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<ul style="list-style-type: none"> <li>Does this document meet the requirements under the Equality Act 2010 in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation? <b>Yes</b></li> <li>Does this document meet our additional commitment as a Trust to extend our public sector duty to carers, veterans, people from a low socioeconomic background, and people with diverse gender identities? <b>Yes</b></li> </ul>	
<b>Document for Public Display: Yes</b>	

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## 1. SUMMARY

- 1.1** University Hospitals of Morecambe Bay NHS Foundation Trust (the Trust) cares about, and is committed to maintaining and promoting the health, safety and wellbeing of its workforce. There is strong evidence that work, health and wellbeing are closely and powerfully linked (Black, 2008)<sup>1</sup>. There are clear links between employee health and wellbeing and patient safety, patient experience and the effectiveness of patient care (Boorman, 2009)<sup>2</sup>.
- 1.2** The Trust's commitment to the Health and Wellbeing Flourish Strategy seeks to ensure that high quality levels of care and support provided to patients are reflected in the way the Trust values and supports its staff. Support and retention of staff who are or who become disabled whilst working at the Trust is part of this commitment.
- 1.3** The Trust is committed to maximising the potential of all colleagues by complying with the Disability Confident government scheme which aims to put good practice into place to ensure all colleagues and job applicants who declare a disability receive the support they need.
- 1.4** Disabled people can face discrimination and disadvantage in the workplace, including physical, social and attitudinal barriers. The skills and experience of all colleagues are highly valued and the Trust is committed to supporting disabled colleagues by removing barriers, tackling discrimination and implementing good employment practice.
- 1.5** The Equality Act 2010 requires employers to make reasonable adjustments to the workplace to overcome the barriers disabled workers face. These adjustments may include physical changes to the workplace, equipment, changes to working time, training and Disability Leave. Disability Leave is listed as an example of a reasonable adjustment in the Code that accompanies the Equality Act and case law has established that employers are expected to consider paid disability leave for treatment, rehabilitation or assessment - or where the member of staff is waiting for other reasonable adjustments to be put in place. Tribunals look at what is 'reasonable' on a case by case basis, taking into account the individual circumstances.
- 1.6** The Act defines a disabled person as someone with a physical or mental impairment that has a substantial negative effect on their ability to carry out day to day activities, and that has lasted or is likely to last for 12 months or more. For the purposes of this policy where an individual has an identified need relating to a disability there is no specific requirement for a formal diagnosis in order for support to be provided.

## 2. PURPOSE

- 2.1** This policy covers all colleagues who have a mental, learning or physical disability.
- 2.2** This policy is in place to ensure that the Trust meets its legal obligations as a Public Body under the Equality Act 2010<sup>3</sup> and the Human Rights Act 1998<sup>4</sup>.

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**2.3** This policy is to be used to support all colleagues who have a disability. This includes newly recruited colleagues with a disability, those who develop a disability whilst in employment and those who have a disability they have not previously disclosed.

**2.4** The Trust is committed to supporting colleagues with disabilities and raising awareness of our obligations to make reasonable adjustments for disabled colleagues.

### **3. SCOPE**

**3.1** This policy applies to all colleagues within the Trust and is inclusive of all students and volunteers.

This policy covers:

#### **3.2 Workplace Adjustments**

This policy covers any adjustment which will support the individual to carry out their role at work and overcome some of the barriers they face because of their disability. It includes recommendations made by Occupational Health and Access To Work, as well as requests from the individual for adjustments which will support them at work. Adjustments for disabled staff may be requested at the recruitment stage if they highlight their disability, at a point when an existing member of staff becomes disabled, or when a member of staff chooses to share that they have a disability and requests support.

#### **3.3 Disability Leave Provision**

This is an agreed period of absence from work which is due to the impact of an individual's disability. This may include time off for hospital appointments, therapeutic interventions relating to the disability, rehabilitation, medical procedures relating to a disability, training as part of rehabilitation or to allow time for suitable adjustments to be put in place at work. It is paid leave, up to a maximum of 2 working weeks (pro-rata) in a 12 month rolling period which may be granted for the reasons identified in section 4.2.2.

#### **3.4 Disability Related Sickness Absence**

This is time off sick which is directly related to the stated disability. Paid sick leave will be granted according to the AfC Terms and Conditions for sick leave, but the absence relating to disability will be reported separately from other sickness absence on ESR and will not trigger the Absence Management Processes in the same way as non-disability related sick absence would. Management of sickness absence relating to a disability will focus on what further adjustments will support the individual, and the process will acknowledge that for some disabilities it is reasonable to expect a higher level of absence, or to support a period of extended absence. This will be taken into account before any formal absence management procedures are started and in exceptional cases there may be discretion to extend occupational sick pay provision to support this.

