POLICY ON THE EMPLOYMENT OF PEOPLE WITH DISABILITIES

May 2011
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1 Introduction

1.1 The Southern Health and Social Care Trust (the Trust) has in place an Equal Opportunity Policy Statement which emphasises its continuing commitment to the provision of equality of opportunity. The scope of the current policy covers age, marital or civil partnership status, sex, sexual orientation, gender reassignment, religious belief, political opinion, race (including colour, nationality, ethnic or national origins, or being an Irish Traveller), disability, pregnancy or maternity leave and with/without dependants. The Trust recognises that attention needs to be given to the position of people with disabilities in the service and it is for this reason that this Policy has been developed.

1.2 This Policy takes account of the Disability Discrimination Act 1995 (the DDA), as amended.

1.3 In developing this policy, the Trust has taken account of its duty under Section 49A of the DDA (as amended), which requires the Trust, when carrying out its functions, to have due regard to the need to promote positive attitudes towards people with disabilities and the need to encourage their participation in public life. Further information about how the Trust will comply generally with the Section 49A duty is given in our S.49A Disability Action Plan.

1.4 In developing this policy the Trust has also taken account of its duty under Section 75 of the Northern Ireland Act 1998 which requires the Trust, when carrying out its functions, to have due regard to the need to promote equality of opportunity between a range of groups, including people with and without disabilities. Further information about how the Trust will comply generally with the Section 75 duty is given in its Section 75 Equality Scheme.

1.5 This policy should be read in conjunction with the Trust’s ‘Reasonable Adjustments Guidelines for Managers’ and ‘Disability Etiquette’ booklet. The recently published Equality Commission document “Employing People with Autism: A Brief Guide for Employers” should also be taken into account and the recommendations implemented as appropriate.
2  **Purpose and Aims**

2.1 To assist the Trust in complying with its statutory obligations under the DDA and Section 75 of the NI Act.

2.2 To encourage people with disabilities to apply for jobs within the Trust.

2.3 To ensure that people with disabilities who apply for jobs in the Trust know that they will receive fair treatment and will not be subjected to unlawful disability discrimination and be considered solely on their ability to do the job.

2.4 To promote a supportive working environment for people with disabilities and for those staff who provide assistance to employees with disabilities.

2.5 To ensure that existing employees who become disabled are retained and supported in their current role, wherever possible, or in alternative suitable employment if available and provide retraining where necessary.

2.6 To develop and extend work placement programmes and volunteering opportunities to make sure that people with disabilities can gain real work experience within the Trust to improve their likelihood of securing future employment.

2.7 To ensure that buildings or premises will be made as accessible as possible to enable employees with disabilities to gain access. Further, information produced by the Trust will also be made available, on request, in accessible formats.

2.8 To be recognised by the community as an employer which provides good employment opportunities for people with disabilities.

It is the Trust’s intention that the above aims will further the key objectives of its S49A Disability Action Plan i.e. to ensure that it continues to give due regard to the need to promote positive attitudes towards people with disabilities and to their participation in the workforce. It will also assist the Trust in fulfilling its Corporate Social Responsibilities one of which is to seek to enhance career opportunities.
for marginalised groups who for various reasons have not had the same life chances as most others in society.

3 **Policy Statement**

3.1 The Trust is committed to promoting equality of opportunity between both employees with and without disabilities in all aspects of employment.

3.2 By embracing and actively pursuing principles of good practice all people with disabilities will have a better opportunity to realise their fullest potential.

4 **Scope of Policy**

4.1 This policy applies to people with disabilities applying to the Trust whether for temporary or permanent positions/work placements, work based training placements, work experience or volunteering opportunities. It also applies to staff with disabilities already employed by the Trust and former employees with disabilities when providing references.

4.2 For the purposes of this policy, a person is deemed to be ‘disabled’ if their impairment satisfies the definition of ‘disability’ as laid down in the DDA (as amended). See section 6 below for further information about this.

5 **Responsibilities**

5.1 **Senior Management Team:-**
   - Is responsible for, and committed to, actively promoting the employment and retention of people with disabilities.
   - In conjunction with Assistant Directors/Heads of Service/Line Managers will ensure that all staff at all levels have received disability training appropriate to their role and responsibilities.

