with impairments (where someone is intrinsically seen as being ill). This policy separates out disability related sickness absence (where the person is sick as a result of their impairment) and disability related absence (where the person is well but needs time away from work to help them manage their condition).
- 1.4 We want to make a clear distinction between these two types of absence, thus removing barriers which prevent people with impairments from receiving the proper support that they require to carry out their jobs. In doing this we will ensure that we meet one of the core principles of the People Strategy which is to ensure that our staff are “happy, healthy and here”.

2. Purpose and Scope of the Policy

- 2.1 Using the social approach to disability, the purpose of this policy is to provide clear direction for managers to support disabled staff in the workplace and to ensure that reasonable adjustments are made. It is also intended to provide a reference for disabled staff that may require adjustments.
- 2.2 The policy applies to disabled staff employed by the Trust. It also applies to disabled people who are potential employees (e.g. successful job applicants) and those who undertake roles in the Trust but are not employed by the Trust such as volunteers, trainees, apprentices, and Interns. The policy does not apply to contractors or agency workers who will be governed by their own employers’ policies and procedures.
- 2.3 Appendices to the policy include more detailed guidance for managers and staff around Reasonable Adjustments and Disability related leave. It also includes tools for managers to effectively support disabled staff including; Wellbeing Action Plans and a Reasonable Adjustment Agreement.

¹ Department for Work & Pensions, Disability Facts & Figures, .Gov.UK 16/01/14

3. Objectives

- 3.1 The objective of this policy is to ensure that disabled staff receive support in the workplace. It also ensures that managers are making reasonable adjustments for disabled staff in compliance with requirements set out in the Equality Act 2010.
- 3.2 It aims to ensure that the experience of disabled staff is improved through clear guidance on reasonable adjustments and additional support when required.

4. Definitions

- 4.1 **Disability** - This policy applies to staff who fall within the Equality Act 2010 definition of Disability:

*A person has a disability if they have a physical or mental impairment, and the impairment has a **substantial, long-term**, adverse effect on a person's ability to carry out **normal day-to-day activities**.*

It is not possible to provide an exhaustive list of conditions that qualify as impairments for the purposes of the Act. Any attempt to do so would inevitably become out of date as medical knowledge advanced. However, by way of example; a disability can arise from a wide range of impairments which can be:

- Sensory Impairments: such as those affecting sight or hearing
- Impairments with fluctuating or recurring effects: such as rheumatoid arthritis, myalgic encephalitis (ME), chronic fatigue syndrome (CFS), fibromyalgia, depression and epilepsy.
- Progressive conditions: such as motor neurone disease, muscular dystrophy and forms of dementia.
- Auto immune conditions: such as systemic lupus erythematosus (SLE)
- Organ specific: including; respiratory conditions such as asthma and cardiovascular disease.
- Severe disfigurement; where this has a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

- 4.1.1 **Substantial** - a substantial effect means one that is more than a minor or trivial effect. It is noted in this section that whether a person satisfies the definition of a disabled person for the purposes of the Act will depend upon the full circumstances of the case.

- 4.1.2 **Long-term** - means has lasted or is likely to last 12 months or more. However certain conditions are deemed to be disabilities as soon as they are diagnosed such as Cancer, HIV infection and multiple sclerosis.

Normal day-to-day activities - It is not possible to provide an exhaustive list of day-to-day activities but these are things people do on a regular or daily basis and includes general work-related activities such as interacting with colleagues, following instructions, using a computer, driving, carrying out interviews, preparing written documents, and keeping to a timetable or a shift pattern.

- 4.2 **Excluded from the definition of Disability:**

- addiction to, or dependency on, alcohol, nicotine, or any other substance (other than in consequence of the substance being medically prescribed)
- the condition known as seasonal allergic rhinitis (e.g. hay fever), except where it aggravates the effect of another condition

- tendency to set fires
- tendency to steal
- tendency to physical or sexual abuse of other persons
- exhibitionism
- voyeurism

4.3 Disability Related Absence – is a period of absence from work for a reason related to someone’s disability. Examples of Disability Related Absence could include; someone who requires time off to learn about a new piece of equipment that will help them manage their condition, time off for treatment, rehabilitation or assessment, or to help them manage their disability e.g. to attend appointments or consultations. In such instances the person is not sick and therefore the absence should not be managed under the Trust Health, Wellbeing and Attendance Management Policy, and managers should consider granting Disability related leave for such absences. Appendix 1 provides more detailed guidance and examples of Disability Related Absence.

