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EMPLOYMENT OF STAFF WITH A DISABILITY

NGH-PO-120

Ratified By:	Procedural Documents Group
Date Ratified:	September 2019
Version No:	6.1
Supersedes Document No:	6
Previous versions ratified by (group & date)	HMG – 2006, 2008 & PDG - 2011, 2014, 2016, 2019
Date(s) Reviewed:	September 2019
Next Review Date:	September 2022
Responsibility for Review:	Director of Workforce & Transformation
Contributors:	HR Directorate & Partnership Forum Operational Subgroup

POLICY



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Version Control Summary

Version	Date	Author	Status	Comment
6.1	September 2019	Director of Workforce & Transformation	Ratified	Updated references
6	July 2019	Director of Workforce & Transformation	Ratified	Full review
5.1	January 2019	Director of Workforce & Transformation	Ratified	Addition to 7.6 list of reasonable adjustments
5	November 2016	Director of Workforce & Transformation	Ratified	Full review
4	December 2014	Director of Workforce & Transformation	Ratified	

POLICY



SUMMARY

This policy provides guidance on the recruitment and ongoing employment of people with a disability.

The policy focuses in particular on the responsibilities of all staff groups during the recruitment and selection process of an individual who has identified they have a disability or associates with a person who has a disability. In addition it covers the support and management of a current employee who develops, or has an existing disability, whilst employed at the Trust.

This policy should be read in conjunction with other Trust policies, primarily:

- Bullying, Harassment & Victimisation Policy
- Equality & Human Rights Strategy
- Recruitment, Selection & Retention Policy.
- Supporting and Managing Workforce Sickness Absence Policy

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1. INTRODUCTION

Northampton General Hospital NHS Trust is committed to ensuring equality of opportunity for all employees including prospective and existing employees with a disability. It is the intention of the Trust to ensure that every effort is made to explore ways of accommodating people with disabilities to make a valuable contribution to the work of the Trust.

The Trust values the contribution of all individuals irrespective of disability and affirms that staff should be able to participate in the life and work of the Trust and therefore the Trust will not tolerate unlawful discrimination against disabled applicants or staff and aims to promote a working environment that encourages equal opportunities for all to work towards achieving a diverse workforce.

The policy will be applied fairly and consistently to all employees regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation; whether working full or part-time or whether employed under a permanent, temporary or fixed-term contract.

The NHS Constitution Staff Responsibilities expect that staff have a duty to contribute towards providing fair and equitable services for all and play their part, wherever possible, in helping to reduce inequalities in experience, access or outcomes between differing groups or sections of society and through the Staff Rights and Pledges the NHS Commits to treat staff fairly, equally and free from discrimination with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.

Through its Vision and Values, supported by its Strategies, the Trust is committed to providing the very best care for all its patients and in order to achieve this we will respect and support staff by providing them with reasonable development, advice and other support as appropriate and treat them fairly. In return all staff are expected to strive for excellence, to reflect, learn and improve what they do and put patient safety above all else.

In addition we have a commitment to improving the health and wellbeing of individuals and this is reflected through our Health and Wellbeing Strategy. Through this policy we will endeavour to support staff to protect and enhance their own health and wellbeing.

2. PURPOSE

The purpose of this policy is:

- To raise awareness of the employment of people with disabilities throughout the organisation and ensure employees are aware of the Trusts commitment towards disabled people or someone's association with a disabled person

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- To ensure recruitment procedures are reviewed and developed to encourage applications and the employment of people with disabilities or someone associated with a disabled person
- To ensure that staff and potential job applicants with a disability, or associated with a disabled person, are treated fairly and receive the same opportunities as other staff to develop within the Trust with appropriate and reasonable support.
- To take all reasonable steps to ensure that the working environment does not prevent disabled people or people associated with a disabled person from taking up positions for which they are suitably qualified.
- To assist staff who become disabled during their employment to adapt to the disability and to continue in post wherever possible, or, if this is not possible, to be redeployed or retrained, where this is practicable.

3. SCOPE

This policy applies to all employees of Northampton General Hospital NHS Trust. It also applies to bank workers and volunteers.

4. COMPLIANCE STATEMENTS

Equality & Diversity

This document has been designed to support the Trust's effort to promote Equality, Diversity and Human Rights in the work place in line with the Trust's Equality and Human Rights Strategy. It has also been analysed to ensure that as part of the Public Sector Equality Duty the Trust has demonstrated that it has given 'due regard' to its equality duty and that, as far as is practicable, this document is free from having a potential discriminatory or adverse/negative impact on people or groups of people who have relevant protected characteristics, as defined in the Equality Act of 2010.