### **4. POLICY**

#### **4.1 Outcome Focused Aims and Objectives**

a) The aims and objectives of this policy are as follows:

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- a) The intended outcome of this policy is to ensure that anyone who comes to work at the Trust with an existing disability, who develops a disability whilst working here, or who has a disability that they had not previously disclosed receives all the support they need at work to thrive and to succeed in their role.
- b) We hope to improve the levels of colleague openness about disability because colleagues are confident that they will be properly supported. We believe this will lead to improvement of the health and wellbeing of the Trust's workforce who have a disability.
- c) To raise disability awareness and understanding across the Trust.
- d) To provide guidance to managers on fair and effective support and management of disabled colleagues.
- e) To support the development and monitoring of the policy to enable informative feedback to the Trust's Executives through people reporting systems.
- f) To support the Trust's work in challenging stigma related to mental, learning and physical disabilities

## 4.2 Adjustments to Support Disabled Colleagues

As an employer we have a legal duty to make reasonable adjustments to make work accessible to someone with a disability. These adjustments may include the following broad areas of consideration:

- Physical environment (e.g. accessibility to buildings)
- Communication (e.g. providing communications in different formats, BSL interpreter)
- Sensory Environment (light, sound, temperature adjustments)
- Technology and equipment (e.g. adjustable seating, IT Software, magnifiers)
- Working time and flexible working (e.g. adjusted working patterns, home working)
- Job design or re-design (allocating some tasks elsewhere and adjusting the job to focus on the things the individual can do)
- Training, coaching and other Developmental support.
- Assistant for specific tasks or travel (e.g. Note-taker, BSL translation, driver)

### 4.2.1 Access To Work

The Government's Access To Work Scheme will provide an assessment of needs for anyone in work or who has an offer of work to advise on what adjustments they require. For new members of staff (less than 6 weeks service) they will provide 100% funding for any adjustments they recommend. For any applicants who have more than 6 weeks service, they will provide a free assessment of needs, and will part-fund any adjustments they recommend. Access to Work must be applied for by the individual who is disabled, and the Trust cannot apply on their behalf, but managers can support them with this process and will need to be involved in supporting the workplace assessment and in ordering the equipment or adjustments recommended.

### 4.2.2 Disability Leave

Disability leave is a specific adjustment which the Trust has put in place to support colleagues with a disability. It aims to support colleagues who may need more time off work as a direct result of their disability and can include the following, but this is not an exhaustive list and each colleague's needs should be looked at individually:

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- Hospital, doctor or complimentary medicine appointments (by an accredited practitioner) that are related to the declared disability
- Rehabilitation training for a newly disabled worker learning to manage a condition
- Regular treatments relating to the disability e.g. Cancer treatment and rehabilitation
- Waiting for the employer to make reasonable adjustments or time off awaiting repairs to equipment
- Assessment for conditions such as dyslexia and hearing aid tests
- Counselling or other agreed support for a mental health problem relating to the disability
- Training or learning linked to management of the disability (e.g. Assistance Dog training or learning a new skill such as Braille or BSL)
- Physiotherapy, Speech and Language Therapy, Occupational Therapy
- Attendance at medical assessments for in-work benefits

### 4.2.3 Health and Wellbeing Passport

The Health and Wellbeing Passport should be used to record the adjustments agreed between a manager and disabled colleague. The Passport should be reviewed regularly and at intervals relevant to the individual's situation – for conditions which are changeable or degenerative, reviews should take place more frequently.

The Health Passport can be found here [UHMBT Health Passport](#)

When you have completed the Passport it should be saved locally so that it is easily accessible to the individual and their manager. It can also be saved on to ESR in the Disability Information section under My Personal Information.

If the individual moves to a new role within the Trust the passport can be taken with them to the new role to explain the adjustments required, although it should also be reviewed in light of the requirements of the new role.

## 4.3 Responsibilities

In order for this policy to work, the various stakeholders for the policy have responsibilities as follows:

### 4.3.1 Employees

Employees have responsibility to:

- Work with their manager to help them understand the adjustments required and support the process of making reasonable adjustments at work.
- Applying for Access To Work support where applicable and liaising between Access to Work and the Trust to ensure support is put in place and funds re-claimed from DWP.
- Update Electronic Staff Record (ESR) with disability status if it is not already recorded, or if there is any change to your status. Information on how to do this is found in Section 4.4.5
- Keeping ESR and your manager updated on any changes to your disability status, or any changes in your needs at work.