4.4 Disability related leave - is paid time off work for a Disability Related Absence (see 4.3), which the employee would not be expected to make up. The provision of Disability related leave for such circumstances can be considered as a reasonable adjustment under the Equality Act 2010. Disability Related Leave may be planned or unplanned (and therefore authorised in retrospect), dependent on the circumstances, but it must be authorised following the procedure for granting Disability related leave which can be found in Appendix 1 and recorded on the Application for Disability Leave (Appendix 2).

4.5 Disability Related Sickness Absence - is sickness absence which may be as a result of an impairment/ disability/ long term health condition. In this case the person is sick and unable to work (with or without reasonable adjustments). An example would be someone who has had to spend time in hospital due to a severe hypo related to their diabetes. The person is sick and their absence should be managed through the Health, Wellbeing and Attendance Management policy. It is generally accepted that employers will provide a certain allowance for disability related sickness absence. Consistency in approach, particularly in relation to modifying trigger points and how they are applied to the Bradford Factor Score) will be ensured by the involvement of the Trust HR Officers/ Attendance Officers. Each case will be agreed on an individual basis and in accordance with the Health, Wellbeing and Attendance Management Policy, but, for example, it may be agreed that a Bradford Factor Score that would ordinarily trigger formal management action under the policy may be altered.

5. Roles and Responsibilities

5.1 Chief Executive has:

- Overall responsibility for this policy.

5.2 General Managers or equivalent are responsible for:

- Ensuring that all employees within their area of responsibility are aware of this policy and that they are clear about their roles and responsibilities within the policy and procedures
- Implementing the Disability Equality & Disability Leave Policy within their areas
- Seeking appropriate guidance from the Staff Experience Manager or Human Resources Managers in supporting disabled staff.

5.3 Director/Deputy Director of Human Resources has responsibility for:

- Ensuring that all members of staff have an understanding of this policy and know where to seek help (e.g. Staff Experience Manager, Human Resources Department)
- Ensuring the policy is reviewed in accordance with the Foundation Trust’s protocol
- The Deputy Director will ensure that a consistent approach is taken by the HR Officers/Attendance Officers in relation to the management of Disability Related Absence and

Disability Related Sickness Absence.

- 5.4 Director of Estates and Facilities** has responsibility for:
- Ensuring that any new build development or refurbishments are compliant with accessibility standards
 - Providing costs associated with accessibility standards as required when making reasonable adjustments.
 - Ensuring accessibility facilities are maintained for disabled staff, patients and visitors.
 - Ensuring that parking for disabled staff, patients and visitors is managed in accordance with the Car Parking Policy.
- 5.5 Head of Equality and Diversity** has responsibility for:
- Review of the policy
 - Providing training to staff (in collaboration with HR and Occupational Health)
 - Ensuring the Staff Experience Manager is available to provide support to disabled staff and managers seeking advice, guidance and support in making reasonable adjustments.
- 5.6 Staff Experience Manager** has responsibility for:
- Being the key contact for concerns around implementing reasonable adjustments in the Trust
 - Logging reasonable adjustment concerns
 - Escalating concerns raised
- 5.7 Occupational Health Manager** has responsibility for:
- Ensuring all successful applicants are health assessed following their offer of a post to identify any underlying medical conditions and provide reasonable adjustment advice to the recruiting manager as required.
 - Supporting managers to identify staff with underlying medical conditions which fall within the remit of the Equality Act via the management referral process/Attendance Management Policy and providing reasonable adjustment advice to the referring manager as required
 - Supporting staff to manage their underlying medical conditions at work via reasonable adjustment advice and/or referring/signposting to other support services
 - Securely maintaining confidential Occupational Health records in line with the Data Protection Act (2018)
 - Maintaining client confidentiality during communications with management
- 5.8 Line Managers/ Supervisors** have responsibility for:
- Considering reasonable adjustments for disabled staff/ staff with long term health conditions in accordance with the Equality Act 2010.
 - Ensuring that reasonable adjustments are provided in a timely and effective manner (in accordance with section 6.3 of this policy and using the Reasonable Adjustment Agreement (see Appendices 3 and 4).
 - Considering and approving Disability Related Leave in Accordance with section 6.5 of this Policy and using the procedure in Appendix 1.
 - Ensuring all staff, including disabled staff feel supported, with regular 1:1 conversations, and that tools to encourage wellness at work are used appropriately and under the advice and guidance of Occupational Health.
- 5.9 Staff Side Representatives:** Will provide support and guidance to their members in relation to their rights and responsibilities under Trust Policies (and the Equality Act 2010). Employees will be given the right to be accompanied by a trade union representative at any formal meetings.
- 5.10 Staff Advocates:** Have been trained to provide support to disabled staff who might be facing harassment and bullying. They will escalate any concerns raised by disabled staff when there is a failure to make reasonable adjustments and may accompany staff to informal discussions relating to their disability if both manager and staff feel this would be beneficial/ supportive to the member of staff.

