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| **Document name:** | Staff disability and reasonable adjustments policy |
| **Document type:** | Policy |
| **What does this policy replace?** | New policy  |
| **Staff group to whom it applies:** | All staff within the Trust |
| **Distribution:** | The whole of the Trust |
| **How to access:** | Intranet and website |
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| **Approved by:** | Executive Management Team |
| **Developed by:** | Staff disability network/Employment Policy Group/HR Business Manager |
| **Director leads:** | Chief People Officer |
| **Contact for advice:** | Human Resources |

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1. **Introduction/Policy Statement**

 One person in five of the working age population is disabled and for some disabled employees their disability will have an impact on their ability to attend work.

Our Trust’s ambition is to be a great place to work for people with a disability; an exemplar in employing and retaining disabled people; a Trust that pro-actively identifies and removes barriers; co-designs solutions and provides a range of opportunities for individuals to realise their full potential.

Being a disability confident employer is a significant step in ensuring that SWYPFT leads the way in creating a disability-inclusive culture. This will ensure we are operating and demonstrating our Trust value of person first and in the centre.

By creating the right conditions, accessible environments, and inclusive approaches we will ensure any person with a disability can thrive. Our aim is to ensure people not only achieve, but actively exceed and realise their full potential. The Trust want to create an inclusive workplace where everyone can be themselves, regardless of who they are.

The purpose of this policy is to promote and provide a positive and inclusive work environment to attract, retain and support talent and diversity, accepting that people with a disability may have specific needs and requirements that others do not. To provide a clear framework around the legal obligations to make reasonable adjustments, whilst recognising creativity and flexibility may be a major feature.

1. **Legal Duties/Principles**

* 1. This policy provides a framework that describes the standards and processes required to support employees who have a disability. It raises awareness and provides guidance to managers and staff, enabling the duties of the Equality Act 2010 (The Act) to be met.
		1. As per the requirements of The Act the trust will make ‘reasonable adjustments’ where a provision, criterion, physical feature or practice applied by or on behalf of the employer puts a disabled person at a disadvantage compared to those who are not disabled. Or, where the provision of an auxiliary aid or service would prevent a disabled person experiencing a disadvantage when compared to those who are not disabled.
		2. Where sickness absence is related to a disability, reasonable adjustments will be made to support employees to maintain attendance and remain in work. A reasonable adjustment to the absence triggers may be appropriate in some cases to accommodate fluctuations in disability related absences (either duration or episodes) depending on individual circumstances. Managers should consider and apply this when managing disabled staff through the attendance management “stages”. This should complement other reasonable adjustments which seek to support people to remain in work.
		3. Reasonable adjustments will be applied when requested or identified as beneficial when a disabled person applies for and is recruited to a post, when a member of staff becomes disabled or their condition deteriorates, when there is a change to the workplace or employment arrangements, or when there is a need for a disabled member of staff to undertake further training.
		4. Reasonable steps will be taken to avoid disadvantage to any disabled person in relation to recruitment, retention, promotion, development, retirement and dismissal.
	2. The trust recognises not all conditions resulting in a disability are visible.
	3. The social model of disability is recognised.

1. **Purpose and scope of the policy**

3.1 This policy aims to:

* raise awareness of the requirements to make reasonable adjustments and the legal obligations under the Act to do so.
* Provide a guide to assist managers to support staff who are disabled.
* encourage and support disabled staff to share their disability status and needs at recruitment or during the course of their employment to ensure reasonable adjustments which may be needed now or in the future are identified.
* Ensure the individual needs of disabled staff to overcome barriers placed on them are recognised and given priority consideration across the working environment.

3.2 The policy applies to:

* Permanent, temporary or bank staff.
* Staff employed on a contractual basis.
* Volunteers or visitors undertaking work for, in partnership with or on behalf of the trust.
* People who work on placement with the trust.
* People not employed by the trust attending interview, trust training or development courses.
* People on secondment to or from the trust.
* Office holders such as board members and non-executive directors.
1. **Definitions that apply to this policy**

|  |  |
| --- | --- |
| **Disabled or disability** | See appendix 1. |
| **Discrimination arising from disability** | It is unlawful to discriminate against employees or treat them less favourably because of a physical or mental disability. Or fail to make reasonable adjustments to accommodate an employee’s disability. Likewise, it is discriminatory to treat someone less favourably because it is perceived they have a disability. |
| **Due regard** | Having **due regard** for advancing equality for disabled people involves:* Removing or minimising disadvantages experienced by people due to disability.
* Taking steps to meet the needs of people who are disabled where these are different from the needs of other people.
* Encouraging people who are disabled to participate in public life or in other activities where their participation is disproportionately low.
 |
| **Reasonable adjustment** | See appendix 5 |
| **Social model** | The Trust adopts the Social Model which is that disabled people don’t have ‘disabilities’ they face barriers by which they are ‘disabled’. |

1. **Duties**
	1. **Responsibility of the trust board**

The trust board will ensure that the policy is implemented appropriately throughout the trust.

* 1. **Responsibility of line managers**

 Line managers play a key role in supporting their teams wellbeing and have a number of obligations under this policy.

