

PROCEDURE IN RELATION TO DISABILITY AND EMPLOYMENT MATTERS



Heddlu
Gwent
Police

SUMMARY

STAFF ARE REMINDED THAT THIS SUMMARY IS STRICTLY AN OVERVIEW OF THE KEY ELEMENTS OF THE DOCUMENT AND FOR A MORE COMPREHENSIVE EXPLANATION THE WHOLE OF THE DOCUMENT SHOULD BE READ IN PARTICULAR SECTION 1.2'

Gwent Police is committed to becoming a “disability-confident” organisation. It values the skills, experience and knowledge which disabled individuals bring to the workplace. It will endeavour to make reasonable adjustments to its procedures, policies and practices in order to ensure that applicants to the force and disabled officers and employees are recruited and retained effectively and that every member of the force has the opportunity to contribute to the organisation.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE.

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1.0 Guidance, Procedures, Tactics

1.1 Risk Assessments and Health and Safety Considerations

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if required or requested.

1.2.1 Disability Legislation and the Police Service

1.2.2 The employment provisions of the DDA makes it unlawful for an employer to:

- treat a disabled applicant, employee or officer less favourably simply because of their disability. This is direct discrimination which is unlawful and which can never be justified;
- treat a disabled applicant, employee or officer less favourably for a reason related to their disability without justification;
- harass or permit the harassment of a disabled employee or officer;
- victimise or permit the victimisation of a disabled employee or officer;
- discriminate after employment has ended.

1.2.3 The Act also places a legal duty on the force to make reasonable adjustments. These are practical ways to remove certain disadvantages faced by disabled people and help them to contribute fully to the workforce. The duty to make reasonable adjustments applies where any physical features of the employer's premises, or any practices, policies or criteria made by or on behalf of the employer, place the disabled person at a substantial disadvantage compared to a person without disabilities.

1.2.5 Definition of disability

1.2.6 Under the DDA, a disabled person is defined as someone who has a "physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day-to-day activities."

1.2.7 The term "normal day to day activities", is intended to include activities which are normal for most people, rather than activities that are normal for a particular group of people. These differ from the employment activities undertaken by police officers such as operational patrol, arrest and

restraint. The DDA covers the impairment of normal day-to-day activities only if one of the following is affected:

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

Substantial adverse effect means that the effect of the physical or mental impairment on the ability to carry out normal day-to-day activities must be more than minor or trivial. It does not have to be severe effect.

A long-term effect is one which has lasted 12 months or is likely to last 12 months or the rest of an individual's life.

1.2.8 There is no definitive list of impairments prescribed in the DDA and each case must be considered individually. However, the definition might include, for example, people with the following:

- sensory impairment (vision and hearing)
- heart conditions
- musculoskeletal conditions affecting the limbs, hands, back or neck
- recurring or fluctuating conditions such as arthritis
- mental health problems such as diagnosed depression
- epilepsy
- asthma
- dyslexia
- diabetes
- severe disfigurements
- learning disabilities
- progressive conditions such as cancer, multiple sclerosis, HIV

The following conditions specifically do not count as impairments:

- addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed);
- seasonal allergic reactions (for example, hay fever) unless it aggravates the effect of another condition;
- tendency to set fires, steal or physically or sexually abuse other persons;
- exhibitionism and voyeurism

1.2.9 **Recruitment**

1.2.10 It is unlawful for an employer to discriminate against a disabled person:

- in the arrangements made for determining who should be offered employment;
- in the terms on which the disabled person is offered the employment;
- by refusing to offer, or deliberately not offering the disabled person employment.

To this end, Gwent Police will ensure the following during the recruitment and selection of police staff posts, specialist posts for police officers and special constables, taking into account the provisions of the Recruitment and Selection Guide:

- person specifications will be reviewed to ensure that they do not include unnecessary or marginal requirements;
- the force will endeavour to provide upon request by a disabled applicant, an application form and information about the post in a format that is accessible to the disabled applicant. Accessible formats will include e-mail, Braille, Easy Read, large print, audio tape and computer disc;
- an applicant will be invited to identify him/herself as a disabled person via the Equal Opportunities Monitoring Form and advise of any relevant effects of a disability and to suggest adjustments to help overcome any disadvantage the disability may cause at interview;
- in accordance with the Force's continuing use of the Disability Symbol awarded by JobCentre Plus (see Appendix A), all disabled applicants who meet the minimum criteria for a vacancy will be interviewed;
- aptitude or other tests used in a selection process or the way results are assessed, may be revised to take account of a disabled candidate;
- during the selection process, the employer may seek further information about a disability only if the question is relevant to the persons ability to do the job – after a reasonable adjustment, if necessary;
- Police Officers will be appointed in accordance with the National Recruitment Standards.