NHS Constitution

The contents of this document incorporates the NHS Constitution and sets out the rights, to which, where applicable, patients, public and staff are entitled, and pledges which the NHS is committed to achieve, together with the responsibilities which, where applicable, public, patients and staff owe to one another. The foundation of this document is based on the Principals and Values of the NHS along with the Vision and Values of Northampton General Hospital NHS Trust.

Person Identifiable/Confidential Data and Privacy Rights

In line with the General Data Protection Regulation (2016) and the Data Protection Act 2018 the Trust is obliged to treat all information in a secure, professional and ethical manner, whilst keeping all person identifiable and personal confidential data confidential. In addition the Trust will not share employee information with a third party, unless there is a legal basis for disclosure, for example for the detection and prevention of crime, or if it is in the legitimate interest of the Trust.

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As part of the Information Governance policies of the Trust and data protection legislation, if the Trust is required to share any reports/information/data relating to the processes and procedures of any of our policies, the data, where possible, will be anonymised to remove person identifiable/confidential data unless there is a justifiable reason not to.

5. DEFINITIONS

Disability	As defined by the Equality Act 2010, a person has a disability if: <ul style="list-style-type: none"> • They have a physical or mental impairment • The impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
Long term	Twelve months or more (there are special rules covering recurring or fluctuating conditions such as arthritis)
Normal day-to-day activities	Everyday things like eating, washing, dressing walking and going shopping.
Substantial	More than minor or trivial

6. ROLES & RESPONSIBILITIES

Chief Executive and the Trust Board	Are responsible for ensuring there is a policy in place.
Director of Workforce & Transformation	Is responsible for developing the policy and ensuring the provision of training and advice.
Managers & Directors	Are responsible for implementing this policy and the procedures outlined within it, seeking advice from their HR Business Partner/Advisor at the earliest possible stage. They should ensure that all their employees are aware of the existence of this policy.
HR Service Centre/HR Business Partners/Advisors	Are responsible for following the policy and for advising managers and staff who are using the policy.
Trade Unions/Professional Organisation Representatives	Are responsible for supporting their members and providing them with advice in relation to this policy, where appropriate.
All Trust Employees	Have a personal responsibility to follow the procedures detailed in this policy. Employees also have a responsibility to: <ul style="list-style-type: none"> • Support the Trust to achieve its Vision • To act at all times in accordance with the Trust's Values • Follow duties and expectations of staff as detailed in the NHS Constitution – Staff Responsibilities • To adhere to, at all times, any Professional and NHS Code of Conducts for their area of work.

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Sections 7.4 and 7.5 refer to more detailed and specific responsibilities when recruiting a disabled applicant or if an employee becomes or is disabled whilst employed at the Trust.

7. SUBSTANTIVE CONTENT

7.1. Equality Act 2010

As defined by the Equality Act 2010, a person has a disability if:

- They have a physical or mental impairment
- The impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

For the purposes of the Act, these words have the following meanings:

- 'Substantial' means more than minor or trivial
- 'Long-term' means twelve months or more (there are special rules covering recurring or fluctuating conditions such as arthritis)
- 'Normal day-to-day activities' include everyday things like eating, washing, dressing walking and going shopping.

People who have previously had a disability in the past that meet this definition are also protected by the Act.

7.1.1 Progressive conditions considered to be a disability

There are additional provisions relating to people with progressive conditions. A progressive condition is one that gets worse over time and people with progressive conditions can be classed as disabled. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis.

7.1.2 Conditions that are specifically excluded

Some conditions are specifically excluded from being covered by the disability definition, such as allergies, a tendency to set fires or steal and addictions to non-prescribed substances, alcohol and nicotine.

7.2. The Legal Framework

The Equality Act 2010 prohibits discrimination against people with the protected characteristics that are specified in the Act and disability is one of the specified protected characteristics. Protection from discrimination for disabled people applies to disabled people in a range of circumstances, covering the provision of goods, facilities and services, the exercise of public functions, premises, work, education, and associations. The Act also provides protection for non-disabled people who are subjected to direct discrimination or harassment because of their association with a disabled person or because they are wrongly perceived to be disabled.

