

## **Code of the Practice on the Employment of Disabled People.**

### **1. Introduction.**

- 1.1 It is now widely recognised that disabled people are disadvantaged in the labour market in various ways, whether in access to employment or in the type of work obtained, and that they are often under represented in professional or managerial jobs. Culture and Sport Glasgow, is committed to equality of opportunity for disabled employees within its workforce. The Company is also committed to identifying, and within available resources removing practices which discriminate against disabled people. The Company also recognises that many disabled people face additional disadvantage or possible discrimination because, for example, of gender or ethnic origin. It will, through its Equal Opportunities in Employment Policy, aim to redress inequalities faced by disabled people.
- 1.2 This Code of Practice takes account of the provisions of the Equality Act 2010. The Act defines 'a person as disabled if they have or have had a physical or mental impairment which has a substantial and long term (more than 12 months) effect on their ability to carry out normal day to day activities.' The Company operates a system of self assessment whereby applicants for vacancies and employees are asked to determine their own disability status taking account of the above definition.
- 1.3 In terms of employment, the issue of disability is one of equal opportunities, not social welfare.

### **2. Objectives of Policy.**

In terms of the Company's Equal Opportunities in Employment Policy, it is unfair to discriminate unjustifiably against employees or job applicants on the grounds of their disability. Specifically, the objectives of this Code of Practice are to ensure that:

- 2.1 Disabled people who apply for jobs with the Company should know that they will receive fair treatment and be considered on their ability to do the job.
- 2.2 Applications from disabled people for posts will be actively encouraged and, under the "Double Tick" initiative (see Section 4.2), applicants who meet the minimum criteria for a post will be guaranteed an interview. This will be monitored by Human Resources.
- 2.3 Positive action policies may be developed, to remedy the under representation of disabled people in the Company's employment.
- 2.4 All disabled employees will have equal access to training and development opportunities. **CODE OF PRACTICE ON THE EMPLOYMENT OF DISABLED PEOPLE .**
- 2.5 Support will be given, through Human Resources, to disabled employee(s) and Managers in any application made for equipment or financial assistance.



- 2.6 Support will be provided to disabled employees through Human Resources. This will include the provision of access to professional advice e.g. on benefits or specialised equipment or adaptations within the Company.
- 2.7 Advice on adaptations to equipment, accommodation or buildings may be obtained from Facilities Management.
- 2.8 Every effort will be made to retain an employee who is or becomes disabled and is no longer capable of carrying out his/her normal duties. Reasonable adjustments (see Section 3.6) to the job, alternative employment and retraining will be considered and only if these options are not viable will consideration be given to termination of employment on grounds of capability or ill health retiral.
- 2.9 All aspects of the recruitment process will be monitored to identify areas where further action is required to implement this Code of Practice successfully. (See Section 9).
- 2.10 An effective system of communication with disabled employees will be established and maintained through regular consultation and the provision of information on Company Policies and other relevant issues.
- 2.11 All employees will be made aware of the Company's policy on the employment of disabled people. In addition, disability awareness training will be carried out as outlined in Section 5 of this Code of Practice.

### **3. Operation of the policy.**

#### 3.1 Policy.

Responsibility for the formulation and monitoring of the Company's Equal Opportunities in Employment Policy lies with Human Resources. The Director of Corporate Services and Community Planning carries executive responsibility for the policy.

#### 3.2 Operation.

Day to day operation of the policy lies with the HR Manager who will nominate a member of staff with responsibility for administering recruitment and selection in the Company, including the vetting of paperwork, with a specific remit to give advice and support to managers and disabled employees.

This role is crucial to the successful operation of this Code of Practice. As outlined in Section 4 on Recruitment, this officer will have a key role in ensuring that disabled applicants are not unjustifiably discriminated against on grounds of disability. They will provide guidance on any applications for aids, equipment or allowances. They will also assist with the induction and integration of a disabled employee into the workplace and provide a point of contact and support for the disabled employee and his/her manager.



It will also be their role to ensure that when an existing employee becomes incapable of carrying out his/her normal duties due to disability that every effort is made to retain that employee (see section 3.6 and 6.1). Where required this Officer or the employee may seek specialist advice through Human Resources.

### 3.3 Job Coaching Service.

Support and advice may also be provided by the **Job Coaching Service** located in Glasgow City Council. The purpose of this service is to enable people with disabilities to access/remain in employment by offering support and advice to employing Organisations and individual specialist support to employees. The service may be accessed through Human Resources.

### 3.4 Safe Working Environment.

It is the responsibility of Managers to ensure a safe working environment for all employees, and that specific arrangements are made for safe access and egress and fire evacuation for all disabled employees. Advice can be obtained from the Health and Safety Group or Human Resources.

### 3.5 Monitoring.

Monitoring of this Code of Practice will be undertaken by the Human Resources Manager (See Section 9). Human Resources will also undertake to consult with disabled employees.

### 3.6 Duty to make Reasonable Adjustments.

In considering arrangements for the appointment of a disabled applicant or the retention of an existing employee, Managers should bear in mind the requirement in the Equality Act 2010, to make “reasonable adjustments” to working arrangements or physical features of premises where they cause disadvantages for a disabled person.