1.2.11 Medical Assessments for appointments to the force

Health checks for potential police officers and police staff will only be conducted once the candidate has been assessed as suitable for the role through the

appropriate selection procedure.

Each case will be considered on its own merits and the medical assessment will focus on ability rather than disability. For potential police officers, the assessment will be conducted within the framework of the National Medical Recruitment Standards.

While the Occupational Health Unit will make a recommendation, submitted to the Personnel Officer (Police Recruitment) or Divisional Personnel Officer, as to a candidate's suitability for a role, the final decision as to appointment is one for line managers. Therefore, in certain cases the Personnel Officer (Police Recruitment) or Divisional Personnel Officer may need to discuss the issue further with relevant parties including the candidate, Occupational Health Unit and/or the Health and Safety Adviser and ensure that an appropriate risk assessment is undertaken.

Where a candidate is unsuccessful in the selection process due to disability or ill health grounds, then he/she will be informed that this is the reason.

Where a candidate is successful, the Personnel Officer will ensure that the line manager and /or trainers are made aware of any reasonable adjustments that need to be made.

1.2.12 Terms and Conditions of Service

Gwent Police will not discriminate against disabled people in the application of its terms and conditions of service and will consider whether reasonable adjustments need to be made to the terms and conditions of service which would otherwise apply. For example, it might be a reasonable adjustment to alter an individual's start and finish times should they have a disability which means that he/she has difficulty using public transport during rush hour. Reasonable adjustments will be considered in assessing performance for the purposes of Competency Related Threshold Payments should an officer have a disability which has adversely impacted upon the ability to achieve objectives.

1.2.13 Induction, Training and Development

Induction, training and development opportunities will be available to all staff regardless of any disability. Where staff undertaking training or development identify additional needs in relation to access, equipment or facilities, adjustments will be made wherever possible in order to enable full participation in any such programme.

1.2.14 Retention of disabled employees

Gwent Police recognises that the loss of service of a police officer or a member of police staff as a result of becoming disabled or having a disability which worsens will deprive the Force of a wealth of experience, skills and knowledge.

Therefore, in the event that an individual becomes disabled as defined by the DDA or has a disability that deteriorates, then the following steps may apply:

- the first consideration will be to retain the individual in his/her current role. Therefore, reasonable adjustments must be considered in an attempt to achieve this. It will not be automatically assumed that an officer performing an operational role needs to be moved from that post.
- the line manager will be responsible for determining what the employee/officer can do in consultation with the individual and, if appropriate, with the Occupational Health Unit. The Force Medical Adviser, where appropriate, will indicate what type of restrictions may be applied, what the capabilities of the individual are and the types of tasks he/she is fit to perform. It is important that all discussions and comments are fully documented and available to the individual.
- the line manager will determine with the individual and if appropriate the Occupational Health Unit, Personnel Officer and/or Health and Safety Adviser and other appropriately qualified people, whether the current role can be performed with reasonable adjustment. Examples of reasonable adjustments include:
 - swapping some of the disabled individual's duties with other people;
 - altering the individual's working hours;
 - allowing the individual to be absent during working hours for rehabilitation, assessment or treatment;
 - providing the individual with training;
 - modifying instructions or reference manuals.
 - acquiring or modifying equipment;
 - reasonable adjustments must be made to the current role as soon as possible;
 - if there are no reasonable adjustments which would enable the disabled employee or officer to continue in his/her present role, then the line manager will consider whether there are suitable alternative positions available to which the individual could be redeployed. Where possible this will be in the individual's current division/department. The line manager should seek the advice of appropriately qualified people listed above.
 - where a member of police staff is redeployed to a post at a lower grade, there will be no protection of salary or other allowances. However, in

certain cases, it may be appropriate to redeploy an individual to a higher graded post.