* To create conditions where all members of staff feel comfortable and able to speak up about their situation and needs.
* To recognise that there is no ‘one size fits all’ and staff members may have individual requirements that will need to be responded to appropriately – e.g. changing health needs, changes to their current situation or barriers impacting on their ability.
* To consider and co-ordinate the implementation of reasonable adjustments once they are aware of a member of staff has or may have a disability. Considering recommendations and advice from Occupational Health, Access to Work, Health and Safety advisors or any other specialist in partnership with their disabled member of staff.
* Where appropriate, brief other members of the team (with consent from the individual), particularly where the reasonable adjustments require a re-distribution of work tasks, hours or a change in work location. This must be undertaken in a sensitive manner in consultation with the employee.
* Any requests for confidentiality that could potentially impact upon the support or extent of reasonable adjustments that might be made should be discussed with the staff member.
* To review the effectiveness of all reasonable adjustments periodically during management supervision and ensure they are monitored and reviewed at least annually. This may be undertaken as part of the appraisal wellbeing discussion.
* Co- develop, monitor and review the supportive disability and wellness planning agreement with the member of staff, seeking additional advice and guidance as required.
* To support the staff disability network through giving their staff reasonable time and space to attend network meetings or undertake other work associated with the network if requested.
	1. **Responsibility of staff including those supported by this policy**
* All staff have a responsibility to understand that people with a disability, may require ‘reasonable’ adjustments. That the adjustments are intended to tackle discrimination and create equality in opportunity for disabled employees.
* To bring to the attention of their manager any disability, that would not otherwise be recognised by the employer, in order to access any reasonable adjustments required.
* To maintain appropriate, timely communication with their line manager if they believe they have developed an illness or condition that is causing them difficulty at work and it may be classified as a disability and reasonable adjustments may be required.
* To fully utilise any agreed adjustments, wellbeing practices etc., to maintain optimum work efficiency and wellbeing.
* When responsible for organising functions, events, courses and meetings ensuring that they are accessible to all is essential. By identifying if participants require reasonable adjustments in advance, and ensuring that they are implemented where required.
	1. **Responsibility of Human Resources**
* To provide advice and support to staff and managers on the implementation of this policy.
* To provide advice, support and communications to enhance myth busting.
* To take proactive measures to encourage disclosure of disability and additional need.
* To promote flexibility and adaptability when determining reasonable adjustments.
* To analyse and publish annual Workforce Disability Equality Standard (WDES) data and engage with disabled staff via the disability staff network to develop associated action plans.
* To promote opportunities for the voice of disabled people to be represented in discussions or decision making which may impact upon them.
	1. **Responsibility of Occupational Health**
* To make recommendations for reasonable adjustments that could be considered in the workplace.
* To provide advice and guidance to assist a member of staff to manage and stabilise their condition that results in a disability.
* To identify when an employee’s condition(s) may have an impact on their role and to provide advice on managing the condition(s).
* To give advice when a condition may be considered a disability with regards to the Equality Act (2010).
* To participate in case conferences when complex situations require. their specialist input to determine an agreed action plan to implement reasonable adjustments.

# 6.0 Putting the Policy into Practice

These 5 steps should be regular practice and be consistently followed in turn:

1. Anticipatory duty and identification of disability.
2. Supportive wellbeing plan and reasonable adjustments.
3. Implementing reasonable adjustments.
4. Confidentiality.
5. Reviews.

# 6.1 Anticipatory duty and identification of disability

The trust is an inclusive organisation, which appreciates and supports diversity, and will take steps required to meet the anticipatory duty placed upon it. This requires that reasonable steps are taken to find out whether reasonable adjustments are required.

* + - To help promote recruitment and retention of disabled staff, positive equality statements will be used in adverts, training programmes and other trust communications. For example – “We know there’s a wealth of talent among people who have a disability as well as those who have experience of mental or physical health problems”.
		- As it is developed, our adverts will be supported by our recruitment and careers website which will include positive images and case studies.
		- Anyone who indicates in their application that they have a disability who meets the essential criteria for the job will be short listed and given an opportunity to attend for interview.
		- Applicants will be asked if they have a disability and if they require any reasonable adjustments to enable them to attend or fully participate in their interview.
		- On offer of appointment all new staff will be asked if they require any additional adjustments/adaptations to their role as a result of a disability.
		- Applicants and appointees will be dealt with in a sensitive and supportive manner to encourage disclosure.
		- Confidentiality will be maintained.
		- Staff can at any point share or disclose about a disability and this could be for example, during the appraisal discussion, sickness absence review meetings and during managerial or clinical supervision.
		- If at any time a manager or supervisor believes a member of staff could have a disability and would benefit from a reasonable adjustment, they should discuss this with the staff member. If an adjustment is refused, then a risk assessment should be carried out to ensure all wellbeing needs are still being met. A referral can be undertaken to Occupational Health if further advice is required.
		- The trust will create regular opportunities through all communication and engagement methods, to raise awareness about the benefits of disclosure of a disability, for all members of staff.
		- The trust will work closely with the disability staff network to support, review and improve the use of language and approach to messages to ensure disabled people are welcomed and feel valued. The term ‘disability’ will be used in a positive light, to enable it to become normal acceptable language and help reduce barriers.
		- The trust will sign up to the Disability Confident scheme with the ambition to achieve the highest level of accreditation.

**6.2 Supportive wellbeing plan and reasonable adjustments**

* When a member of staff discloses they have a disability, the trust has a duty to provide reasonable adjustments to support and enable them to carry out their role. Whilst it is recognised that there is a legal definition under the Equality Act and often this is only determined in an Employment Tribunal, the trust will adopt a supportive approach for anyone who identifies as being disabled.
* Where the impairment and need for adjustments is clear, no proof of confirmation is necessary. However, for some, it may be necessary to obtain evidence of need, prior to undertaking adjustments. For example, medical confirmation for a hidden physical disorder, or Educational Psychologist’s report in the case of dyslexia or other neuro developmental disorders, or learning difficulties, to ensure that the appropriate adjustments are arranged.
* Once a disability is disclosed or established, a “Supportive Disability and Wellness Planning Agreement” (see appendix 3) should be commenced. This is a living record of reasonable adjustments agreed between an employee and their manager.

**The purpose of the agreement is to**:

* + Provide a tool by which the disability, impact on function, barriers in the workplace etc. can be explored and recorded.
	+ Provide employees and their line managers with the basis for discussions about requirements to assist them in their role and reasonable adjustments that may be indicated.
	+ Ensure that both the individual and the manager have an accurate record of what has been discussed and agreed.
	+ Minimise the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located or assigned a new manager within the organisation.

**The agreement allows the employee to:**

* Explain how their disability affects their current role.
* Suggest adjustments/adaptations that will make it easier for them to do their job.
* Obtain further information from their doctor, specialist or other expert if indicated via Occupational Health.
* Request an assessment by Occupational Health, Access to Work or another expert.
* Review the effectiveness of the adjustments agreed.
* Explain any change in circumstances.
* Be reassured that their line manager knows what to do if the employee becomes ill at work and who to contact if necessary.
* Know how and when their line manager will keep in touch if the employee is absent from work because of illness or a disability related reason.