These may include:

- making adjustments to premises
- allocating some of the disabled person's duties to another person
- transferring the disabled person to fill an existing vacancy
- altering working hours
- assigning the disabled person to a different place of work
- allowing the disabled person to be absent during working hours for rehabilitation, assessment, or treatment
- providing or arranging for the provision of training
- acquiring or modifying equipment
- modifying instructions or reference manuals
- modifying procedures for testing or assessment
- providing a reader or interpreter
- providing supervision

### 3.7 Positive about Disability.



The Double Tick Disability Symbol has been developed by Job Centre Plus so that: People with disabilities will know which employer will be positive about their abilities. Employers can show their commitment to good practice in employing disabled people.

All employers using the symbol are required to make the following commitments to action:

- To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their **abilities**.
- To ask disabled employees at least once a year what can be done to ensure that they can develop and use their abilities at work.
  - To make every effort when employees become disabled to ensure that they stay in employment.
- To take action to ensure that key employees develop the awareness of disability needed to make the commitments work.
- Each year, to review these commitments and what has been achieved, plan ways to improve them and let all employees know about progress and future plans.

## 4. Recruitment.

### 4.1 Appointment to the post.

Where a disabled candidate is recommended for appointment the Chair of the Panel should discuss with Human Resources any requirements needed by the candidate. Human Resources should, as appropriate, seek guidance on appropriate aids, adaptations and allowances. This guidance should be sought as soon as possible to prevent unnecessary delays in obtaining assistance.

In some circumstances, application may be made to the appropriate Disability Services team for funds for equipment, adaptations to buildings or travelling allowances for the disabled employee. In some cases it may be that special working arrangements have to be discussed. If appropriate, following discussion with the disabled employee, it may be helpful to advise the line manager of certain aspects of the employee's condition. Support may also be requested through the Job Coaching Service provided by GCC, Social Work Services.

Human Resources will provide support and guidance to both the local manager and the disabled employee, as requested during the initial period in the post and thereafter, to ensure that any arrangements or equipment are working satisfactorily and that any unforeseen problems are being dealt with in a sensitive way.

### 4.2 Complaints.



Complaints of unfair treatment during the recruitment and selection process will be dealt with in line with the appropriate complaints procedure, details of which should be made available to all applicants as part of the recruitment package.

In the first instance the Chairperson of the selection panel should deal with the complaint, however there may be situations where this will not be appropriate and the manager may wish to seek advice from Human Resources.

## **5. Training and development.**

- 5.1 All Directors have responsibility for ensuring that their employees receive such training as will enable them to meet job requirements effectively, and to ensure that they are kept informed of the opportunities available for career development. In this, it is the responsibility of each Director to ensure that all disabled employees have equality of access to training and career development.
- 5.2 The Learning and Development Team, in conjunction with Human Resources, will ensure that disabled employees have access to all in-service courses. When nominating a disabled employee to attend a course, a Manager should advise the Learning and Development Team of any particular access or other requirements, if possible at least 4 weeks in advance, to allow time to make any necessary arrangements e.g. relocation of a course or transcription of material.
- 5.3 Disability Awareness training will be made available for Managers/Supervisors, and staff in Human Resources to enable them to fulfill their role effectively.

## **6. Employment.**

- 6.1.1 Should an existing employee become disabled, either as a result of their employment or because of other factors, the Manager in consultation with Human Resources and Occupational Health Service, will discuss with the employee any necessary modification to the duties of the post, the environment or any other change that would enable the employee to remain in the employment of the Company. Advice/assistance may be sought from Glasgow City Council Job Coaching Services (see section 3.3), Job Centre Plus Access to Work Team and Ability Development Centre in the retention of an employee.

All options such as a re-allocation of duties, re-training or alternative employment must be fully considered. In those instances where the Manager is unable to achieve the foregoing then Human Resources must be advised in writing of the action taken. Thereafter Human Resources will undertake to



assist the Manager in pursuing the possibility of alternative employment within the Company. Only when impracticable, will other options be explored.

Where these options include ill health retiral or dismissal on ground of lack of capabilities, the employee will be given reasons in writing and will retain the right to pursue the matter through the usual appeals machinery.

- 6.2 So far as is reasonably practicable, the Manager will arrange to meet a retraining needs arising as a result of an employee's disability.
- 6.3 The Manager will also, so far as is reasonably practicable, provide suitable access and other facilities for disabled employees e.g. car parking, office accommodation, toilet facilities.
- 6.4 Sympathetic consideration will be given to requests from disabled employees for reasonable time off with pay, to attend to matters relating to their disability where this cannot be arranged either within the provisions of the scheme of flexible working hours or outwith normal working hours.

## **7. Health and safety.**

- 7.1 Further advice can be obtained from the Health and Safety Team or Access to Work.
- 7.2 A risk assessment or supplement to an existing risk assessment may be required prior to a disabled person taking up duties. Fire safety will have to be given special consideration by management. Advice and assistance is available from the Health and Safety Group.

## **8. Consultation.**

In line with the requirements of the Double Tick initiative, the Company will consult on a regular basis with representatives of disabled employees. The purpose of these meetings will be to:

- improve communication
- consult on the effectiveness of Company policies with regard to disabled people.

## **9. Monitoring.**

Monitoring of the effectiveness of the Company's Equal Opportunities in Employment Policy and this Code of Practice will be undertaken by the Human Resources Manager and a system of reporting will be established. Regular reports will be made to Company showing the number of disabled persons in our employ.



## **10.. Contact List.**

- **Human Resources Officers**
- **Health and Safety Team**
- **Learning & Development Team**
- **Glasgow City Council Social Work Services (Job Coaching Service)**

### **10.1 Further Information.**

**If you would like any further advice or guidance on the implementation of this Code of Practice, please contact Human Resources.**