5.2 **Staff**
   - All staff should be aware of the impact of their behaviour and attitudes to ensure a working environment in which the dignity of others is respected.
   - Employees who have a disability are encouraged to discuss the implications of same with their line manager in the event
that any reasonable adjustments may be required to ensure their full integration and participation in the workplace.

6 **Definition of Disability**

6.1 The DDA (as amended) defines disability as “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.”

The general rule is that a person is only deemed to be ‘disabled’ if they have an impairment which satisfies this definition.

NB: However there are some exceptions to this general rule so that people who have certain specified impairments will be deemed to be “disabled” regardless of whether that satisfy the above definition or not. The specified impairments are cancer, HIV infection, multiple sclerosis and severe disfigurements. Also a mental illness does not need to be a ‘clinically well recognised’ illness before it can count as an impairment for the purposes of the DDA (as amended).

6.2 **Physical impairment:** includes, for instance, a weakening of part of the body caused through illness by accident or from birth. Examples would be blindness, deafness, paralysis of a leg or heart disease.

6.3 **Mental impairment:** Mental health disabilities can occur at any time throughout a person’s life. Statistically, one in five people will suffer from mental illness during their lifetime. There are many different types of mental illness. These include depression, schizophrenia, bi-polar disorder, psychosis, anxiety and stress and they can vary in severity and in the way recovery takes place.

**Learning disability** is present from birth and is a lifelong condition that can prevent or hinder learning.

6.4 **Substantial:** this means the effect of the physical or mental impairment on ability to carry out normal day to day activities is more than minor or trivial. It does not have to be a severe effect.
6.5 **Long-term adverse effect:** the effect has to have, or be likely to last, overall for at least 12 months or which is likely to last for the rest of the life of the person affected.

6.6 **Normal day to day activity:** this is something which is carried out by most people on a fairly regular and frequent basis, such as washing, eating, catching a bus or turning on a television. It does not mean something so individual as playing a musical instrument to a professional standard or doing everything involved in a particular job.

6.7 The person must be affected in at least one of the respects listed in the DDA:

- 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.

6.8 There are certain conditions which do not count as impairments for the purposes of the DDA. These are:

- addiction to or dependency on alcohol, nicotine or any other substance (unless resulting from the substance being medically prescribed)
- seasonal allergic rhinitis (eg hay fever), unless it aggravates the effect of another condition
- tendency to set fires, or steal, or physically or sexually abuse other persons
- exhibitionism and voyeurism
- disfigurements consisting of tattoos, non-medical body piercing or attachments to such piercing.

A person with an excluded condition may nevertheless be protected as a person with a disability if he or she has an accompanying impairment which meets the requirements of the definition. For example, a person who is addicted to a substance such as alcohol may also have depression, or a physical impairment such as liver damage, arising from the alcohol addiction. While this person would not meet the definition simply
on the basis of having an addiction, he or she may still meet the definition as a result of the effects of the depression or the liver damage.

7 Discrimination

7.1 Under the DDA, disability discrimination may occur in several different ways. These are as follows:

7.1.1 Direct Discrimination
Employers directly discriminate against a person with a disability if, on the grounds of the person’s disability, they treat them less favourably than they treat or would treat a person not having that particular disability whose relevant circumstances including his/her abilities are the same as, or not materially different from, those of the person with the disability.

For example: An employer seeking a sales representative turns down a applicant with a severe facial disfigurement solely on the grounds that other employees would be uncomfortable working alongside the disabled person. This would amount to direct discrimination and would be unlawful.

7.1.2 Disability Related Discrimination
Employers discriminate if a person with a disability is treated less favourably, for reasons related to their disability, than they treat or would treat another person to whom those reasons do not apply, and the employer cannot justify that treatment.

7.1.3 Failure to make Reasonable Adjustments
When a person with a disability is substantially disadvantaged by the employer’s provisions, criteria or practices or by the working environment, the employer discriminates if they fail to make any reasonable adjustments which would eliminate or alleviate that disadvantage.

Note: There is no justification for failing to make a reasonable adjustment.
This duty applies to all aspects and stages of employment including:

- recruitment and selection, including advertising
- induction
- promotion and transfer
- training/career development
- performance related pay and occupational pension schemes
- retention
- the dismissal process
- former employees

Please refer to the Reasonable Adjustment Guidelines for Managers for further information and examples.

