

## **Staff Disability Scrutiny Panel; briefing note**

1) The Council uses the Two Ticks (positive about disability) symbol which means that an employer has agreed to the five disability symbol commitments which are:

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities

- to ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what they can do to make sure they can develop and use their abilities

- to make every effort when employees become disabled to make sure they stay in employment

- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make your commitments work each year

- to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

These organisations welcome applications from disabled people, and in the main, support disabled people well in the work place.

2) The council has proactively encouraged applications from all minority groups through the DiverCity campaigns which have been running for the past four years. This has resulted in increased applications, interviews and offers of work to individuals with disabilities when in March 2008 3.3% of individuals who had declared a disability in their application were successfully appointed to vacancies within the council.

3) Our ongoing partnership with Jobcentre Plus developed through the Local Employment Partnership signed in 2008 has built on this success by targeting long term unemployed individuals through firstly the partnership agreement and subsequently through the Future Jobs Fund. The latest figures available (November 2009) show that 3.7% of individuals appointed to the council considered they had a disability. JobCentre records are similarly positive with 10% of individuals employed through the Local Employment Partnership scheme were disabled.

4) There is work to be done in encouraging individuals to declare they have a disability. JobCentre Plus client advisors have been briefed on this issue and this work will be ongoing for council staff working on recruitment initiatives including Future Jobs Fund. The Human Resources (HR) Department will also be reviewing the recruitment brochure to highlight that the council welcomes applications from minority groups particularly those from disabled applicants.

5) To improve the support to disabled staff the council is developing an additional training session for HR practitioners to improve their knowledge of the Disability Discrimination Act to enable them to provide more effective advice and support on disability related issues. This is being facilitated by the Legal Director for the Employer's Forum on Disability. This training takes place in mid April 2010.

6) The council has recently appointed a Disability Employment Officer who works alongside, and gains support from, specialist workers delivering employment support or overseeing employment projects designed to increase general employability in the city.

7) Following work to look at ways of improving accessibility for disabled staff to specialist equipment to help them perform their duties more efficiently, a variety of work place equipment and accessories are now available for loan from the Learning Resource Centre (LRC). This can be accessed following recommendation from a Display Screen Equipment Assessment (DSE) or Occupational Health assessment. The equipment has been provided by Directorate funding and will be kept in the LRC to provide access.

*Recruitment Strategy Manager  
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