6. Employing Disabled People

6.1 The Trust will aim to be an **Employer of Choice for Disabled People** and work towards this by:

- Aiming to be a Mindful Employer and meeting the charter commitments associated with this.
- Meeting level two of the Disability Confident Employer standard by September 2019 and aspiring to Level Three – Disability Confident Leader
- Responding positively to national initiatives and working with local partners and stakeholders to maximise opportunities to employ disabled people.

6.2 Ongoing Improvement

The Trust will maintain and publish information about the number of employees who disclose they are disabled and use national and local information such as the NHS staff survey to identify areas for improvement where these appear to be required.

The Trust will ensure that; staff with responsibility for recruitment and line management, receive appropriate training about disability and employment.

6.3 Reasonable Adjustments

6.3.1 The Equality Act 2010 requires that adjustments are considered in three areas, and if these are assessed as reasonable adjustments then they must be made. In the case of disability this means that a disabled employee or applicant may be treated more favourably than an employee or applicant who is not disabled.

The three areas that must be considered are:

- Where a 'provision, criterion or practice' puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take reasonable steps to avoid the disadvantage.
- Where a physical feature puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take reasonable steps to avoid the disadvantage.
- Where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take reasonable steps to provide the auxiliary aid.

6.3.2 How a provision, criteria or practice impacts on a disabled person needs to be considered on an individual basis and in line with current case law, this could include making changes to how a particular policy or practice is applied to a disabled person. Persons dealing with individual cases should seek advice from HR.

6.3.3 Where changes to physical features or the provision of auxiliary aids are required, costs are met through the service budget as the Trust does not currently hold a central budget. However, the legal duty to make reasonable adjustments lies with the Trust not the service so if a cost or requirement is reasonable this must be met.

6.3.4 The Equality Act 2010 (Disability) Regulations 2010 include some provisions regarding reasonable adjustments which may be considered in particular when looking at providing ancillary aids or proposed changes to buildings.

- 6.3.5 A decision not to make an adjustment must be objectively justified. The Staff Experience Manager will provide advice and support to services on making adjustments.
- 6.3.6 As soon as a line manager is made aware that a member of staff may be disabled and may therefore require adjustments they must prioritise a meeting with the member of staff to discuss this and complete a Reasonable Adjustment Agreement (see Appendices 3 and 4). A referral to Occupational Health for advice can help with this process and is recommended prior to completion of a Reasonable Adjustment Agreement
- 6.3.7 All considerations for reasonable adjustments should follow the Trust Procedure included in the guidance (Appendix 3) and documented using the Trust Reasonable Adjustment Agreement Template (Appendix 4)
- 6.3.8 It is the responsibility of the line manager or person tasked with the equivalent role to consider reasonable adjustments and ensure that where these have been agreed, access to them is facilitated in a timely manner.
- 6.3.9 Delays in providing adjustments may impact negatively on disabled staff therefore arranging adjustments must be prioritised. The timescale for meeting adjustments must be discussed with the disabled member of staff and, if there is a delay, they must agree how the identified barriers are going to be addressed in the short term.