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In relation to employment or prospective employment this covers:

- Application forms
- Interview arrangements
- Aptitude or proficiency tests
- Job offers
- Terms of employment including pay
- Promotion, transfer and training opportunities
- Dismissal or redundancy
- Discipline and grievances.

Under the Act there are 4 main types of discrimination that the Trust, as an employer, must ensure does not take place.

Direct discrimination

This is when someone is treated differently and not as well as other people because of their disability. It breaks down into three different sorts of direct discrimination or treating someone "less favourably" because of:

- Their own disability (direct discrimination)
- A perceived disability (direct discrimination by perception)
- Their association with someone who is disabled (direct discrimination by association).

Indirect discrimination

This is when a workplace rule, practice or procedure is applied to all workers, but disadvantages people who are disabled. In some limited circumstances, indirect discrimination may be justified if it is necessary for the business to work.

Harassment

This is when unwanted conduct related to a person's disability causes a distressing, humiliating or offensive environment for that person.

Victimisation

This is when an employee is treated unfairly because they have made or supported a complaint about disability discrimination.

Under the Act the Trust also has to make 'reasonable adjustments' to avoid a disabled employee or prospective employee being put at a disadvantage compared to non-disabled people and further information regarding this can be found in section 7.6.

7.3. Disability Confident Scheme

The Trust has made a commitment to operate under the Government's Disability Confident Scheme (formally Positive about Disabled People 'Two Ticks' Scheme)

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The Trust has been certified as a Disability Confident Employer and as part of this commitment, the Trust will:

1. Get the right people for our organisation - which includes providing fully inclusive and accessible recruitment processes, offering interviews to disabled people who meet the minimum criteria for the job and making reasonable adjustments as required.
2. Keep and develop our staff - which includes supporting employees to manage their disabilities or health conditions.

7.4. Recruitment and Selection of People with Disabilities (Guaranteed Interview Scheme)

Prior to advertising a post, consideration should be given to where the advertisement will be placed to ensure that it is accessible to all prospective disabled employees.

Applications for employment from disabled persons will be given consideration on the basis of the individuals' aptitudes and abilities in relation to the qualifications, skills and other attributes required to do the job. In some cases, it will be necessary for Appointing Officers to consider applications in alternative formats.

As part of the Trust's commitment under the Disability Confident Scheme, the Trust operates a Guaranteed Interview Scheme, which positively encourages applications from people with a disability. The appointing officer is notified as part of the recruitment process and in these circumstances must consider the applicants against the Guaranteed Interview Scheme and shortlist/interview all disabled candidates that meet the essential criteria. The Guaranteed Interview Scheme procedure is detailed in Appendix 1.

In line with the Trust's recruitment and selection procedures the HR Service Centre will ensure that pre-employment medical questionnaires, along with the job description and person specification, are forwarded to Occupational Health for evaluation, following a conditional job offer being made.

7.4.1 Appointing Officer/Managerial Responsibilities

Appointing Officers must shortlist and interview all applicants with disabilities that meet the essential criteria.

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As part of the recruitment process applicants are asked to advise if they require any special arrangements or support during their interview and where a disabled person has indicated that they do require adjustments at interview, every effort will be made to accommodate this. The Appointing Officer will be responsible for these arrangements, with advice from the HR Service Centre. The Appointing Officer with advice from the HR Service Centre will also check at interview for any special requirements, support, reasonable adjustments that may be required to do the job (see section 7.6).

The recruitment decision should be based on the most suitable applicant according to the requirements within the person specification. Where the most suitable applicant has a disability the Appointing Officer is responsible for making reasonable adjustments to the workplace, where necessary and should also carry out the appropriate risk assessments, such as a Display Screen Equipment (DSE) assessment.

Decisions on the employability of an individual are a managerial responsibility and not a medical responsibility. However, management decisions may be assisted by medical opinion. The Trust must consider each applicant as an individual and consider their ability to fulfill the role and not the medical diagnosis

Managers must pay particular attention to the needs of disabled employees when inducting them into the workplace and shall discuss with them any reasonable adjustments required to ensure that the induction meets their needs. The Appointing Officer is responsible for undertaking a risk assessment with advice from the Risk Management Department and Occupational Health.

The individual will also be asked if they wish colleagues to be informed of their disability and where possible, their decision will be respected. However there may be exceptional circumstances e.g. health and safety issues, where a manager, with support from Occupational Health considers that the immediate colleagues of the disabled employee have to be advised of the situation. In such cases, prior consultation with the individual concerned will take place before disclosure, wherever possible.

