

DISABILITY SUPPORT IN THE WORKPLACE POLICY AND PROCEDURE

Purpose of Report

1. This report presents the new disability support in the workplace policy and procedure, which amalgamates existing disability support information and is in line with the Equality Act 2010, with the aim of having it approved by this committee.

Background

2. The current disability support information on HR direct was last revised in 2008. On the 1 October 2010 the Equality Act came in to force which represented a major piece of legislation in this area. The policy and procedure is in line with the Act.
3. Each of the district council's had a separate disability equality or single equality scheme which covered the districts approach to disability in employment and service delivery. Salisbury District Council also had a guide to disability. These documents covered policy statements and actions plans which do not cover the changes which came in to force under the Equality Act 2010. It is therefore timely to seek to harmonise this policy and procedure at this point and the JCC have agreed to this.
4. As a harmonised policy and procedure it applies to all Wiltshire Council employees and prospective employees (job applicants) except for teaching and non-teaching staff employed in locally managed schools.
5. The policy and procedure sets out Wiltshire Council's approach to supporting disability in the workplace in line with the Equality Act 2010 and is closely linked to the new equality and diversity policy and procedure which aims to ensure fair and lawful practices and procedures at all times throughout employment and recruitment.
6. The aim of this review was also to:
 - maintain consistency of approach by adopting the standard policy format;
 - to bring together the different strands of support for disabled employees and prospective employees in to one document
 - make the procedure clearer and easier to follow
 - ensure the content is up to date and fit for purpose.

Main Considerations for the Council

7. In amending the policy and procedure key stakeholders were consulted including the operational human resources teams, legal, the stakeholder panel, the staff disability forum, BME staff forum and the unions.
8. The main changes to the disability support in the workplace policy and procedure are:

- the policy and procedure has been updated in line with the Equality Act 2010.
 - there is information about disability support in the workplace through the key stages of the employment lifecycle i.e. recruitment, induction, training and development etc.
 - roles and responsibilities have been clarified.
9. A toolkit of guidance notes will accompany the policy and procedure.

Environmental Impact of the Proposal

10. None.

Equalities Impact of the Proposal

11. An Equalities Impact Assessment was undertaken on 29 March 2011 and no negative impacts were identified.

Risk Assessment

12. None

Options Considered

13. None.

Recommendation

14. To recommend approval of the disability support in the workplace policy and procedure.

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The following unpublished documents have been relied on in the preparation of this Report: None