### 4.3.2 Line Managers

Line Managers have responsibility to:

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- Ensure that any staff who declares a disability is supported with reasonable adjustments which will enable them to perform to the best of their ability at work.
- Explore sensitively with a member of staff whether they may be eligible for the provisions of this policy if they appear to be having difficulties at work which may be related to an undeclared disability.
- To seek advice from the Inclusion & Engagement Team or the wider People & OD Team if they are unable to reach an agreement with their staff member about the reasonable adjustments required.
- To support the member of staff with an Access To Work Application and to ensure that equipment or support recommended by ATW is ordered and installed quickly.
- To record Disability Leave and Sick Leave in accordance with the instructions set out in this policy and the Absence Management Policy, and to sensitively manage sickness absence relating to the staff member's disability with a focus on making adjustments which will support better attendance at work and which are reasonable adjustments for their disability.

#### **4.3.3 People and Organisational Development Team**

The People and Organisational Development Team have the operational responsibility to:

- Support, advise and guide managers and employees in the use of this policy and any issues that arise during its implementation.
- Review and advise on any disagreement about provision of reasonable adjustments.
- Work with the Recruitment team and the Occupational Health and Wellbeing team to ensure support is provided effectively.
- Support the Disability Staff Network.

#### **4.3.4 Occupational Health and Wellbeing Department**

Occupational Health and Wellbeing Department have a responsibility to:

- Meet with prospective colleagues as part of their pre-employment checks. There should be a discussion about applying to Access to Work and completing the Disability Health and Wellbeing Passport as part of this appointment to ensure that they receive support / reasonable adjustments are made when in post.
- Provide advice and guidance to colleagues on issues relating to health at work. Where a colleague is absent from work, this may include the assessment of likely return to work dates, any reasonable adjustments that may be made to facilitate a return to work, advice to apply for Access to Work if appropriate, guidance on phased returns and whether or not a member of staff is able to return to carry out the duties under their contract of employment.
- Identify if counselling or any other specialist services are required to facilitate the return to work of an individual.
- Provide a copy of the Occupational Health and Wellbeing Report to the member of staff and their line manager (if appropriate) with the individuals written consent.
- Provide information to colleagues about the staff networks and signpost to external groups or organisations where appropriate.
- Inform colleagues about the policy and support its implementation.

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## 4.4 Process

### 4.4.1 Supporting Candidates Pre-Employment

- All recruitment information will include the Disability Confident and Health Passport and Access to Work information to ensure all prospective employees are aware of the support that is available during the recruitment process, and are encouraged to apply for Access to Work support as soon as they are offered the role.
- As a Disability Confident employer, prospective colleagues will be provided with the opportunity to indicate that they have a disability. The applicant will be afforded the appropriate steps to ensure the application, shortlisting and recruitment process provides any reasonable adjustments required to maintain equality of opportunity for prospective employees.
- As a Disability Confident employer the Trust agrees to interview all disabled applicants who meet the minimum essential criteria in the person specification for a job vacancy and to consider them on their abilities.
- It is essential that the job description clearly describes what is required for the post to ensure the applicant, manager, Access To Work and the Occupational Health and Wellbeing team can ascertain any reasonable adjustments that may be required by the post holder.
- Prior to commencement in post the staff member and their manager will meet to discuss an Access To Work Application, and to start work on the Disability Health and Wellbeing Passport. This is to address any reasonable adjustments that may need to be put in place and to begin the supportive process required by the Disability Confident process. It is recommended that this is reviewed at least once per year, however, in the first 12 months, or for progressive conditions it would be reasonable to expect that a review is undertaken after 6 months, specifically to discuss issues related to how the Trust can continue to ensure equality of opportunity and experience for the member of staff and to make any adjustments to the Health Passport that may be required.
- The Access To Work application process can take several months, so it is important to start the application as soon as a firm offer is made. Managers should be ready to work with Access to Work to help them to understand the role and the possible adjustments which may be required. This is particularly important as the new recruit may not have enough knowledge of the job or working environment to give Access To Work all the information they need. Once the Access To work Assessment is received, the individual will pass it on to the manager, who must then start the procurement process to order any equipment recommended, or to recruit any support worker recommended. There is a limited period in which funding can be reclaimed so it is important to keep this process moving forward quickly, not only so that the individual gets the support they need in a timely manner, but also so that we can reclaim the costs.