7.1.4 Victimisation
This occurs when an employer treats someone less favourably than others because they have asserted their rights under the DDA, or have assisted a person with a disability in asserting their rights.

**NB:** Unlike the other forms of discrimination which are made unlawful by the DDA, victimisation may be claimed by people who do not have a disability as well as by those who have.

7.1.5 Harassment
This occurs where, for a reason related to a person’s disability, another person engages in unwanted conduct which has the purpose or effect of violating the disabled person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

It covers many types of behaviour including physical, verbal, non-verbal, interfering with another’s property, etc.

For example: a man with a learning disability is often called ‘stupid’ and ‘slow’ by a colleague at work. This is harassment, whether or not the man with the learning disability was present when these comments were made, because they were said with the intention of humiliating him.
The Trust has in place a Working Well Together Policy and Harassment in the Workplace Procedure which have been agreed with Trade Unions and which outlines the types of behaviours that are unacceptable in the workplace eg harassment on grounds of disability, etc.

8 Employment Provisions

8.1 The DDA applies to all employers regardless of size.

8.2 It is unlawful for an employer to discriminate in:
- recruitment and selection including arrangements for deciding who should be offered employment, in the terms on which employment is offered, or by refusing or deliberately omitting to offer a person employment
- the terms and conditions of employment
- the opportunities afforded for promotion, transfer, training or any other benefits, or the refusal of those opportunities
- dismissing an employee or causing him/her any other detriment.

8.3 Contract workers with disabilities (i.e. agency and self employed) are also protected under the DDA and by this policy. So are people with disabilities on work experience and work placements.

8.4 Reasonable Adjustments in Employment
Reasonable adjustments have to be considered at every stage of employment. Where a provision, criterion or practice applied by or on behalf of an employer, or any physical feature of premises occupied by an employer, places a person with a disability at a substantial disadvantage compared with people who are not disabled, the employer is required to make a 'reasonable adjustment'. Please refer to the Reasonable Adjustment Guidelines for Managers which can be downloaded from the intranet for comprehensive information and clarification on reasonable adjustments

8.5 Notifying the Trust of a Disability
Staff are actively encouraged to notify the Trust of a disability in order that reasonable adjustments may be made, where
necessary, to assist an employee with a disability both in managing their disability and carrying out their job.

Whilst it is not compulsory for a member of staff to notify the Trust of a disability, if the Trust is not aware of a disability it cannot make any reasonable adjustments for the employee.

If you wish to notify the Trust of a disability or seek advice you can contact the Trust’s Disabled Persons Liaison Officer based in the Equality Assurance Unit on 028 3741 2509 for an informal and confidential discussion.

8.6 Confidentiality

Sometimes a reasonable adjustment will not work without the cooperation of other employees and it may be necessary to tell one or more colleagues about a disability an employee has which is not obvious. However, the consent of the individual should always be sought before imparting information about their disability on a need to know basis.

When information about a disability is given in confidence to someone in the Trust e.g. Human Resources, Line Manager, or Occupational Health the Trust is deemed to know and therefore has an obligation to make reasonable adjustments where they are needed. The Trust must ensure this information is shared and dealt with by the relevant personnel in a confidential manner.

Further, if someone suspects that a person’s behaviour, poor attendance and performance could be disability related, then they need to inform the relevant personnel (e.g. Disabled Persons Liaison Officer, Human Resources Department or Occupational Health Department) and follow the appropriate procedure bearing in mind the duty to make reasonable adjustments for people with disabilities in areas such as absence management, the application of capability policies, performance management.

9 Recruitment

9.1 The Trust is committed to employing the best person for the job through the application of fair and objective recruitment & selection procedures and appointing solely on the basis of merit.
9.2 Generally the anti-discrimination laws make it unlawful to discriminate against an employee or job applicant on one of the equality grounds. However, there are some exceptions to the basic rule against discrimination. The Disability Discrimination Act 1995 does not prevent employers from treating persons with a disability more favourably than persons who are not disabled. Examples of this may include posts being advertised as open only to applicants with disabilities or the operation of a guaranteed interview scheme.