- where it is not possible to retain an officer in a police post, another option may be to consider whether or not it is reasonable to redeploy a disabled serving officer into an existing, vacant police staff post. This option may be a reasonable adjustment, for instance, where the officer agrees to be re-engaged on police staff terms and conditions of employment. It may not be a reasonable adjustment where the officer seeks to remain on police officer pay and conditions of service. In exceptional circumstances, i.e. where other reasonable adjustments have been explored and there is no suitable police officer post available, a police officer may be redeployed into a police staff post as a reasonable adjustment. Should this be a consideration, then advice should be sought from a Personnel Manager/ Head of Human Resources.

This list is not exhaustive and the focus should be on what the individual can do, as opposed to what he/she cannot do. Should an employer fail to make an reasonable adjustment, then this will be discrimination.

It is recognised that various individuals such as the line manager, Personnel Officer, Personnel Manager, Occupational Health Adviser, Chief Officer may be involved at various stages in discussions about an individual's future, particularly where redeployment options are being considered. It is important that one individual takes responsibility for consulting with and keeping the individual updated on discussions and proposals in order to minimise any opportunities for misunderstandings to occur. It is recognised that it can be a distressing time for individuals when reasonable adjustments or redeployment options are being considered and it is important that there is no delay in addressing these issues and keeping the individual involved. In most cases it will be the responsibility of the line manager to liaise directly with the individual on these matters. The point of contact should be clearly communicated to all parties e.g. Occupational Health Adviser, Personnel Officer / Manager, at the earliest opportunity.

However, Gwent Police is under no obligation to create a new job for someone who cannot return to their original position or be redeployed, after reasonable adjustments have been considered.

Should it arise that, unfortunately, no adjustments can be made which would enable the disabled individual to perform the essential functions of a job, then there is no obligation on the employer to recruit/retain the individual. However, in such circumstances Gwent Police would need to be able to demonstrate that;

- The essential elements of the role were identified
- Adjustments were considered and discussed with the individual

- Where possible, expert advice was sought.

1.2.15 Reasonable Adjustment

The DDA lists a number of factors which may, in particular, have a bearing on whether it will be reasonable for the employer to have to make a particular adjustment. These factors make a useful checklist, particularly when considering more substantial adjustments.

- the effectiveness of the step in preventing the disadvantage;
- the practicability of the step
- the financial and other costs of the adjustments and the extent of any disruption caused.
- the extent of the employer's financial and other resources
- the availability to the employer of financial or other assistance to help make an adjustment (see Appendix B - Access to Work)
- the nature of the employer's activities and the size of its undertaking

1.2.16 Failure to reach agreement on reasonable adjustments.

If an individual does not agree with the reasonable adjustment(s) or redeployment that has been proposed, then the line manager should seek to resolve the issue by meeting with the individual to establish the reason for the objection. This discussion should be documented with this note of the discussion being provided to the individual.

Consideration may also need to be given to convening a case conference with appropriate individuals who have been involved in providing advice and guidance such as members of the Occupational Health Unit, a Personnel Officer/ Manager.

Individuals may choose to seek resolution by invoking the Fairness at Work Procedure.

1.2.17 Health and Safety issues

Under Health and Safety law, Gwent Police has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. The retention of a disabled person in a particular role, may pose an identifiable health and safety risk not only to the individual but also to colleagues and / or members of the public. The DDA states that health and safety obligations will take precedence over the rights of the disabled individual. Therefore,

considerations of health, safety and welfare may constitute a material and substantial reason for redeploying an individual.

However, Gwent Police will not use health and safety obligations as a reason not to retain a disabled individual in his/her current role or other role without thorough consideration of all the circumstances of the case.

In appropriate cases, a suitable and sufficient risk assessment will be used to establish how the working environment or arrangements could be adjusted to meet individual needs and whether a reasonable adjustment could present a significant risk to any person.

1.2.18 Disability Network

Disabled police officers and police staff are encouraged to consider joining the Police Disability Network, details of which are provided at Appendix C.

1.2.19 Recording Absence

Disability related leave

Disability leave is not the same as sickness absence. Disability leave is an example of a reasonable adjustment as it allows appropriate absences during working hours for rehabilitation, assessment and treatment.