**The agreement allows the line manager to:**

* Understand how a particular employee’s disability affects them at work.
* Consider how any reasonable adjustments may impact on service delivery.
* Explain the organisation’s staff disability and reasonable adjustments policy.
* Recognise signs that an employee might be unwell and know what the employee wants to do in these circumstances including who to contact for help.
* Know how and when to stay in touch if the employee is off sick.
* Consider referral for an assessment by Occupational Health or another specialist advisor to determine what adjustments are needed or advised.
* Review the effectiveness of the adjustments already agreed including the continuing need for such arrangements.
* Where there is a change in line manager, the new line manager of employees with Supportive Disability and Wellness Planning agreements should accept the adjustments outlined in the agreement as reasonable and ensure they continue to be implemented. Any additional reviews should only take place if directed by a change in circumstances for the disabled member of staff, or if the service requirements change significantly.
* Where a disabled member of staff changes job roles, they should share their existing Supportive Disability and Wellness planning agreement with their new manager. The manager should review any adjustments in line with the new role in partnership with the employee to ensure that appropriate support is maintained.

**6.3 Implementing Reasonable Adjustments**

The aim of any reasonable adjustment is to remove barriers faced due to the disability, therefore enabling continued employment and as close to a level playing field, when compared to someone who is not disabled, as possible.

There are many sources of support, advice and guidance to assist with understanding and determining what the required reasonable adjustments are. It is very important to remember there is no one size fits all, and different people, even with the same disability, may need different solutions, so each plan will be very individual.

 **Sources of Advice**

* The disabled person themselves will know their own needs and, in most cases, the kinds of adjustments that will be most effective.
* Occupational Health can assess and provide a report of recommendations for reasonable adjustments.
* Health and Safety, who may undertake a risk assessment and indicate any changes to procedures, provision of extra training or purchase of extra equipment that is required.
* Access to Work, who may arrange for an assessment of need for the employee, that is undertaken by an appropriate impairment or medical specialist, and who may make recommendations for solutions to any potential barriers. In many cases, Access to Work will fund whole or part of the cost of these recommendations (see appendix 5 for details).
* Other internal/external personnel with appropriate expertise that might include Estates, IM&T, local and national specialist organisations for disabled people e.g. disability charities etc.
* Where required multi-agency advice can be linked together to ensure the needs and adjustments are most effective.
* If there are serious concerns that it is not possible to accommodate any reasonable adjustment, the manager must provide a clear business rationale as to why this is the case. It should be remembered that when it comes to reasonable adjustments it is not necessary to treat everyone in the workforce exactly the same. Every opportunity to deliver the adjustment must be explored to achieve a legitimate aim.
* All parties should endeavour to resolve any issues locally and identify solutions. Where agreement cannot be reached, the next level of management will undertake a review of the case and decide on the appropriate course of action, seeking HR or specialist advice to identify an appropriate solution.
* When considering what reasonable adjustments should be made, each solution will be individual to that person and therefore a definitive list is not possible. However, ACAS advises that the employer needs to consider carefully if the adjustment:
* Will remove or reduce the disadvantage for the person with the disability
* Is practical to make
* Is affordable by the employer of the business
* Could harm the health and safety of others

Some examples of reasonable adjustments that you can make include (this list is not exhaustive):

* Flexible working arrangements in relation to hours, location and distribution of duties.
* Disability leave or time off for assessment, rehabilitation, treatment or counselling.
* Making adjustments to premises to enhance access or accommodation
* Acquiring or modifying specific equipment e.g. magnifier, induction loop, desk lamp, larger PC screen, adjustable height furniture, voice activated software, voice to text software, or a telephone adapted with an amplifier.
* Provide additional supervision or mentoring.
* Transcribing or modifying instructions.
* Modifying procedures for testing or assessment.
* Providing a reader, interpreter or note taker.
* Allowing the member of staff to work in a private room if most of the work is done in an open plan office.
* Redeployment of an employee into a suitable alternative role.
* Allowing extra breaks to help an employee cope with fatigue.
* Moving a work base – for example, transferring to a ground floor office if breathlessness makes it difficult to climb stairs.
* Some suggestions for condition specific adjustments can be found here:

Proving Disability and Reasonable Adjustments, Ed 5 (2014) Tamara Lewis, Equality and Human Rights Commission P64+, [proving\_disability\_and\_reasonable\_adjustments.pdf (equalityhumanrights.com)](https://www.equalityhumanrights.com/sites/default/files/proving_disability_and_reasonable_adjustments.pdf)

**6.4 Confidentiality**

Not all staff who have a disability will want it revealing to others, or they may not want their reasonable adjustments revealing. Therefore, staff who are made aware of a colleague’s disability should assume it is in confidence unless agreed otherwise and must:

* Advise the colleague to discuss their needs with their line manager, or other departmental manager, drawing their attention to this policy.
* Advise the staff member of other sources of support available such as their Trade union, staff network, Occupational Health etc.
* Discuss options regarding confidentiality, clearly stating that any agreement to confidentiality is overridden should the person themselves, or others be at risk due to the disability, or if non-disclosure may result in a criminal act. In this case inform the person of the extent to which confidentiality can or cannot be maintained, and of the obligation to inform management.
* The disabled person must be included in all discussions regarding their disability unless risk dictates as defined above, information must not be shared with or forwarded to any third party, without the express consent of the person with a disability. Information about a disability is classed as ‘special category data’ under the General Data Protection Regulation (GDPR)(EU) 2016/679 and the Data Protection Act 2018.
* Clarity or guidance on this may be sought from the Information Governance team.

**6.5 Regular Review**

The co-produced agreement should be reviewed regularly by both the employee and manager and amended as appropriate by either side, in agreement.

Employee wellbeing should be discussed at every management supervision and where there are any changes, the agreement should be reviewed as necessary to ensure it is still meeting the disabled member of staff’s needs. An annual review must be undertaken as part of the appraisal process where additional expert advice from third parties such as Occupational Health, Access to Work, IT specialists etc., may be needed to inform any requirement for change.

Review is essential because reasonable adjustments that have worked effectively for many years may stop being as effective as the person’s impairment or health condition changes, or the nature of the work itself changes.

If on review there is a difference of opinion on what is, or could be effective, discussion should be held around what the concerns are, what alternatives there may be, and consideration given to obtaining further advice if agreement is not reached.

Again, if the manager is unable to implement any reasonable adjustment that is recommended or requested, a full rationale with business reasons must be given to the person with the disability. If agreement is still not reached then the next level of management will undertake a review of the case and decide on the appropriate course of action, seeking HR or specialist advice as necessary to identify an appropriate solution.