*It is important to note that in the context of positive action, discrimination against other people with disabilities is not permitted.*

9.3 As part of the Trust’s commitment to ensure its recruitment and selection process is fair and objective, a person with a disability who does not meet the essential criteria stated in the Personnel Specification can request a reasonable adjustment which will be duly considered by the Trust. Where such an adjustment can be reasonably accommodated to allow the individual to move to the interview stage, it will. In instances where an adjustment cannot be made, the Trust will provide their decision in writing, clearly setting out the reasons why the request cannot be met in the circumstances.

9.4 The Trust will take every opportunity to engage in proactive approaches to the recruitment of people with disabilities and help break down employment barriers. This may include a range of options such as job trials, work experience, work based training placements, volunteering, ring-fencing jobs, availing of specialist Government programmes e.g. Workable NI, Work Preparation Programme etc. and using publicity to highlight that the Trust is an equal opportunity employer.

10.0 Retention/Dismissal

10.1 Under the DDA an employer must not discriminate against an employee who becomes disabled or whose disability becomes worse. If the arrangements or premises place the employee at a substantial disadvantage in their existing job the employer has a
The person with a disability should be consulted at all times about what his or her needs are and, where the employee has a progressive condition, what effect the disability might have on future employment, so that reasonable adjustments may be planned. Therefore it is important to keep under review the needs of staff who have a progressive condition and the need for the ongoing involvement and support of the Occupational Health Department.

10.4 Support and advice will be provided by the Trust’s Employee Engagement and Relations Department and/or Disabled Person’s Liaison Officer in conjunction with Occupational Health Department and, if appropriate, the Disablement Advisory Service which can:

- undertake employment assessments that are tailored to the individual;
- help to identify abilities and strengths;
- help to find out how disability or health conditions affect employment; and
- plan the steps needed to be taken to obtain or retain suitable employment.

These services can be accessed through a Personal Adviser at a local Jobs and Benefits Office/JobCentre or through the Employment Assessment and Occupational Psychology Services based in Belfast Tel: 028 9025 2175.
10.5 The cost of retaining an employee with a disability will frequently be less than the cost of recruiting and training a new member of staff and will prevent their knowledge and skills from being lost.

10.6 There are a number of Government Programmes which can assist people with disabilities to be retained in employment (see Appendix A) and the Trust will use these organisations as a source of support and advice to ensure people with disabilities have access to and can stay in employment. Further, in seeking to retain a person with a disability, there will be an expectation of both the Trust and the individual to be flexible in order to secure continued employment.

10.7 Deciding to terminate the employment of a person with a disability for a reason related to his or her disability (e.g. for capability or absence reasons) is a decision that should never be made before the employer has genuinely concluded that there are no alternatives to dismissal that can reasonably be implemented.

11 Former Employees

11.1 Under the DDA, where the employment of a person with a disability has come to an end it is unlawful for his or her former employer:

- to discriminate against him or her by subjecting him or her to a detriment, or
- to subject him or her to harassment, where the discrimination or harassment arises out of the employment which has come to an end and is closely related to it, eg provision of references.

12 Work Experience, Work Based Training Placements and Voluntary Work

12.1 In keeping with the Trust’s Disability Action Plan, the Trust will work with external organisations to develop and extend structured work placement programmes to make sure that people with disabilities can gain real work opportunities and experience within the Trust to improve their opportunities of securing future employment.

12.2 A work placement is a planned period of work based learning or experience. The Trust recognises that for people with disabilities,
work placements can be a key to access the world of work from which they might otherwise be excluded. Therefore work experience, work placement and vocational training are excellent interventions to provide opportunities for people with disabilities to gain experience and skills in work which may lead to employment. In addition, people with disabilities on work experience/work placement or vocational training are protected against discrimination and harassment under current legislation.

12.3 The Trust is committed to involving volunteers and a policy has been developed to promote and provide guidance on the appropriate involvement of volunteers throughout the Trust and to ensure that the interests of recipients, volunteers and staff are adequately protected. The Trust has adopted the following definition of volunteering:

"Volunteering is the commitment of time and energy for the benefit of society and the community, the environment, or individuals outside ones immediate family. It is undertaken freely and by choice without concern for financial gain"


12.4 The Trust supports the view that there is a very valuable and purposeful role for volunteers, which is separate and distinct from that of paid workers. It values the involvement of volunteers in its work because they reflect the interests, needs and resources of the community it aims to serve and bring a unique perspective to all its work. The Trust believes that volunteers, through a variety of interesting and satisfying tasks, enhance the quality of care or service provided to patients/clients/residents.