Managers will grant disability leave to enable an individual to adjust to changes caused by the development of a new disability, or to manage an existing disability. The leave is for a fixed period which the manager and the police staff member / police officer know about in advance. It should not be recorded as sickness absence.

Disability related sickness absence

Sickness absence for a reason relating to a disability will be classified as sickness for recording and reporting purposes. However, it will be identified separately for internal management purposes.

Sickness absence records will be reviewed to ensure that absence is categorised correctly, should it be established that an individual has a previously undisclosed disability or in cases where it has been difficult to diagnosed disability until later on.

In cases where an impairment is not obvious, or where it is not clear whether or not the sickness absence was related to a disability, then the individual will be referred to the Occupational Health Unit .

1.2.20 Attendance Management and Absence

The procedures which Gwent Police has developed for dealing with sickness absence require managers to take fully into account the provisions of the DDA. Therefore, in individual cases, a decision may be made to disregard disability-related sickness when considering management action as this could be considered as a “reasonable adjustment”.

1.2.21 Promotion, Selection and Appraisal

Gwent Police will not directly discriminate against disabled police staff, officers or those on restricted or recuperative duties in the application of promotion, selection and appraisal processes and will take into account the guidance as outlined in the Home Office document “Disability and the Police – Promotion, Selection and Appraisal.”

1.2.22 Disclosure and Confidentiality

In accordance with the Data Protection Act, any information regarding an individual’s disability provided to Gwent Police will be treated in strictest confidence. All information collected for monitoring purposes will be kept in confidence and existing police officers and employees will be advised that the information will be used only for Equal Opportunities Monitoring purposes. Individuals will not be asked to disclose the nature of their disability on monitoring forms but will be requested to indicate if they are consider that they are disabled in accordance with the definition of disability under the DDA.

Where the information is disclosed for the purposes of making reasonable adjustments, managers do not need to know the diagnosis or even the nature of a disability if it is not obvious. However, they will need to know the effect of the disability so that they can carry out an appropriate risk assessment.

In some cases certain other colleagues do need to know about the disability, its effects, symptoms or the impact on day to day activities. If this is the case, then the line manager will explain why it is necessary for others to be aware of this information and the individual’s written consent must be obtained before this action can be taken. In other cases, colleagues may only need to know that reasonable adjustments will be made, but not the precise reasons why.

1.2.23 Verification of Disability

Individuals joining the force will be asked to disclose whether or not they have a disability both for monitoring purposes and to enable reasonable adjustments to be made. Should an individual who is joining the force or who is an existing employee /officer ask for an adjustment to be made because of an impairment which is not obvious, then the relevant Personnel Officer may seek the advice of the Occupational Health Unit. Depending on the case, the Occupational Health Nurse/ Force Medical Adviser may wish to examine the individual or seek a report from a specialist, the individual’s GP or another appropriately qualified

individual for advice on the nature and extent of the disability and advice on reasonable adjustments.

1.2.24 Protective Marking

Managers should comply with the information processing requirements of the Government Protective Marking Scheme by which information assets of Gwent Police are protectively marked according to the likely consequence of their compromise as described in

http://hq2a/stage/support/standards/info_security/policy/protective%20marking.doc

2.0 Procedure Statement & Intentions

2.1 Principle & Scope of Procedure:

Gwent Police aims to promote an understanding of disability as an equality issue.

This procedure applies to all police personnel and applicants to the force.

2.2 Aims of Procedure

The aim of this procedure is for Gwent Police to achieve Gwent Police:-

- “disability-confidence” as an organisation.
- To demonstrate that it values the skills, experience and knowledge which disabled individuals bring to the workplace.
- To make reasonable adjustments to its procedures, policies and practices in order to ensure that applicants to the force and disabled officers and employees are recruited and retained effectively and that every member of the force has the opportunity to contribute to the organisation.

3.0 Introduction

3.1 Origins/Background Information

It is considered good practice to have a procedure to assist the force in meeting its obligations in relation to the employment aspects of the Disability Discrimination Act 1995 (Amendment) Regulations 2003 – (DDA)

3.2 The Legal Basis and Legitimate Aims

The legal basis and aim is to comply with the Disability Discrimination Act 1995 (Amendment) Regulations 2003 - DDA.