**7.0 Disability Leave**

7.1 Disability leave is not the same as sick leave or special leave. Disability leave is a ‘reasonable adjustment’ under the Equality Act (2010) and is distinct from sickness absence as it includes time when an employee is well but absent from work for a disability related reason.

7.2 Disability leave is for a short, planned absence from the workplace to help employees manage their disability (examples provided below) where it is not possible for this to be undertaken in their own time and it should be monitored and recorded appropriately. It should be noted that this time can be taken in hours or days, where appropriate and can include travel time.

7.3 A disability leave request form (Appendix 4) must be completed and sent to your line manager. Managers may wish to seek advice from the HR department when considering requests for disability leave and please refer to Appendix 5 frequently asked questions for further information.

7.4 Some examples of reasons for planned disability leave that is associated with their disability for the following:

* Hospital, doctors or clinically advised complementary medicine practitioner’s appointments (by accredited practitioners).
* Hospital treatment as an outpatient
* Assessment for such conditions as dyslexia and dyspraxia etc.
* Hearing aid tests
* Training with a guide dog or hearing dog
* Counselling/therapeutic treatment
* Physiotherapy/Occupational Therapy/Speech and Language Therapy
* Patient education
* The adjustment of technical aids

This is not a definitive list and requests should be judged on a case by case basis. Any time off that is granted must give consideration to service user, service and organisational need and leave may be refused where there is a significant adverse impact on service provision.

7.5 Where disability leave is being accessed for a medical appointment, employees are required to bring evidence of such appointments to their line manager.

7.6 There may be exceptional occasions where an employee requires a period of unplanned disability leave for a longer period. These occasions should be rare and only when other alternatives (e.g. temporary redeployment, flexible working patterns, alternative duties etc.) have been explored. Where an employee is not well enough to attend work, this will be considered as sickness absence. Some examples may include (but are not limited to):

* A period of time off while reasonable adjustments are made at work
* To allow an employee with either a newly acquired disability, or where there has been a significant change in the condition, to make changes inside and outside work, in order to accommodate their disability where there is a need for substantial changes to be made.

7.7 In such circumstances the employee can submit a disability leave request form (appendix 4) to their line manager for an extended period of disability leave. Such cases will be approved at the discretion of the deputy director/head of service or equivalent.

7.8 Every effort should be made not to delay the return of an individual who is fit to return to work.

7.9 Time spent on disability leave is counted as continuous service for all contractual benefits, including accruing annual leave, sick leave and pension rights.

7.10 Disability leave must not be included for the purposes of assessing performance, promotion, attendance, selection for redundancy and similar issues. To do so might discriminate against the employee with a disability.

7.11 Line managers are expected to keep a record of the number of ‘disability leave’ hours/days taken throughout the leave year.

7.12 Appeals about the amount of disability leave allowed should be dealt with through the trust’s grievance procedure.

**8.0 Equality Impact Assessment**

 Included as appendix 6

**9.0 Dissemination and implementation arrangements (including training)**

The policy will be uploaded to the trust intranet and communicated via the headlines weekly communication. Additional launch arrangements will be developed in partnership with the disability staff network and this will include the identification of appropriate learning opportunities associated with the policy.

**10.0 Process for monitoring compliance and effectiveness**

WDES metrics and annual staff survey outcomes will be reviewed and monitored in relation to staff experience.

**11.0 Review and revision arrangements**

Human Resources are responsible for the review of this policy in partnership with key stakeholders e.g. staff side, disability staff network etc. The policy will be formally reviewed every 3 years but may be reviewed at any time if deemed necessary.

**12.0 Associated documents**

To support effective implementation and understanding the following policies are signposted for additional guidance.

* Harassment and bullying policy
* Staff confidentiality and data protection policy
* Disciplinary procedure
* Flexible working policy and procedure
* Equal opportunities policy
* Grievance policy and collective grievance procedure
* Health and safety policy
* Recruitment and selection policy
* Sickness absence policy
* Occupational health and wellbeing policy
* Working from home guidance
* MSK guidance

**13.0 Useful contacts and links**

* + - Trade Union/Professional Organisation accredited representatives
* Occupational Health 01924 316036
	+ - Direct Gov <http://www.direct.gov.uk/>
		- Access to work <https://www.gov.uk/access-to-work>
		- Remploy Workplace Mental Health Support Service

 <https://www.remploy.co.uk/about-us/current-programmes/workplace-mental-health-> [support-service](https://www.remploy.co.uk/about-us/current-programmes/workplace-mental-health-support-service)

* + - Remploy Disability Guide

 <https://www.remploy.co.uk/employers/resources/disability-guide>

* + - [Equality and Human Rights Commission](http://www.equalityhumanrights.com/advice-and-guidance/your-rights/disability/disability-in-employment/at-work-making-reasonable-adjustments/) - [https://www.equalityhumanrights.com](https://www.equalityhumanrights.com/)
		- [Macmillan Cancer - Information working with cancer](http://www.macmillan.org.uk/Cancerinformation/Livingwithandaftercancer/Workandcancer/Supportforemployees/Workcancer/Discrimination.aspx) - https:[//w](http://www.macmillan.org.uk/)ww[.macmillan.org.uk](http://www.macmillan.org.uk/)
		- Department of work and pensions

 <http://www.dwp.gov.uk/supplying-dwp/what-we-buy/access-to-work/>

 **14.0 Appendices**

1. Meaning of disability
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# Appendix 1

**The Meaning of Disability**

1. **When is a person disabled?**

A person has a disability if he/she has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day- to-day activities.

# What conditions / impairments are covered by the Equality Act (2010)?

With the exception of cancer, HIV and multiple sclerosis, there is no definitive list of conditions / impairments which are covered by the Act. Each case must be considered individually, based on the definition given above taking into consideration the effects of the impairment on the individual. Some examples may be:

* + sensory impairment (vision and hearing)
	+ heart conditions
	+ respiratory conditions
	+ musculoskeletal conditions
	+ recurring, progressive or fluctuating conditions
	+ mental health problems, such as depression
	+ epilepsy
	+ dyslexia
	+ diabetes
	+ severe disfigurements including skin conditions
	+ learning disabilities
	+ neurodevelopmental disorders

It should also be noted that individuals who are registered as blind or partially sighted by a local authority, or who are certified as being blind or partially sighted by a consultant ophthalmologist are automatically treated under the Act as being disabled.