12.5 There are many benefits to involving volunteers with disabilities. People with disabilities can bring new ideas and fresh approaches, they can help to keep services relevant and present a more welcoming face to the public.

12.6 People with disabilities can experience exclusion from volunteering opportunities because of environmental, attitudinal and organisational barriers rather than as a result of the effects of their disability. However all volunteers bring with them their own skills and talents, while increasing their own personal growth and development. Through appropriate support individuals who wish to volunteer should be supported to do so.
Support offered include the provision of:

- A tailored volunteer role description with appropriate risk assessment
- Tailored support and supervision and identification of a key worker
- Volunteer expenses
- Volunteer induction and trial period
- Relevant training
- Partnerships with relevant volunteer supporting organisations

The Trust will continue to work with external volunteer supporting organisations to develop and support structured volunteer placements. These organisations include local volunteer centres, MENCAP, Action Mental Health, New Horizons and Cedar Foundation.

13 **Indemnity**

13.1 Children from schools and colleges on work placements with the Trusts are covered by Education Board indemnity.

13.2 Those on volunteering or work placements from the voluntary sector will be indemnified by the Trusts.

14 **Awareness Raising/Education**

14.1 The Trust will provide a programme of awareness raising and training on disability employment issues to provide managers and staff with information, training, support and advice so that they can achieve the objective of this policy.

14.2 This policy will be communicated to all staff and will be accessible via the Trust’s Intranet and will be made available, on request, in alternative formats such as large print, Braille, audio cassette, plain language, easy read etc.

14.3 The Trust has developed a Disability Etiquette booklet which helps to identify and avoid inappropriate language and behaviour and offers practical advice about communicating with people with
disabilities. This can be downloaded from the intranet or a copy can be obtained from the Trust’s Equality Assurance Unit.

14.4 The Trust is committed to seeking the views of staff with disabilities on issues that are important to them in the workplace and therefore a forum will be established in order to achieve this.

15 Review

15.1 Reviews of this policy will be undertaken at regular intervals and not later than three years following implementation.

16 Equality and Human Rights Considerations

16.1 This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Equality Commission guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be devoted to these.

16.2 The policy has significant equality implications for people with disabilities. However these are all positive implications because the policy has been specifically developed for the purpose of promoting equality of opportunity for people with disabilities. The policy will not therefore be subject to an equality impact assessment.

16.3 Similarly, this policy has been considered under the terms of the Human Rights Act 1998, and was deemed compatible with the European Convention Rights contained in the Act.

17 Further Information

17.1 Further information can be obtained by contacting:

Equality Unit
Mrs Lynda Gordon, Head of Equality Assurance Unit
First Floor, Hill Building, St. Luke’s Site, Loughgall Road, Armagh
Tel: 028 3741 2522/2643 Fax: 028 3741 2620
E-mail: lynda.gordon@southerntrust.hscni.net
Trust’s Disabled Persons Liaison Officer
Mrs Norma Thompson, Equality Assurance Unit
First Floor, Hill Building, St. Luke’s Site, Loughgall Road, Armagh
Tel: 028 3741 2509/2522   Fax: 028 3741 2620
E-mail: norma.thompson@southerntrust.hscni.net

Occupational Health Department
Pinewood Villa, Lower Longstone, Loughgall Road, Armagh
Tel: 028 3741 2473   Fax: 028 3741 2537
E-mail: occupational.health@southerntrust.hscni.net

DEL Personal Advisers

Appendix A

Summary of DEL Employment Schemes for Disabled People

In addition to the full range of training and employment programmes delivered by DEL to assist people find and retain employment if you, an existing employee or potential employee need specific help because their disability or health condition significantly affects the kind of work they can do, or it affects their chances of finding or keeping work, you may wish to contact a Personal Adviser at your local Jobs & Benefits office / JobCentre.

Personal Advisers will:

- discuss with you the difficulties you or your employee are encountering which make it difficult to work; and

- help you consider a range of choices which may provide the practical, health and financial supports you might need to make decisions about work.

- DEL is committed to helping employers recruit and retain disabled employees. It provides a range of practical and financial help so you can find the right person for your vacancy or organisation, including people with disabilities.