4.0 Implications of the Procedure

4.1 Financial Implications/Best Value

There should be no additional financial implications with the updating and continuance of this procedure.

4.2 Human Resources/Training

Line managers will be required to support police personnel to ensure that the aims of this procedure are complied with.

4.3 Strategic Plan Links

The Human Resources Strategy supports our aim to be a good and caring employer.

4.4 Diversity

In the application of this procedure consideration must be given to the possible social impact of this procedure on the community. A social impact assessment is a requirement to ensure all issues are considered. This is also a requirement of the Gwent Police Race Equality Scheme. Social impact assessments must be undertaken before and after the application of this procedure.

Under the Race Relations (Amendment) Act 2000 Gwent Police is required to undertake proactive work to meet the General Duty of :

- Eliminating unlawful racial discrimination;
- Promoting equality of opportunity;
- Promoting good relations between people of different ethnic groups.

The General Duty is outlined in Section 71 (1) of the Act, and must be met **in its entirety**.

Monitoring must be undertaken to ensure that there is no adverse impact either positive or negative upon any one particular social group or individual. The results of monitoring must be analysed and be available for publication, and appropriate changes made.

All individuals using this procedure must be aware of the potential impact that this procedure has on the individuals to whom it is applied. The following strands of diversity and their corresponding pieces of legislation must be considered when answering these questions.

- Welsh Language Act 1993
- Race – Race Relations Act 1976
- Race Relations Amendment Act 1976
- Disability - Disability Discrimination Act 1995
- Gender – Sex Discrimination Act 1975
- Equal Pay Act 1970
- Age – Article 13 Treaty of Amsterdam (2006)
- Sexual Orientation – Article 13 Treaty of Amsterdam (2003)
- Religion – Article 13 Treaty of Amsterdam (2004)
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

4.5 Consultation

Police Authority
 ACPO
 Divisional Departmental Heads
 Superintendents Association
 Police Federation
 UNISON
 Gwent Women Police Association
 Gwent Black Police Association
 Gwent Police Disability Network
 Gay Police Network
 Freedom of Information Officer

5.0 Human Rights Consideration Certification

5.1 Auditing for potential interference and discrimination

Q1. What articles of the Human Rights Act 1998 may be engaged?

Article 3
 Article 6
 Article 8
 Article 9
 Article 10
 Article 11
 Article 14

Q2. Where individual rights are engaged what is the potential to discriminate against the parties involved?

" In the application of this procedure the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights ".

5.2 Key Human Rights Principles

Q1. What is the legal basis for your procedure?

Section 3.2 refers

Q2. Does the procedure provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this procedure?

Restrictions on the rights protected in articles 8 - 11 in the Human Rights Act will be compatible with the convention only if they are aimed at protecting one of the interests listed in articles 8(2), 9(2), 10(2) and 11(2) respectively. The interest protected are broadly the same and generally include:

1. National Security
2. Public Safety
3. The protection of health or morals
4. The prevention of disorder or crime; and The protection of the rights of others.

Q3. How are staff made aware of the clearly defined decision making processes?

Section 1.2 refers

Q4. What are the minimum standards of documentation in relation to decision making?

Section 1.2 refers

Q5. How does your procedure provide guidance on the justification for assessment and actions as to whether the action is the least intrusive?

Section 1.2 refers

5.3 Rights, Publication, Audit and Inspection

Q1. Are there any sections of the document which should not be disclosed to the

public on the Force Publication Scheme; because they consist of tactical or operational procedures, that would inhibit the apprehension or prosecution of offenders if publicly known, or would compromise the ability of the force to carry out its duties? Please outline the relevant sections that cannot be disclosed.

This procedure can be disclosed

Q2. What rights to make representation and appeal process are available?

Persons who wish to make representations regarding the operation of this procedure will have recourse to civil law. There is also the right to use both formal, informal and organisational complaints procedures in respect to the operation of this procedure. Where dismissal is contemplated an individual has a statutory right to attend a hearing to discuss the matter. This includes a statutory right to be accompanied to the meeting by a trade union representative or a work colleague. There is also a statutory right to appeal.

Q3. What internal review and audit process is in place or is proposed?