### 4.4.2 Supporting Staff in Employment

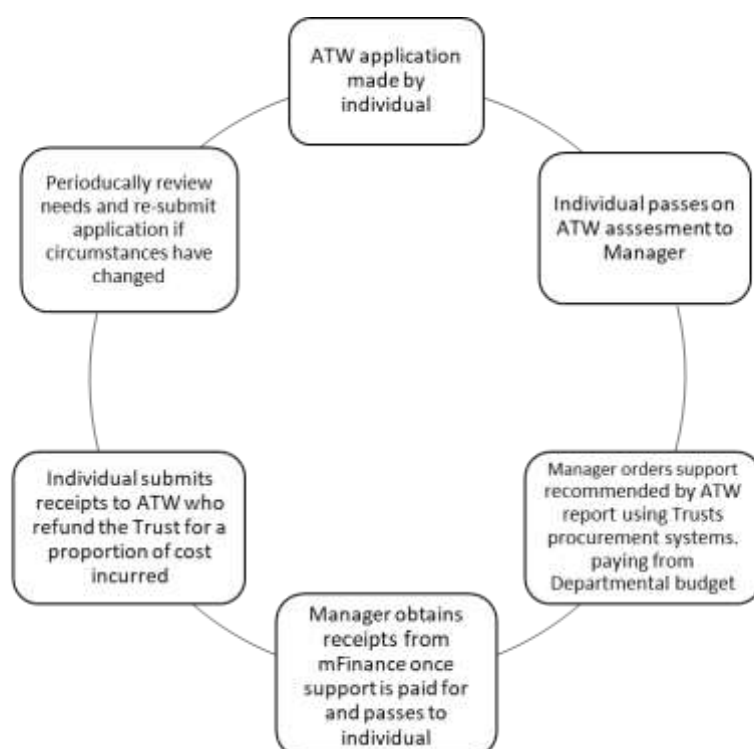
- Colleagues already in employment may disclose that they have developed a disability or that they have had a disability for some time. Some may not have disclosed their disability before as it may not have interfered significantly with their ability to do their job but may now find it is impacting on their performance. Often people will not disclose a disability because they have had a negative experience in the past where

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they have not received support or have been discriminated against. A manager may discover when conducting a performance management review or dealing with an unacceptable attendance record that the employee has a disability. When this happens the manager should suspend the formal procedure until a full assessment of needs (including an Access to Work application) has been carried out and reasonable adjustments are in place. It may also be necessary to conduct a risk-assessment to ensure that the individual, their colleagues, or patients are not put at risk while adequate adjustments are put in place.

- Any colleague who shares that they have a disability should be sign-posted to Access To Work as this will give them access to a wide range of support which they may not be aware of. The Disability Health and Wellbeing Passport should also be completed by the employee, then shared with the manager to support a discussion about what adjustments should be agreed. This will support an exploration of what adjustments may be available and also serves to evidence the conversation and provide an agreed timescale for meeting again. Review of the Passport should be at a minimum of at least once per year. (This is a requirement for all disabled staff as a part of the Disability Confident government scheme). For a rapidly changing disability or in the first 12 months it would be reasonable to expect that a review is undertaken after 6 months.
- The colleague should be encouraged to apply to Access To Work. It may also be appropriate to encourage them to seek support and guidance from the Occupational Health and Wellbeing Team, relevant support charities or their GP.
- All applications to Access to Work must be made by the individual themselves, however the manager should support them with this and work with them to ensure that the application is made and progressed as quickly as possible.



- The manager will collate the outcomes of the assessments including a copy of the Access to Work report, which will be forwarded by the individual. Generally the