Disablement Advisory Service

The Department for Employment and Learning’s DAS is an integral part of Preparation for Work Division. It is the main branch within the Department supporting people with health conditions and disabilities. DAS provides a range of programme to assist Departmental customers obtain and retain suitable employment while its staff have extensive experience of helping people with complex and serious conditions in employment and training. These programmes are listed below.

Job Introduction Scheme

The job Introduction Scheme is a job trial lasting 13 weeks. It offers both the employer and the person with the disability the opportunity to try work and to see if the requirements of the job and the skills of the disabled person match. Employers receive a grant of £75 per week for the duration of the job trial while the job disabled employee is employed...
under the same terms and conditions as any other employee. Payment will be made in a lump sum at the end of the 13 week job trial period. The grant is available for people with all types of disability to start a job which is either full time or part time. The job should be permanent and expected to last at least 32 weeks.

**Access To Work NI**

Access To Work NI is available to overcome the practical problems caused by disability. It offers advice and help in a flexible way that can be tailored to suit the needs of an individual in a particular job, or getting to and from work. The programme can assist in a number of ways, for example:-

- Communication support at interview
- Special aids and equipment
- Adaptations to premises and equipment
- Travel to Work
- Support Worker
- Disability awareness training

**Workable (NI)**

This programme provides a flexible range of long term support to assist disabled people with substantial barriers to employment, find and keep work. The support needs of each individual are assessed and individually tailored support packages are developed to meet client needs. These support mechanisms can include:

- Job Coach to assist the disabled worker and their colleagues adapt to the needs of the particular job
- Developmental costs to the employer
- Extra training
- Disability Awareness Training

**Work Preparation Programme**

This programme is an important part of the ‘Pathways to Work’ initiative which aims to help people on an incapacity benefit return to work. The programme lasts up to 12 weeks and during this time, clients will benefit from in-house training from a provider organisation, as well as entering a real working environment through work placement with an employer.
Both in-house training and actual work experience will help identify and assess work abilities, as well as boosting self-confidence and updating existing or development new skills. Throughout work placements, clients will receive one-to-one support and will also be provided with professional advice on seeking new or returning to previous employment.

**Condition Management Programme**

This programme is a work-focused support and advice programme which lasts up to 12 weeks. It is delivered by health care professionals who will help clients understand and manage their conditions and assist in getting them back to work. They will provide support and advice to help clients management arthritic complaints, back and neck problems, chronic fatigue, depression, pain and stress, as well as heart, circulatory and respiratory disorders.

**Occupational Psychology Services**

Occupational Psychology Services service offer consultancy, advice and guidance in areas relating to work, disability and health. Their services are available to support clients with disabilities, employers and Personal Advisers and include;

- Policy strategy
- Organisational development
- Training
- Employment assessment
- Advice, guidance and support on disability issues
- Programme design and management
- Recruitment
- Evaluation
- Research and development
- Consultancy

**Workable (NI) Case Studies**

- Please read the [case studies for Workable (NI) Clients](http://www.delni.gov.uk/index/publications/pubs-das/das-workableni-case-studies.htm)
For further Details contact
Disablement Advisory Service
5th Floor Gloucester House
57-63 Chichester Street
Belfast BT1 4RA
Tel 028 9025 2268
Fax: 028 9025 2330
Textphone : 0800 0284716
E-mail: das@delni.gov.uk
Web: www.delni.gov.uk

Useful Contacts:

Disability Action
Portside Business Park
189 Airport Road West
Belfast, BT3 9ED
Tel: 028 9029 7880  Fax: 028 9029 7881
Text phone: 028 9029 7881
Email: hq@disabilityaction.org
Website: www.disabilityaction.org

Employers for Disability NI
Banbridge Enterprise Centre
Scarva Road Industrial Estate
Banbridge, BT32 3QD
Phone: 028 4062 4526  Fax: 028 4066 9665
Email: info@efdni.org
Website: www.efdni.org

Equality Commission for Northern Ireland
Disability Section, Equality House
7-9 Shaftesbury Square
Belfast, BT2 7DP
Phone: 028 9050 0600  Fax: 028 9032 8970
Email: information@equalityni.org
Website: www.equalityni.org

Northern Ireland Union of Supported Employment
58 Strand Road
Derry
Co Londonderry
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BT48 7AJ
Phone: 028 71 377709
Fax: 028 71360125
Textphone: 028 71372077
Email: info@niuse.org.uk  Website: www.niuse.org.uk