7.4.2 Occupational Health (OH) Responsibilities

From the work health questionnaire OH will identify any condition which would be recognised as a disability under the Equality Act and carry out the following:

- OH, will arrange a health assessment with the individual following a conditional offer of employment if additional information is required and request specialist medical information/advice if necessary, with informed consent from the individual
- The OH department may where appropriate recommend reasonable adjustments and will assess the impact of the disability on the individual's ability to undertake the role into which they may be employed

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- If an individual is passed fit by OH after a work health assessment a report detailing any potential reasonable adjustments that may need to be considered or applied should be sent to the Appointing Officer.
- OH is responsible for advising on the fitness of an individual to undertake a particular post and identifying any adjustments, which may be necessary, assisting with Risk Assessments and providing advice on long term sickness absence cases due to disability.
- OH will document their recommendations regarding disclosure and any action taken. For example, if the individual does not agree to disclosure it will be recorded that the existence of a disability was not disclosed but the manager was advised of the nature of the adjustment needed.

7.5. Supporting Employees Who Are or Become Disabled Whilst in Employment

If an employee advises the Trust they are or have become disabled whilst in employment, the manager, with the support of Human Resources and Occupational Health will need to consider possible courses of action and the effect of the employees' disability on their future employment. This may involve:

- Whether the employee can continue in the same or similar job
- Whether reasonable adjustments can be made to allow that person to continue in the same / similar job
- The type of job that might be suitable if continuing in the same job is not possible – consider redeployment options
- Consideration of the Access to Work scheme (see section 7.7)
- Signposting to the Disability Leave Scheme (see section 7.10).

Where possible, it is important to try and prevent losing the skills and experience of the individual from the Trust.

However, where this proves impractical, the Trust's procedure for dealing with employees who become incapable of continuing in employment due to ill-health will be followed, as per the Trust's Supporting and Managing Workplace Sickness Absence Policy. These options may include retirement on ill-health grounds or termination of employment due to ill-health capability.

Employees are encouraged to tell the Trust if they have a disability or have become disabled whilst in employment by either advising their manager or completing the Employee's Notification of a Disability Form (see section 7.9) and returning it to the Human Resources Department.

7.5.1 Human Resources (HR) Responsibilities

An HR Business Partner/Advisor will work closely with the individual and manager through OH assessments, identification of reasonable adjustments, and liaison with external agencies, where appropriate. The process in relation to each individual should be documented including any material and substantial justifications for "less favourable" treatment.

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HR is also responsible for advising the manager and individual regarding rights and assuring confidentiality.

7.5.2 Management Responsibilities

Managers have a responsibility to retain an employee who has or develops a disability in employment with the Trust wherever possible. The manager must make every effort to assist employees who become disabled during their employment to adapt to their disability, to continue in post wherever possible or, if this is not possible, to support redeployment or retraining where this is practicable. Reasonable adjustments to working arrangements must be considered and implemented wherever possible in liaison with a HR Business Partner/Advisor (see section 7.6).

Managers will be responsible for discussing with disabled employees any issues that arise in the workplace as a result of their disability, with advice from a HR Business Partner/Advisor. The manager should seek OH advice and risk assessments should be carried out as necessary.

Managers can also utilise the PDP (personal development plan) discussion during the annual appraisal process to discuss any support, training or reasonable adjustments that can be considered in order to help the disabled employee to achieve their objectives.

If redeployment becomes necessary advice should be sought from a HR Business Partner/Advisor. The manager is responsible for managing the redeployment process with advice from the HR Business Partner/Advisor. The employee should remain within their substantive post until a suitable redeployment opportunity can be identified or alternative arrangements are agreed, in line with the redeployment process which can be found in the Supporting and Managing Workforce Sickness Absence Policy.

7.6. Reasonable Adjustments

Where an employee or prospective employee has a disability, the manager must be as flexible as possible and give serious consideration to making reasonable adjustments to working arrangements or the working environment to avoid putting a disabled employee, or prospective employee at a disadvantage when compared to a non-disabled person.

The Trust has a duty to make “reasonable adjustments” if a disabled applicant or employee is at a substantial disadvantage in relation to others. “Reasonable” includes costs, practicality and effectiveness.