# What about people who have recovered from a disability?

If an individual has been disabled in the past due to a condition from which they have since recovered or from which they are in remission, then they are still protected from discrimination, victimization or harassment by the Act.

# What does ‘impairment’ cover?

It covers physical or mental impairments; this includes sensory impairments, such as those affecting sight or hearing.

# Are all mental impairments included?

The term ‘mental impairment’ is intended to cover a wide range of impairments relating to mental functioning, including, neuro developmental disorders and what are often known as learning disabilities.

# What is a ‘substantial’ adverse effect?

A substantial adverse effect is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

# What is a ‘long-term’ effect?

A long-term effect of an impairment is one:

* + which has lasted at least 12 months, or
	+ where the total period for which it lasts is likely to be at least 12 months, or
	+ which is likely to last for the rest of the life of the person affected.

Effects which are not long-term would therefore include loss of mobility due to a broken limb which is likely to heal within 12 months and the effects of temporary infections, from which a person would be likely to recover within 12 months.

# What if the effects come and go over a period of time?

If an impairment has had a substantial adverse effect on normal day-to-day activities but that effect ceases, the substantial effect is treated as continuing if it is likely to recur; that is if it is more probable than not that the effect will recur.

# What are ‘normal day-to-day activities’?

They are activities which are carried out by most people on a fairly regular and frequent basis.

The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.

However, someone who is affected in such a specialised way but is also affected in normal day-to-day activities would be covered by this part of the definition. The test of whether an impairment affects normal day-to-day activities is whether it affects one of the broad categories of capacity listed in Schedule 1 to the Act. They are:

* + mobility
	+ manual dexterity
	+ physical co-ordination
	+ continence
	+ ability to lift, carry or otherwise move everyday objects
	+ speech, hearing or eyesight
	+ memory or ability to concentrate, learn or understand, or
	+ perception of the risk of physical danger.

# What about treatment?

Someone with an impairment may be receiving medical or other treatment which alleviates or removes the effects (though not the impairment). In such cases, the treatment is ignored and the impairment is taken to have the effect it would have had without such treatment. This does not apply if substantial adverse effects are not likely to recur even if the treatment stops (i.e. the impairment has been cured).

# Does this include people who wear spectacles?

No. The sole exception to the rule about ignoring the effects of treatment is the wearing of spectacles or contact lenses. In this case, the effect while the person is wearing spectacles or contact lenses should be considered.

# Are people who have disfigurements included?

People with severe disfigurements are covered by the Act. They do not need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

# Are there any other people who are automatically treated as disabled under the Act?

Anyone who has HIV infection, Cancer or Multiple Sclerosis is automatically treated as disabled under the Act. In addition, people who are registered as blind or partially sighted, or who are certified as being blind or partially sighted by a consultant ophthalmologist are automatically treated under the Act as being disabled. People who are not registered or certified as blind or partially sighted will be covered by the Act if they can establish that they meet the Act’s definition of disability. Please refer to the HIV in Employment Policy for further information and guidance regarding HIV.

# What about people who know their condition is going to get worse over time?

Progressive conditions are conditions which are likely to change and develop over time. Where a person has a progressive condition, he/she will be covered by the Act from the moment the condition leads to an impairment which has some effect on ability to carry out normal day-to-day activities, even though not a substantial effect, if that impairment is likely eventually to have a substantial adverse effect on such ability.

# Are people with genetic conditions covered?

If a genetic condition has no effect on ability to carry out normal day-to-day activities, the person is not covered. Diagnosis does not in itself bring someone within the definition. If the condition is progressive, then the rule about progressive conditions applies.

# Are any conditions specifically excluded from the coverage of the Act?

Yes. Certain conditions are to be regarded as not amounting to impairments for the purposes of the Act. These are:

* + addiction to or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed)
	+ 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.

Also, disfigurements which consist of a tattoo (which has not been removed), non- medical body piercing, or something attached through such piercing, are to be treated as not having a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

**Appendix 2**

**Supportive Disability and Wellness Planning Guidance**

This is a record of the supportive discussions and/or reasonable adjustments agreed between an employee and their line manager.

The aim of the agreement is to ensure an open dialogue between the employee and their manager to co-develop a personalised action plan to proactively provide support as required to minimise the impact of the disability and promote wellbeing. This process enables individuals to remain in work with tailored support as required and recognises that both mental and physical disability can fluctuate and change.

The document is designed to allow individuals to easily record information about their condition(s) and any reasonable adjustments they have in place and/or any challenges they might face in the workplace. It is a portable document that is live, meaning it can be reviewed and adjusted if the employees needs or role changes within the organisation.

The plan should address the following:

* That the individual and manager have an accurate record of what has been agreed
* Describe and document (as appropriate) any symptoms, early warning signs and triggers for deterioration of condition.
* Describe actions and behaviours that support the individual’s physical and mental health and wellbeing.
* Identify any barriers or challenges in the workplace which may impact on the disability.
* Describe what support the individual needs.
* Identify positive steps which can be taken when they are experiencing a deterioration in their health/disability.
* Agree a timeframe to review the support measures and reasonable adjustments to see if they are working or require further adjustment.
* Reduce the need to re-negotiate reasonable adjustments when there is a change in management.
* Provide individuals and their managers with a basis for discussions about reasonable adjustments at future meetings.

The plan should be co-produced by the individual and their manager and where appropriate, with additional support/guidance from a health professional, occupational health, IT specialist, Access to Work etc. (not an exhaustive list).

The agreement should be held confidentially, regularly co-reviewed by the individual and their manager and amended as necessary. It is intended as a living record of reasonable adjustments agreed between an employee and their line manager.

The agreement allows the employee to:

* Explain the impact of their disability at work.
* Suggest adjustments that will make it easier to fulfil the role if required.
* Offer further information from a doctor, specialist or other expert.
* Request an assessment by occupational health, Access to Work or another expert.
* Review the effectiveness of the adjustments agreed.
* Explain any change in circumstances.
* Be reassured that their manager knows what to do if the individual becomes unwell at work and who to contact if necessary.