6.4 Access to Work

- 6.4.1 Access to Work grants can pay for practical support for a disabled employee or applicant to start working or stay in work. Grants are available for people over 16 who have a disability, health condition or mental health condition that affects the person's ability to work.
- 6.4.2 Grants can pay for things like:
- Adaptations to equipment
 - Special equipment
 - Fares to work if someone can't use public transport
 - A support worker or job coach to help in the workplace
 - A support service if someone has a mental health condition and are absent from work or finding it difficult to work
 - Disability awareness training for colleagues
 - A communicator at a job interview
 - The cost of moving equipment if someone changes location or job
- 6.4.3 Disabled staff or applicants must apply for the grant themselves, however it is important that line managers are aware of this option and provide advice, information and support to staff who may be disabled or become disabled while they are in employment.
- 6.4.4 Applications must be made within six weeks of starting a new position for a maximum contribution to be paid by Access to Work.
- 6.4.5 Information about how to make an application will be maintained in HR, Occupational Health and can be found in Appendix 3 "Guidance on Making Reasonable Adjustments".

6.5 Disability Related Absence and Disability Related Leave

- 6.5.1 Disability related absence is defined in section 4.3 above. Disability and ill-health (or Disability Related Sickness Absence) are not the same thing and disabled staff may require time off work to help them manage their disability. This type of absence is not recorded as sickness absence.
- 6.5.2 The number of day's disability leave a year that might be granted for Disability Related Absence is dependent on the individual circumstances and advice should be sought from HR Attendance Officer, Occupational Health, or the Staff Experience Manager. Some cases such as e.g. treatment for Cancer may require more, and some may require much less. Not all disabled employees will necessarily need to take disability leave.
- 6.5.3 Some Disability Related Absences can be planned, but some may be authorised in retrospect. Disability related leave should always be approved using the Trust Procedure for Approving Disability related leave (Appendix 1).
- 6.5.4 In cases of sickness absence associated with a disability, the Trust Health, Wellbeing and Attendance Management Policy will apply.
- 6.5.5 On occasion Disability Related Absence and sick leave associated with a disability may overlap. For example; someone may become unwell due to their disability during a period of Disability Leave, granted to attend a course of treatment. They would then need to be managed under Health, Wellbeing and Attendance Management Policy. Conversely; someone may be recovering from a period of sickness due to their disability who then requires some additional time to adjust to e.g. some new medication or an adaptation. Where this is the case, a line manager, only with agreement from the Attendance Officer (and based on advice from Occupational Health that this is related to a Disability) will have discretion to exclude some of the period of sickness absence as Disability Related Absence (and therefore Disability Related Leave) as long as they can objectively justify this decision (examples are provided in Appendix 1). The Attendance Officer will ensure consistency in approach.
- 6.5.6 When taking a block of time for treatment/ rehabilitation (e.g. Cancer treatment) managers should seek advice from Occupational Health around providing opportunities for staff to keep up to date with mandatory training and continuous professional development (e.g. revalidation). Dependent on the individual circumstances of the case, Disability Related Leave may not be sufficient to cover this period of absence and a Career Break may be considered. In such cases, the manager should consider holding the job open for an appropriate period of time, and providing retraining where necessary.
- 6.5.7 During any period of Disability Related Absence staff should be encouraged to remain engaged with the workforce as deemed appropriate by Occupational Health. They may be notified of job advertisements, internal newsletters and similar so that being on Disability Leave does not disadvantage them.
- 6.5.8 Time spent on Disability Leave is counted as continuous service for all contractual benefits, including accruing annual leave, sick leave, pension rights and bonus.
- 6.5.9 Applications for, and recording of Disability Leave will be treated confidentially and with sensitivity.
- 6.5.10 Abuse of the Disability Leave scheme is a serious disciplinary offence, and will be dealt with under the Trust Disciplinary Procedure.

6.5.11 Appeals on the amount and/ or duration of Disability Leave allowed will be dealt with under the Trust Grievance Procedure.

6.6 Personal Assistant Support

6.6.1 Disabled staff or applicants may have a personal assistant who they employ to support them. In such cases, the personal assistant's expenses would normally be covered by the disabled person or for example by an Access to Work grant. However if this is not the case then reimbursement of travel and subsistence allowances to allow the personal assistant to accompany the disabled person should be considered as a reasonable adjustment and documented using the Reasonable Adjustment Agreement (Appendix 4).

6.7 Staff Wellbeing and Wellness Action Plans (WAP)

6.7.1 Along with other good employers, we are looking for new ways to support staff wellbeing and to develop a culture of preserving wellness not just managing absence. Mind has developed the Wellness Action Plan (WAP), which is a tool to help employees manage their mental health and wellbeing at work, with the support of their manager.