Ulster Supported Employment Ltd (USEL)
182-188 Cambrai Street
Belfast, BT13 3JH
Phone: 028 9035 6600
Fax: 028 9035 6611
Minicom: 028 9075 7012
Text Phone: 02890750625
Website: www.usel.co.uk

MENCAP
Segal House,
4 Annadale Avenue,
Belfast, BT7 3JH
Phone: 028 9069 1351
Fax: 028 9064 0121
Website: www.mencap.org.uk

AMH Action Mental Health (Central Office)
Mourne House
Knockbracken Healthcare Park
Saintfield Road
Belfast BT8 8BH
Tel: 028 9040 3726
E-Mail: info@amh.org.uk

RNIB (Regional)
40 Linenhall Street
Belfast
BT2 8BA
Tel: 028 9032 9373

RNID (Regional)
Wilton House
5-6 College Square North
Belfast, BT1 6AR
In each Health and Social Care Trust area there are a number of vocational training and supported employment organisations which can assist the Trusts to recruit and provide support to maintain and retain people with disabilities in employment. The Health Trust will also work in partnership with these organisations to develop interventions such as work experience, work placements, voluntary work and training which may progress into employment. Many of these organisations are funded under ESF and part funded by Health and Social Care Trusts.

Appleby Trust (Southern Trust)
Unit 11b, Armagh Shopping Centre
Thomas Street
Armagh BT61 7AE
Tel: 028 37518211

New Horizons Partnership (Western Trust)
45c Derry Road
Strabane
Co Tyrone BT82 8DY
Tel: 028 71883114
The Trust will also provide information to the newly launched Physical Disability/Sensory Impairment website www.OpportunitiesForAll.org which provides information on a range of subject areas including Supported Employment opportunities for the general public.

Disclaimer – This list is not exhaustive. For further information contact Northern Ireland Union of Supported Employment for Supported Employment organisations in your area.
Appendix B

DISABLED PERSONS LIAISON OFFICER (DPLO)

RESPONSIBLE TO

The DPLO, under the guidance of the Head of the Equality Assurance Unit, is responsible to the Director of Human Resources & Organisational Development for co-ordinating and implementing the principles of best practice set out in this policy.

NB: This does not negate managers nor employees from their personal responsibilities as outlined in this policy and the Disability Discrimination Act 1995. All staff have a responsibility not to discriminate against disabled persons.

The DPLO is responsible for promoting equality of opportunity for disabled people. This applies to all aspects and stages of employment - selection, recruitment, promotion, training, career development and retention.

PRINCIPAL DUTIES

The principal duties of the designated officer include:

1. Implement and promote the principles of good practice in the Trust's Policy on the Employment of Disabled People in all aspects and stages of employment.

2. Assist managers in identifying possibilities of reasonable adjustments to facilitate disabled applicants and employees. Assistance in this respect can also be obtained from Employers for Disability NI (EFDNI), the Equality Commission for NI, the Jobs and Benefits Office, the community/voluntary sector, the Disablement Advisory Service (Department for Employment and Learning) and/or Occupational Health Department who may wish to discuss the needs of disabled candidates with the Employment Medical Advisory Service (EMAS) of the Department of Economic Development.

3. Liaise with disabled employees in order to identify and implement reasonable adjustment requirements as appropriate.
4. Obtain advice on training and technical aids that would assist disabled staff as appropriate.

5. Highlight the need for adaptations to buildings and equipment where practical, seeking expert technical advice as appropriate.

6. Identify training needs for staff with a view to increasing their understanding of the DDA and disability in general as well as identifying training and support needs for those providing assistance to disabled employees.

7. Ensure that disabled employees receive training opportunities to enable them to develop to their full potential.

8. Seek to ensure that employees who become disabled are retained in suitable employment if at all possible e.g. via job restructuring or redeployment to suitable alternative employment.

9. Ensure, in conjunction with relevant personnel, that all necessary health and safety measures are implemented.

10. Maintain a log of reasonable adjustments undertaken for existing and new employees and monitor same.

11. Promote the general welfare of disabled employees.

12. Undertake any other duties that may arise in the implementation of the Trust's Policy on the Employment of Disabled People.

April 2011