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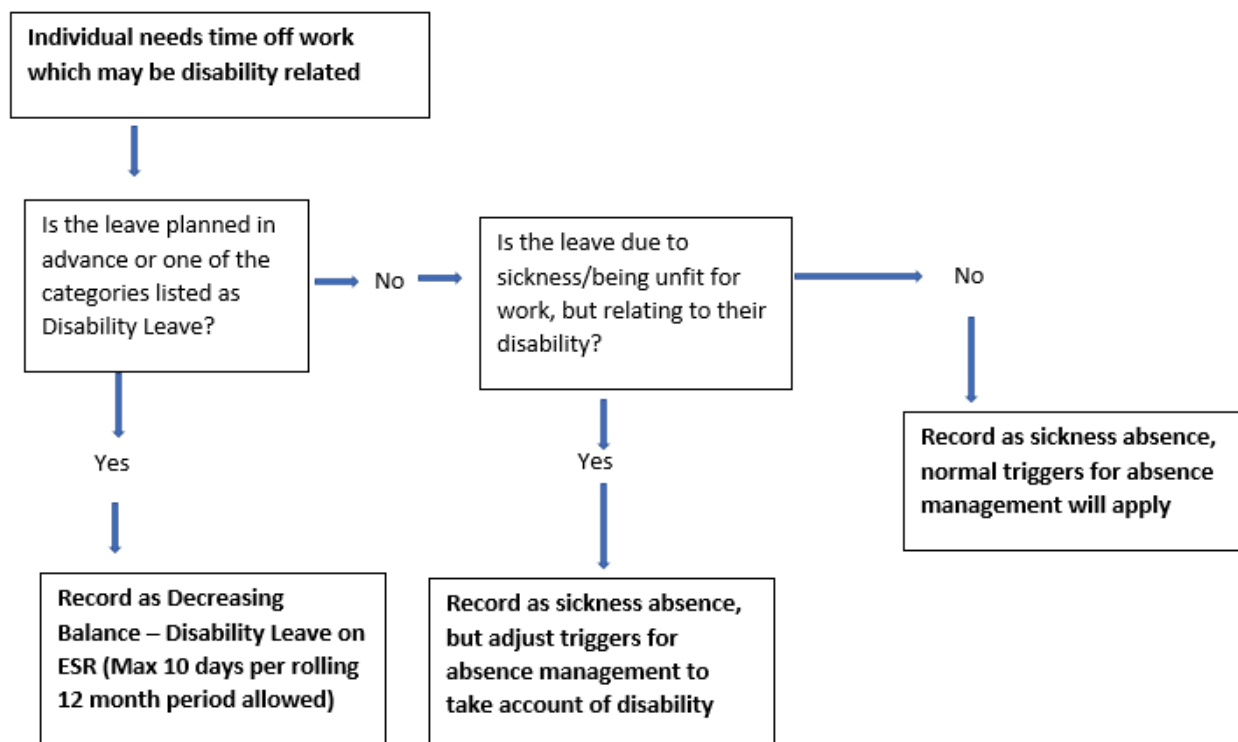
recommendations in an Access To Work Assessment should be followed. The assessments are done by people who are experienced in assessing for the specific disability, and there would need to be a very good reason why we might not follow their recommendations, especially if it is funded by Access To Work. If there are any recommendations which the manager feels unable to support, they should seek further advice from the Inclusion & Engagement Team, People and Organisational Development.

- The reasonable adjustments that are agreed will be entered into the Health and Wellbeing Passport and a date will be set to review the effectiveness of the reasonable adjustments. This must not be longer than 12 months, however, in the first 12 months it would be reasonable to expect that a review is undertaken after 6 months, or earlier if the impact of their disability changes prior to the review date.
- If for some reason it has not been possible to get an Access to Work Assessment, it may be necessary to reach an agreement with the individual without this support, In that case, when considering their requests for reasonable adjustments, you may consider the following factors which determine whether the adjustments requested are reasonable:
  - The effectiveness of the steps in preventing the disadvantage
  - The practicability of the step
  - The financial and other costs of the adjustment and the extent of the disruption caused

Where there is any dispute between a disabled colleague and their manager about whether an adjustment is reasonable and there is no guidance available from Access to Work, then advice should be sought from the Inclusion and Engagement Team or People & Organisational Development.

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#### 4.4.3 Managing and Reporting of Disability-Related Sickness Absence



When a member of staff is off sick and the sickness is directly linked to their disability, this must be reported on ESR as sickness absence. However, in order to distinguish it from ordinary non-disability related sickness, it should be marked as “Disability Related”. This means that disability related sickness absence will accrue at the normal rate in terms of occupational sick pay. No additional paid leave is available for sickness absence relating to a disability. However, the triggers which would prompt formal Absence Management Procedures will not be applied in the same way.

An assessment of reasonable adjustments will be made and a reasonable amount of sickness absence relating to the disability will be considered separately from the normal triggers for absence management. This is in recognition of the fact that some disabilities will inevitably result in higher levels of absence and it is reasonable for the employer to accept this as part of the condition. The managers’ focus should move to finding ways to support the individual to maintain a better working attendance and to putting adjustments in place which will accommodate this. The management and reporting of sickness absence should be done so in accordance with the Trust’s Attendance Management at Work Policy.