The agreement allows the line manager to:

* Understand how the work environment can impact on a particular employee’s disability.
* Explain the process to provide reasonable adjustments in the workplace.
* Recognise signs that an employee might be unwell and what their wishes are in these circumstances, including who to contact.
* Understand how changes in the workplace can influence the disability.
* Know how and when to stay in touch if the employee is absent from work.
* Consider whether or not the employee needs to be referred for an assessment by occupational health or another advisor to help both parties understand what adjustments are needed.
* Review the effectiveness of the adjustments already agreed.

**Top tips for line managers when co-producing the supportive disability and wellness planning agreement.**

When co-producing the agreement, it is important to:

* be supportive and instil a sense of hope
* Empower the individual to take control and open up to opportunities to improve their working lives by identifying positive solutions which will help them
* Encourage staff to talk and be open about the problems they are experiencing
* Ensure confidentiality and provide an appropriate place for confidential conversations
* Listen, be respectful and do not make assumptions
* Be positive – focus on what people can do, rather than what they can’t
* Work together and involve people in co-creating the solutions as much as possible
* Prompt and support to identify strategies to manage workload, maintain a healthy work life balance and manage/adapt working hours
* Involve people in dialogue and decision making and remember that people are often the expert when it comes to identifying the support or reasonable adjustment they need and how to manage their triggers
* Encourage people to seek further advice and support and seek advice and support yourself.

**Remember:**

* Individuals may have had a disability recently identified and be coming to terms with what this means to them and their life, employment etc.
* There will be practical support they can access to increase their knowledge and develop coping strategies via national/local organisations, recovery colleges etc.
* Individuals may be experts in identifying the support or adjustment they may need and how to manage their condition(s) or any triggers.
* The agreement must be written with the person, expressing their own personal choice, reflecting their voice and their personal experience and needs
* Creativity and flexibility will likely be required by the service when agreeing reasonable adjustments

**Appendix 3**

**Supportive Disability and Wellness Planning Agreement**

**Name:**

**BDU/Department:**

**Job Title:**

**Line Manager’s name:**

**Section 1 for completion by the employee prior to supportive discussion**

1. How does your condition impact on you?
2. What support do you require to work effectively and carry out your role?
3. What impact does the working environment have on your disability?
4. Is there anything at work or within your role that can exacerbate or trigger a deterioration in your disability?
5. How might this impact on you and your work? (for example: find it difficult to make decisions, hard to prioritise work tasks etc.)
6. Are there any early warning signs that you/we might notice if your condition starts to deteriorate?
7. If we notice any of these signs, what should we do? (for example: talk to you discretely about it; contact someone you have asked to be contacted etc.)
8. What support/reasonable adjustments could be put in place to minimise triggers or support you to manage this? (for example: extra catch up time with your manager etc.)
9. Do we need to get support from other professionals, Access to Work or other agencies for specific assessments? If so, whom?
10. Are there any other steps required to minimise the effects if your condition deteriorates?
11. Do you want any information about your condition and adjustments to be shared with the team and how?

**Section 2 details of supportive discussion and wellness planning agreement co-produced with employee and line manager (to be completed jointly)**

1. Date of supportive discussion
2. Details of any advice sought/received e.g. Access to work, occupational health etc.
3. Details of agreed adjustments/action plan (include who is responsible and any appropriate dates).
4. How and when will the adjustment(s) and/or action plan be reviewed?
5. Any other information to note in relation to the adjustment(s) and/or action plan? (for example: how long will it take to implement the adjustment(s); will additional training be needed for the individual or anyone else; will there be any impact on other employees; are there any financial implications?)

**Section 3 Details of emergency contacts (completed by employee)**

If I am not well enough to be at work I am happy for my line manager to contact any of the following emergency contacts in the order of preference as detailed below (this may include relatives, friends, GP, Care co-ordinator etc.).

Contact 1:

Contact 2:

Contact 3:

Section 4 Keeping in touch (completed by manager)

If you are absent from work on sick leave or for a reason relating to your disability and you have followed the normal notification procedure, I will keep in contact with you in the following way:

Who will contact whom?

How will contact be made?

How often?

When? (preferred time etc.)

Section 5 Return to work

When you are ready to return to work following a period of sickness or disability related absence, we will meet to have a return to work discussion in line with the relevant procedure. As part of this process, we will review this supportive disability and wellness planning agreement as appropriate.

Section 6 Agreement (completed by employee and line manager)

We have jointly agreed the supportive disability and wellness planning agreement as detailed above. We have also agreed that should there be any changes or fluctuations in the condition(s) identified by either party and/or if the agreed adjustments are not working we will arrange to meet privately to discuss any further action as necessary.

Employee signature:

Date:

Line Manager’s signature:

Date:

Section 7 Details of reviews (add any updates or changes here including dates of discussions)

**Appendix 4**

# Disability Leave Request Form

For Completion by member of staff

|  |  |
| --- | --- |
| Name: | Service: |
| Number of days/ hours requested: | Date(s) of Requested Absences: |
| Number of days taken to date in the current year (April to March): |
| Reasons for current request: |
| Signed: | Date: |

# For Completion by Line Manager

Disability Leave requested above granted Yes No If no, please give reason in the box provided below

Total number of paid hours granted: Previous entitlement taken

Recorded on Special Leave Record Sheet/E Roster

Name of the manager ……………………………… Job Title …………………………………… Signed …………………………………….… Date ………………………………………

**Note: If extended disability leave is being requested please send this form to Head of Service for approval. If you have any queries please contact your HR Advisor in the first instance for support/advice.**

**APPENDIX 5**

**Frequently Asked Questions**

**Q1. What is a reasonable adjustment?**

A. A reasonable adjustment is an alteration that an employer could make that would enable a disabled person to continue to carry out their duties without being at a disadvantage compared to others. Under the Equality Act 2010, there is a **legal duty** on employers to make these reasonable adjustments for disabled employees.

# Q2. How do I know if I am a disabled person according to the law?

A. The Equality Act 2010 says that a disability is a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. This definition includes impairments or medical conditions such as Cancer, HIV or MS.

# Q3. What does a reasonable adjustment include?

1. A reasonable adjustment may include ‘provisions, criteria and practices’, ‘physical features’ and ‘provision of auxiliary aids’.