Examples of the kind of adjustments that may be considered include (but are not limited to):

- Adjusting recruitment processes, such as application forms or interview arrangements

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- Adjustments to premises (e.g. lowering light switches to allow a wheelchair user to reach them)
- Re-organisation of duties
- Alteration to work hours
- Transfer to a different place of work
- Time off for rehabilitation, assessment or treatment
- Acquiring or modifying equipment
- Adjusting or modifying communication methods or techniques
- Modifying instructions or reference manuals
- Alternative or adjusted training provisions
- Modifying procedures for testing or assessment
- Enhanced supervision
- Allocating a “work buddy” – a colleague who can work alongside an individual to act as a support / confidante
- Phased starts for new employees with a disability (the new employee would be paid for the hours worked during the phased start).

In the case of some disabilities it may be possible to obtain from external sources e.g. Access to Work (see section 7.7) funding to cover either full or part adaptations to the workplace.

The Trust will consider the extent to which any adjustment would help to improve the position and how practical it is to take any particular measure. While it may not be possible to do so in all circumstances, the intention is to provide appropriate assistance to employees and to take a positive attitude to making adjustments.

The disabled person’s opinion on reasonable adjustments and risk assessments will be sought. The individual is welcome to attend such meetings accompanied by a Trade Union representative or work colleague, who is an employee of the Trust or an external specialist advisor e.g. Access to Work Advisor, who can represent them in other than a legal capacity.

The Trust must ensure a competent person undertakes a risk assessment. This may include advice and guidance from Occupational Health and the Risk Management Department.

7.7. Access to Work

The Access to Work scheme, which is run by the Government, can help an employee or prospective employee if their health or disability is affecting or will affect the way they do the job. The scheme will give the person and the Trust advice and support and if possible conduct an employment assessment. The scheme can also support the Trust and employee with extra costs which may arise due to the employment of a person with disabilities. This scheme needs to be initiated by the disabled employee and not the Trust, however the Trust will support this process as far as is reasonably possible.

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7.8. Time Off & Sickness Absence

- Disability related absence from work, for example time off to have physiotherapy is a reasonable adjustment and not sickness absence. This should be recorded as Other Authorised Absence and be granted in line with the Trusts' Supporting and Managing Workforce Sickness Absence Policy.
- Where an employee with a disability is unable to attend work and subsequently absent due to sickness, the management of their sickness absence will be conducted in line with the Trusts Supporting and Managing Workforce Sickness Absence Policy. Within the policy further information regarding reasonable adjustments can be found to support the employee's return to work and the management of their absence.

7.9. Record of Employee Disabilities

In order to assist in the development of appropriate policies and arrangements to support employees with disabilities, the Trust seeks to maintain information on the number of employees with disabilities and the nature of those disabilities on ESR (Electronic Staff Record). Such records will be maintained in line with the Data Protection Act, any other relevant legislation and Trust policies

The basis of that record is self-assessment by each employee and they are encouraged to tell the Trust if they have a disability or have become disabled whilst in employment by informing their manager who must complete a Notification of Change Form and submit it to Workforce Information to advise that the employee has declared that they have a disability. On the Notification of Change Form the manager should select 'Other' from the 'Reason for Change' list and then detail in the 'Additional Information/Comments' box that an employee has advised that they have a disability and the type of disability based on the list below:

- Learning Disability/Difficulty
- Long-standing Illness
- Mental Health Condition
- Not Declared
- Other
- Physical Impairment
- Sensory Impairment
- Prefer Not to Answer

Alternatively the employee can complete and submit to Human Resources the Employee's Notification of a Disability (Appendix 2), which is also available in the HR Section of the intranet.

On an annual basis, via Trustwide communications, employees will be made aware of the form and encouraged to complete and return it as a mechanism to advise the Trust if they consider they have a disability or have developed a disability and if there is a requirement for any adjustments to be considered in order to help them fulfill

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their duties. The Trust will organise for ESR to be updated to reflect the information provided and inform the employee’s manager so they can arrange to meet with the employee to discuss what support can be provided (see section 7.5).

7.10. Disability Leave Scheme

The Disability Leave Scheme (DLS) provides a newly disabled employee, or a disabled employee whose condition has deteriorated, with a period of time off work to adjust to the change in personal and professional circumstances. This scheme is applicable to all existing employees whether full or part time.

The individual should contact the HR Business Partner/Advisor for details of the DLS and the application process. The HR Business Partner/Advisor should then liaise with the manager and the individual. Appendix 3 contains the DLS application form.