6.7.2 Whether they have a mental health problem or not, a wellness action plan can help a member of staff to identify what keeps them well at work, what causes them to become unwell, and how to address a mental health problem at work should they be experiencing one. It also opens up a dialogue with their manager or supervisor, in order for them to better understand their needs and experiences and ultimately better support their mental health, which in turn will undoubtedly lead to greater productivity, better performance and increased job satisfaction.

6.7.3 Wellness Action Plans should never be imposed on a member of staff and should not be used in direct response to absence triggers in the Health Well-being & Attendance Management policy. Staff should be happy and comfortable using this tool for it to be effective. Wellness Action Plans should not be seen as punitive or as an alternative to an Occupational Health referral, as misuse can trigger adverse reactions. They may be suggested as an additional tool to support staff and used alongside other appropriate interventions, following the guidance of Occupational Health.

6.7.4 Although managers are involved in the discussion process, they are not responsible for diagnosing or treating mental health conditions, and they should always ensure that they seek appropriate support from Occupational Health in the first instance.

6.7.5 Wellness Action Plans should never replace the need for regular 1:1 discussions in ensuring staff feel supported. Investing time in people and saying thank you or giving positive feedback helps people feel safe and valued.

6.7.6 Wellness Action Plans can be used in a number of different ways by managers. For example; as a tool to improve team working and job satisfaction or they could be used informally as part of a regular 1:1 discussion between manager and staff member to identify any underlying concerns that were not previously apparent.

6.7.7 There are some overlaps in content between the Stress Risk Assessment (Individual and team) and Wellness Action Plans and they could also be used alongside the stress management policy as a positive, proactive exercise. However, Wellness Action Plans are generally encouraged to be used as a means of maintaining wellness rather than simply identifying the causes of stress.

- 6.7.8 Two wellness action plan templates can be found attached to this policy. There is one action plan for the staff member (Appendix 5) and one for the manager to subsequently fill out with the member of staff (Appendix 6).

6.8 Improving the Workplace for Disabled staff

- 6.8.1 The Trust is committed to improving facilities for disabled employees and service users. When undertaking new building, alterations, or site moves, consideration will be given to the need for and improvements to physical access to buildings and worksites.
- 6.8.2 Disabled staff that have a Blue Badge are permitted to park in designated staff bays. Staff who have a temporary impairment which means they need to be close to their workplace, will be asked to seek advice from Occupational Health. If the condition is likely to improve Occupational health will recommend a temporary change to parking arrangements to afford accessibility. If the need is permanent, Occupational Health will advise the member of staff to seek a blue badge. Staff should refer to the Car Parking Policy for further detail.
- 6.8.3 Employees who have a disability or long-term health issue will be entitled to reasonable time off to attend network meetings and relevant work groups.

6.9 Preventing Unlawful Discrimination

- 6.9.1 Failure to make a reasonable adjustment for a disabled member of staff is unlawful discrimination. The Trust will consider requests for adjustments carefully and will objectively justify any requests for adjustments that the Trust cannot meet, to the person making the request.
- 6.9.2 The Trust will encourage line managers (through provision of guidance and system prompts) to liaise with colleagues when disabled members of staff move posts or premises to ensure continuation of agreed adjustments.
- 6.9.3 Making reasonable adjustments is an on-going requirement which should be reviewed at regular intervals.
- 6.9.4 All staff, volunteers, contractors and agency workers are expected to meet the requirements of the Trusts' Harassment and Bullying Policy. Negative attitudes and banter associated with disabled people will not be tolerated and it is the responsibility of all staff to challenge this in all areas of the workplace.

7. Impact Assessments for this policy

7.1 Equality Impact Assessment

This Policy was assessed in November 2019 to determine whether there is a possible impact on any of the nine protected characteristics as defined in the Equality Act 2010 and has been found to have a potential impact on:

- Age - Does not specifically impact on age, although there is an increased likelihood of staff developing a disability/ long term health condition over time, particularly if they work in a manual or physically demanding role.
- Disability
 - The Trust is committed to improving the experience of Disabled Staff. This policy has been reviewed by the Enable Staff Network and is anticipated to have a positive impact. In particular it helps to mitigate concerns raised around managing Disability Related Absence under the Health, Wellbeing and Attendance Management Policy and it

reinforces the need for managers to adjust trigger points based on the Bradford Factor Score, as appropriate.