This procedure has been drafted in accordance with the principles and rights contained within the Human Rights Act 1998. It will be reviewed and continuously assessed in the light of any relevant changes and developments in the application of the Act.

Q4. What external independent scrutiny is recommended?

This procedure document can be scrutinised during Inspection undertaken by the Police Authority and HMIC.

5.4 Certification of Compliance

Consideration has been given to the compatibility of this procedure and related policies and procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

5.5 Legal Vetting

There are no issues in this procedure under ECHR which cannot be resolved.

This procedure has been vetted.

6.0 Promotion and Distribution

In order to highlight the existence of this procedure to staff there will be the following :

- GO entry following ratification
- Publication on the Force Intranet and internet

7.0 Monitoring / Review

Monitoring of the application of this procedure will be undertaken by the Head of Human Resources.
Monitoring will be in line with the principles of the Race Relations (Amendment) Act 2000 and Disability Discrimination Act.

8.0 Procedure Identification Page

Procedure Title: DISABILITY DISCRIMINATION ACT 1995 (AMENDMENT) REGULATIONS 2003 – POLICY AND PROCEDURE IN RELATION TO EMPLOYMENT MATTERS

Reference: 112-14 b issue 1

Underlying Documents:

Procedure Ownership: Head of Human Resources

Portfolio/Business Area Owner: ACPO Operational Support

Procedure Written By: Personnel Manager / Policy Officer

Department Responsible: Human Resources

Procedure Lead: Personnel Manager

Links to other Policies/Procedures: Equal Opportunities, Information Security, Data Protection, Fairness at Work, Race Equality Scheme, Health and Safety, Organisational Change, Career Break, Personal Records, PDR, Race Equality Scheme.

Procedure Implementation Date: October 5th 2006 PSG

Procedure Review Date: Bi-annually

APPENDIX A

DISABILITY SYMBOL

NOT PROTECTIVELY MARKED

The Disability Symbol is recognition given by Jobcentre Plus to employers who have agreed to take action to meet five commitments regarding employment, retention, training and career development of disabled employees.

Gwent Police was awarded the use of the symbol by Jobcentre Plus and therefore, has agreed to take action on the following five commitments:

- 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 can be done 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 these commitments work;
- Each year to review the five commitments and what has been achieved, plan ways to improve on them and let employees and Jobcentres know about progress and future plans.

This award is subject to regular review by Job Centre Plus and should be used on recruitment adverts, recruitment literature etc.

APPENDIX B

ACCESS TO WORK

Access to Work funding is available to help overcome the problems resulting from disability. It offers practical advice and help in a flexible way that can be tailored to suit the needs of an individual in a particular job. Through Access to Work, JobCentre Plus can make a grant towards the approved costs that arise because of an individual's disability.

For people who are starting a job with a new employer, the grant is up to 100% of the approved costs for a maximum of 3 years, when it will be reviewed. For those already in employment, the grant is up to 80% of the approved costs between the threshold of £300 and £10,000 - and 100% of the approved costs over £10,000. Grants can help in a number of ways; for example, they can help pay for a support worker or special equipment or alterations to existing equipment.

Any line manager or staff who is interested in finding out more about the Access to Work programme can contact their divisional / departmental personnel officer, or a personnel manager at Mamhilad. In order to ascertain what assistance and support may be available to them, the individual will be requested to contact the Access to Work Business Centre - Office for Wales at the following address:

4th Floor, Companies House
Crown Way
Cardiff CF14 3UW
Tel: 02920 380 997
Textphone: 02920 423 995

APPENDIX C

POLICE DISABILITY NETWORK

Any member of staff who has a disability can join this network. If you wish to find out more, please contact the Network Chair, Jeremy Hooper (720-3310) or alternatively contact Hilary Dolman (712-2671).

The **Network's terms of reference** are being finalised but include:

- Liaise and co-operate with relevant groups and bodies, such as the National Disabled Police Association;
- Provide a forum where disabled staff may meet, learn from each other and share experiences;
- Articulate feedback to Gwent Police, thereby raising awareness of disability issues and advising the organisation on how it might improve the working environment of disabled staff; and

Highlight to Gwent Police any barriers that may prevent disabled staff from being able to develop and use their skills and abilities.