If, following a careful process of consultation and assessment, the DLS is considered appropriate, the relevant Director (Executive, Clinical or Divisional) and the Director of Workforce and Transformation can allow an individual up to six weeks additional leave to assist in the adjustment process, according to circumstances. This leave should be paid at the normal salary and recorded as paid Other Authorised Absence.

This leave may be taken at one time or during different periods during their employment. During this period of leave, the employee’s job is protected whilst the employee and the manager are seeking professional advice from the Occupational Health Department and specialist advisers as appropriate for a full employment assessment to be conducted. The purpose of the employment assessment will be to determine the employee’s capabilities and their ability to carry out tasks associated with the post and identify any reasonable adjustments (see section 7.6), which can be made. The manager is responsible for ensuring that this assessment takes place.

7.11. Useful Contacts

Contact	Telephone Number	Textphone Number	Online Contact
Citizens Advice - Northampton	0800 144 8444		Website
Disability Rights UK			Website
Equality Advisory Support Service (EASS)	0808 800 0082	0808 800 0084	Online Contact Form
Access to Work	0800 121 7479	0800 121 7579	Website

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8. IMPLEMENTATION & TRAINING

This policy is applicable with immediate effect within the Trust, from the date that it is published on the intranet. The Governance Department will ensure that any previous versions are removed. HR Business Partners/Advisors will advise managers when using the policy. Human Resources will make Trust staff aware of this version of the policy through the HR Bulletin.

9. MONITORING & REVIEW

Minimum policy requirement to be monitored	Process for monitoring	Responsible individual/ group/ committee	Frequency of monitoring	Responsible individual/ group/ committee for review of results	Responsible individual/ group/ committee for development of action plan	Responsible individual/ group/ committee for monitoring of action plan
The Trust actively encourages applications from people with a disability	<p>Equal opportunities report showing the recruitment statistics is produced to enable the monitoring of recruitment trends in relation to the protected characteristics in the Equality Act 2010.</p> <p>Report is published in the Equality & Human Rights Annual Report</p>	<p>Head of HR Services</p> <p>Deputy Director HR</p>	At least annually	Equality & Diversity Staff Group	Equality & Diversity Staff Group	Workforce Committee
The Trust gives consideration to making reasonable adjustments to enable disabled employees to fulfil roles.	Employees with Disabilities Form to be made available to employees to provide them with an opportunity and mechanism to disclose a disability and to manage any changing conditions and any requirements for adjustments.	HR & Managers	At least annually	Managers	Equality & Diversity Staff Group	Workforce Committee

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10. REFERENCES & ASSOCIATED DOCUMENTATION