- The 2018 staff survey showed that only 44.1% of disabled staff were satisfied with opportunities for flexible working compared to 51.3% for all staff. Managers should be mindful of the need to seek advice from Occupational Health and to make reasonable adjustments for disabled staff (using the Reasonable Adjustment Agreement) to enable them to continue employment (e.g. remote working/ Disability Related Leave). This policy provides advice and guidance to managers and staff around this process.
- It is recognised that some staff may require support, have specific needs or be unable to understand or read the text of this policy. In such instance it will be explained on a one-to-one basis by the Department responsible for this policy or the manager of the member of staff. Any support will be provided in confidence.

The policy has been found not to impact on:

- Gender
- Gender reassignment
- Marriage and civil partnership
- Maternity/pregnancy
- Race and Ethnicity
- Religion and Belief
- Sexual Orientation

The policy has also been assessed to determine whether it impacts on human rights against the FREDAs principles (Fairness, Respect, Equality, Dignity, Autonomy)

This policy provides managers with the tools to be able to support Disabled Staff and to reduce the barriers that may prevent them from operating on an equal (fair) basis with non-disabled staff in the workplace.

This assessment will be reviewed when the policy is next updated or sooner if evidence of further impact emerges.

7.2 Privacy Impact Assessment:



Privacy Impact
Assessment 15 08 19

7.3 Financial Impact Assessment

There are no additional financial implications for the Foundation Trust arising from this policy. The Trust may see a slight increase in spend on reasonable adjustments and disability leave will be paid, but it is anticipated that this will be offset by an increase in engagement and productivity from disabled staff.

8. Duty of Candour which includes the Being Open Framework

There are no implications with this policy in relation to the Duty of Candour policy and the Being Open framework.

9. Training requirements

A mandatory training programme will be developed, to be rolled out across the organisation. This will ensure that managers understand their role in providing equality of opportunity and

reasonable adjustments to staff with a disability. The training will include guidance around the processes involved.

11. Monitoring arrangements

11.1 The Staff Experience Manager will record concerns raised directly with them by staff or managers around the provision of Reasonable Adjustments, and report these back to the Head of Equality. This will help develop a Trust-wide picture of the problem, which can be prioritised and addressed consistently.

11.2 The Staff Experience Manager will record details (including costs) of Reasonable Adjustments made in the Trust that are over and above basic equipment ordering, in order to consider whether a joint budget for Reasonable Adjustments would be feasible as a future development. To facilitate this; Occupational Health have agreed to copy in the Staff Experience Manager to any procurement slips they produce.

11.3 Key Performance Indicators

11.3.1 The number of Disability Leave Applications made (recorded in ESR)

11.3.2 Improvement in engagement from disabled staff (as measured by the Staff Survey)

11.4 Compliance Monitoring for the Disability Equality and Disability Leave Policy

Requirement to be monitored	Process to be used for monitoring	Responsible individual	Frequency of monitoring	Responsible committee for reviewing the results	Responsible individual for developing an action plan	Responsible for monitoring the action plan
WDES return and questionnaire	Report	Staff Experience Manager	Annual	Workforce Committee	Staff Experience Manager	Workforce Committee Diversity Workstream

12 Review arrangements

The Policy will be reviewed after a period of one year.

13 Links to Other Policies

This policy should be read in conjunction with the following Foundation Trust policies:

- Health, Well-being and Attendance Management Policy
- Health and Safety Policy
- Risk Incident and Investigation Policy
- Management of Stress at Work
- Disciplinary Policy and Procedure
- Disciplinary, Capability, Ill Health and Appeals Policy and Procedure for Doctors and Dentists
- Grievance Policy
- Car Parking Policy
- Fraud and Corruption Policy
- Flexible Working Policy

- Leave from Work Policy
- Procedure for the Fast-tracking of NHS Staff Appointments

14 Associated Documentation and References

- ¹ Department for Work & Pensions, Disability Facts & Figures, .Gov.UK 16/01/14
- Royal College of Nursing – Disability Passports (The RCN Peer Support Service Guide)
- Mind (Guide for Employees) Wellness Action Plans