The code of practice for (employment) for the Equality Act gives the following examples of reasonable adjustments:

* + Making adjustments to premises
	+ Allocating some of the disabled person’s duties to another person
	+ Transferring them to fill an existing vacancy
	+ Altering their working hours
	+ Allowing absence for rehabilitation, absence or treatment
	+ Arranging or giving extra training
	+ Acquiring or modifying equipment
	+ Modifying instructions or reference manuals
	+ Modifying procedures for testing or assessment
	+ Providing a reader or interpreter
	+ Providing supervision

# Q4. What is the purpose of an adjustment?

A. The purpose of implementing an adjustment for you is to ensure that you are able to perform your role effectively. This applies to whether an adjustment is made during the recruitment process or in the workplace itself.

# Q5. What type of support is available to me if I have a disability?

A. The Trust offers a wide range of support to disabled members of staff. The extent of this support would be dependent on the needs and circumstances of the individual, who would be consulted on any reasonable adjustments which may need to be made. Two people with the same disability are not likely to need the same adjustments, as everyone is different, therefore adjustments would be made on a case-by-case basis.

In some cases, it may be possible to involve **Access to Work**, who are able to assess an individual within the workplace and recommend reasonable adjustments. These will not always be physical adjustments to the workplace.

If you feel you require adjustments or any other type of support, please contact your line manager, Trade Union or HR representative.

# Q6. What happens if my condition changes?

A. It is likely that your condition will change over time, and consequently your support needs. It is important that you continue to be open and honest about what you require and to engage in the relevant discussions about any changing needs.

# Q7. What is Access to Work?

A. Access to Work is a government run programme to help overcome barriers that disabled people come across when moving into or retaining employment. It is provided where the employee requires support or adaptations beyond those ‘reasonable adjustments’ which an employer is legally obliged to provide under the equality act. It is a flexible programme based on the needs of the individual and is not there to duplicate resources available from other sources.

Access to Work may also be able to help if a disabled person needs a communicator or BSL interpreter at a job interview.

# Q8. Am I eligible for Access to Work?

1. If you are disabled and feel that you may need help through Access to Work you will need to be:
	* Already working in paid employment
	* Unemployed and about to start a new job
	* Unemployed and about to start a Work Trial
	* Self-employed

Your impairment must stop or reduce your ability to do parts of your job or the job you have applied for. It may be that your impairment does not have a big effect on what you can do every day, it must be a long- term effect rather than something short-term like a broken arm.

# Q9. How do I contact Access to Work?

1. If you feel that your employment is likely to be affected by your impairment and that this impairment is likely to last for at least 12 months, you should contact either your regional Access to Work contact centre, or apply online (<https://www.get-disability-work-support.service.gov.uk/apply/condition>). Speak to your line manager, HR advisor or Occupational Health if support is required.

# Q10. What adjustments is the Trust legally required to make for disabled candidates and employees?

* 1. An employer has a duty to make ‘reasonable adjustments’. What is deemed reasonable depends on the individual case and circumstances, including how necessary the adjustment is, how practical it is, and the financial or other resources of the organisation.

# Q11. Who is responsible for implementing adjustments during the recruitment process?

A. Organising for adjustments to be made during the recruitment process is the responsibility of both the organisation and the individual. The organisation cannot be expected to guess what someone requires and the applicants cannot expect the organisation to guess what they need. Both parties have to communicate. The more open, honest and timely the communication, the more efficient the implementation process will be.

# Q12. Do I have to tell my employer that I need an adjustment?

A. It is understandable that you may not wish to talk about the nature of your disability to your employers. However, in return, you must understand that it is difficult for your employers to provide what you need if you don’t tell them. Should you not wish to disclose the nature of your disability you could instead only discuss the impact of your condition on your ability to undertake the role. Whilst employers would encourage you to share so that maximum support can be offered, there is no obligation on you to disclose either the nature of your condition or its impact.

# Q13. Who pays?

A. The law forbids the employer from making a disabled worker pay for any of these adjustments, and financial assistance may be available from the Government for the employer under access to work funding if the disabled person qualifies for it (see contact details for Access to Work in Appendix 5).

# Q14. What is Disability leave?

A. A person with a disability should have their disability-related leave counted as a distinct and separate thing, agreed with manager as a reasonable adjustment.

 **Appendix 6 - Equality Impact Assessment Tool**

*To be completed and attached to any policy document when submitted to the Executive Management Team for consideration and approval.*