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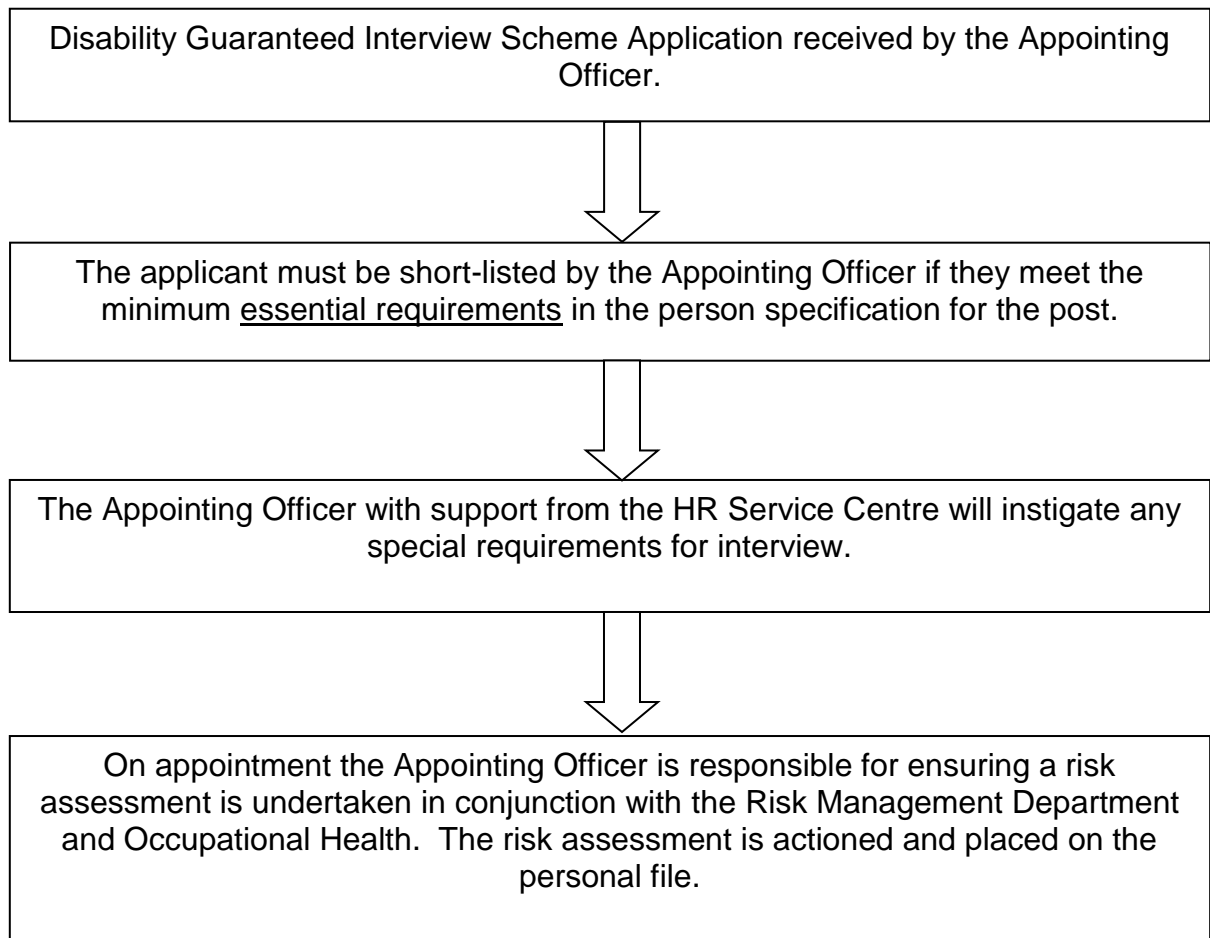
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Appendix 1 - Disability Guaranteed Interview Scheme Procedure



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Appendix 2 - Employee's Notification of a Disability Form

Employee's Notification of a Disability Form

We encourage you to use this form to advise the Trust that you have a disability or have become disabled whilst in employment.

Upon receipt of the form your record on ESR (Electronic Staff Record) will be updated and your line manager advised that you have declared a disability so they can arrange to meet with you discuss what support can be provided in line with section 7.5 of the Trust's Employment of Staff with a Disability Policy.

If you would like any assistance in completing this form please contact your designated HR Business Partner/Advisor.

Alternatively you can advise your line manager directly, who will complete a Notification of Change Form and submit it to Workforce Information to enable ESR to be updated.

1. Name:

2. Ward/Dept:

3. Job Title:

4. Line Managers Name:

5. I confirm that I consider myself to have a disability and the following option/s best describes my disability (please tick the relevant box/es).

- Learning Disability/Difficulty
- Long-standing Illness
- Mental Health Condition
- Other
- Physical Impairment
- Sensory Impairment
- Prefer Not to Answer



6. Has your disability caused you any problems at work? *YES/NO
If **yes**, in what way?

7. Has the problem(s) been resolved? *YES/NO
If **yes**, how?

If **no**, what do you feel that the Trust can do to help/support you?

(*delete as applicable)

Signed _____

Dated _____

Once completed please return to Corporate HR Officer, Human Resources Department, Northampton General Hospital NHS Trust marked Private and Confidential.

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Appendix 3 - Disability Leave Scheme Application/Monitoring Form

Disability Leave Scheme Application/Monitoring Form

PART 1

To be completed by the employee requesting leave, in relation to the Disability Leave Scheme (DLS).

Table with 2 columns: Employee Name, Contact Details, Directorate, Job Title, Proposed Disability Leave Start Date, Current Band/Grade, Salary & contracted Hours, Line Manager's Name, Line Manager's Contact Details.

Disability: (Please provide a brief outline of the nature of your disability)

Reasons for Disability Leave Request:

Period of Disability Leave Requested:

PART 2

To be completed by the HR Business Partner/Advisor. The original form to be placed on the individuals personal file and a copy kept by the HR Business Partner/Advisor for monitoring purposes.

Meeting with Individual/Manager to discuss:

Outcome of meeting:

Instruction to Payroll:

Details of Disability Leave:

Signatures:

HR: Director:

POLICY