**Date of Assessment: 17 December 2021**

|  | **Equality Impact Assessment Questions:** | **Evidence based Answers & Actions:** |
| --- | --- | --- |
| **1** | **Name of the document that you are Equality Impact Assessing** | Staff Disability and Reasonable Adjustments Policy |
| **2** | **Describe the overall aim of your document and context?****Who will benefit from this policy/procedure/strategy?** | To promote and provide a positive and inclusive work environment to attract, retain and support talent and diversity, accepting that people with a disability may have specific needs and requirements that others do not. To provide a clear framework around the legal obligations to make reasonable adjustments, whilst recognising creativity and flexibility may be a major feature.Individuals with a disability and people managing/working with those individuals. |
| **3** | **Who is the overall lead for this assessment?** | HR Business Manager |
| **4** | **Who else was involved in conducting this assessment?** | Staff side chairEmployment Policy Group |
| **5** | **Have you involved and consulted service users, carers, and staff in developing this policy/procedure/strategy?****What did you find out and how have you used this information?** | The disability staff network has provided input to the policy. A stakeholder group involving staff side, network representatives and HR have been involved in the writing of the policy.Relevant employment legislation, best practice and information regarding lived experience to inform policy content. |
| **6** | **What equality data have you used to inform this equality impact assessment?** | Trust workforce data and data from the 2021 WDES submission. |
| **7** | **What does this data say?** | See below |
| **8** | **Taking into account the information gathered above, could this policy /procedure/strategy affect any of the following equality group unfavourably:** | **Yes/No** | **Evidence based answers & actions. Where negative impact has been identified please explain what action you will take to remove or mitigate this impact.**  |
| **8.1** | **Race** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. |
| **8.2** | **Disability** | N | 6.6% of the non-clinical and 9.1% of the clinical workforce (including medical and dental staff) have declared a disability on ESR which means that overall 8.4% of staff have declared a disability.80.9% of disabled staff have reported that adequate adjustments have been made.Disabled staff report being more likely, compared to non-disabled staff to experience pressure to attend work despite not feeling well enough to perform their duties.Covid risk assessments are in place to support and consider the needs of clinically vulnerable staff (including those with a disability) through the pandemic.This policy aims to support and improve the experience of disabled staff and work will continue in conjunction with the disability staff network to embed the policy following its implementation. The impact of the policy is expected to be positive. |
| **8.3** | **Gender** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. |
| **8.4** | **Age** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. |
| **8.5** | **Sexual orientation** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. |
| **8.6** | **Religion or belief** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. |
| **8.7** | **Transgender** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. |
| **8.8** | **Maternity & Pregnancy** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. |
| **8.9** | **Marriage & Civil partnerships** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. |
| **8.10** | **Carers\*Our Trust requirement\*** | N | The policy is intended to support all staff who have or develop a disability regardless of any other protected characteristic and is therefore expected to benefit all groups favourably. Carers may also make use of the unpaid carers passport and staff carers passport for support in dealing with disability related issues. Peer support and signposting available from Carers’ Leads and the staff carers network. |
| **9** | **What monitoring arrangements are you implementing or already have in place to ensure that this policy/procedure/strategy:-** |  |
| **9a** | **Promotes equality of opportunity for people who share the above protected characteristics;** | Annual WDES data will continue to be reviewed along with any other data sources that may be identified to monitor the experience of disabled staff. |
| **9b** | **Eliminates discrimination, harassment and bullying for people who share the above protected characteristics;** | Annual WDES data will continue to be reviewed along with any other data sources that may be identified to monitor the experience of disabled staff. Staff may raise concerns via other mechanisms including civility and respect champions, staff side representatives, FTSU Guardians etc. |
| **9c** | **Promotes good relations between different equality groups;** | Annual WDES data will continue to be reviewed along with any other data sources that may be identified to monitor the experience of disabled staff. |
| **9d** | **Public Sector Equality Duty – “Due Regard”** | yes |
| **10** | **Have you developed an Action Plan arising from this assessment?** | To undertake a more in depth analysis of data post implementation, identifying other data sources/case studies.To identify and develop learning opportunities in partnership with the staff network to support the implementation and embedding of the policy through education, awareness and support. To identify/develop training opportunities for managers on disability awareness and managing disability in the workplace.To pursue and enhance the Trust’s disability confident status. |
| **11** | **Assessment/Action Plan approved by** |  |
|  |  | **Lindsay Jensen** **Date: 17 December 21****Title: Director of HR & OD**  |
| **12** | ***Once approved, you must forward a copy of this Assessment/Action Plan to Equality & Engagement Managers - Aboo Bhana (******Aboobaker.Bhana@swyt.nhs.uk******) and Zahida Mallard (******Zahida.Mallard@swyt.nhs.uk******)*** **Please note that the EIA is a public document and will be published on the web.****Failing to complete an EIA could expose the Trust to future legal challenge.** |  |

*If you have identified a potential discriminatory impact of this policy, please refer it to the Equality & Engagement Development Managers together with any suggestions as to the action required to avoid/reduce this impact.*

*For advice in respect of answering the above questions, please contact the Equality & Engagement Managers.*

**Appendix 7 - Checklist for the Review and Approval of Procedural Document**

*To be completed and attached to any policy document when submitted to EMT for consideration and approval.*

|  | **Title of document being reviewed:** | **Yes/No/Unsure** | **Comments** |
| --- | --- | --- | --- |
| **1.** | **Title** |  |  |
|  | Is the title clear and unambiguous? | yes |  |
|  | Is it clear whether the document is a guideline, policy, protocol or standard? | yes |  |
|  | Is it clear in the introduction whether this document replaces or supersedes a previous document? | yes |  |
| **2.** | **Rationale** |  |  |
|  | Are reasons for development of the document stated? | yes |  |
| **3.** | **Development Process** |  |  |
|  | Is the method described in brief? | yes |  |
|  | Are people involved in the development identified? | yes |  |
|  | Do you feel a reasonable attempt has been made to ensure relevant expertise has been used? | yes |  |
|  | Is there evidence of consultation with stakeholders and users? | yes |  |
| **4.** | **Content** |  |  |
|  | Is the objective of the document clear? | yes |  |
|  | Is the target population clear and unambiguous? | yes |  |
|  | Are the intended outcomes described?  | yes |  |
|  | Are the statements clear and unambiguous? | yes |  |
| **5.** | **Evidence Base** |  |  |
|  | Is the type of evidence to support the document identified explicitly? | yes |  |
|  | Are key references cited? | n/a |  |
|  | Are the references cited in full? | n/a |  |
|  | Are supporting documents referenced? | yes |  |
| **6.** | **Approval** |  |  |
|  | Does the document identify which committee/group will approve it?  | yes |  |
|  | If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document? | yes | Agreed at Trust Partnership Forum on 29.11.21 |
| **7.** | **Dissemination and Implementation** |  |  |
|  | Is there an outline/plan to identify how this will be done? | yes |  |
|  | Does the plan include the necessary training/support to ensure compliance? |  | To be identified and developed as part of an implementation plan |
| **8.** | **Document Control** |  |  |
|  | Does the document identify where it will be held? | yes |  |
|  | Have archiving arrangements for superseded documents been addressed? | n/a |  |
| **9.** | **Process to Monitor Compliance and Effectiveness** |  |  |
|  | Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document? | yes |  |
|  | Is there a plan to review or audit compliance with the document? |  |  |
| **10.** | **Review Date** |  |  |
|  | Is the review date identified? | yes |  |
|  | Is the frequency of review identified? If so is it acceptable? | yes |  |
| **11.** | **Overall Responsibility for the Document** |  |  |
|  | Is it clear who will be responsible implementation and review of the document? | yes |  |

**Appendix 8 - Version Control Sheet**

*This sheet should provide a history of previous versions of the policy and changes made*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Status** | **Comment / changes** |
| 1 | Nov 2021 | Paul Brown, HR Business Manager/Christine Symonds Interim Network Chair/Elaine Shelton, Network Chair/Staff Side Chair | Current | New policy formulated with involvement of a stakeholder group consisting of network members and staff side. |