Where an individual is unfit for work for an extended period of time due to a disability or long term health condition there is provision in the AfC Terms and Conditions of Service Handbook for the Employer to extend the period of paid sick leave beyond the standard terms set out in the Handbook. This may be appropriate in specific cases where a member of staff requires a longer period of rehabilitation or time to adjust to a new or changing disability. Managers wishing to use this discretionary extended sick pay should

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seek advice from the People & OD Team to action this supportive measure.

It is the manager's responsibility to ensure that when an employee commences a period of absence related to a disability that this is recorded on:

- a) Electronic Staff Record (ESR) via manager self-serve
- b) When inputting a period of absence that is related to a disability, the manager will need to tick the 'Disability Related' box. This will ensure that any absence management process will take into account a reasonable adjustment for disability, and will focus on ensuring reasonable adjustments are in place to support attendance at work.

#### **4.4.4 Managing and Reporting an Agreed Period of Disability Leave**

Disability Leave is paid leave, up to a maximum of 2 working weeks in a rolling 12 month period (pro rata for part time staff) which may be granted to the following types of reasons:

- Hospital, doctor or complimentary medicine appointments (by an accredited practitioner) that are related to the declared disability
- Rehabilitation training for a newly disabled worker learning to manage a condition
- Regular treatments relating to the disability e.g. Cancer treatment and rehabilitation
- Waiting for the employer to make reasonable adjustments or time off awaiting repairs to equipment
- Assessment for conditions such as dyslexia and hearing aid tests
- Counselling or other agreed support for a mental health problem relating to the disability
- Training or learning linked to management of the disability (e.g. Assistance Dog training or learning a new skill such as Braille or BSL)
- Physiotherapy, Speech and Language Therapy, Occupational Therapy
- Attendance at medical assessments for in-work benefits

The 2 working weeks can be taken as individual days.

- A longer period of disability leave may be granted in certain circumstances, for example, where there has been a substantial change in a disability or a newly diagnosed disability where colleagues may remain at home or in some circumstances, work from home whilst adjustments in the workplace can be made.
- Where, as a reasonable adjustment, an agreed level of two working weeks (pro rata for part time colleagues), is an expected level of leave required to manage their disability, then the absence type should be Special Decreasing Balance.

#### **4.4.5 Updating ESR to show Disability Status**

Employees can use Employee Self Service on ESR to flag that they have a disability. This will allow the recording of Disability Related Sickness Absence, and Disability Leave, and therefore ensure that employees are able to use these two adjustments as set out in this policy.

To update a personal record on ESR an individual needs to log into their ESR Dashboard (using Smartcard or login details). The main dashboard has a section called "My Equality and Diversity". Clicking on "View Details" will show the diversity information currently held for you on ESR. There is a bar called "Update this Information" which if clicked takes the

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user to their record where it can be updated.

Where an employee indicated in their application on Trac that they have a disability, this will transfer automatically from Trac to ESR.

Alternatively the left-hand column on the page has a heading “My Personal Information”. Clicking on this reveals a list of headings, which includes “Disability Information”. Current information about disabilities can be viewed and updated from here.

Because this information is sensitive personal information, line managers will not be made aware of disability status unless the employee tells them.

<b>5. ATTACHMENTS</b>	
<b>Number</b>	<b>Title</b>
1	Monitoring
2	Behavioural Standards Framework
3	Equality & Diversity Impact Assessment Tool

<b>6. OTHER RELEVANT / ASSOCIATED DOCUMENTS</b>	
The latest version of the documents listed below can all be found via the <a href="#">Trust Procedural Document Library</a> intranet homepage.	
<b>Unique Identifier</b>	<b>Title and web links from the document library</b>
Corp/Strat/013	Flourish: Staff Health and Wellbeing Strategy
Corp/Pol/010	Attendance Management at Work

<b>7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS</b>	
Every effort been made to review/consider the latest evidence to support this document?	Yes
<b>If ‘Yes’, full references are shown below:</b>	
<b>Number</b>	<b>References</b>
1	Department for Work and Pensions (2008) Working for a healthier tomorrow. [Online] Available at: <a href="https://www.gov.uk/government/publications/working-for-a-healthier-tomorrow-work-and-health-in-britain">https://www.gov.uk/government/publications/working-for-a-healthier-tomorrow-work-and-health-in-britain</a> (Accessed: 5.12.19)
2	Boorman, S. (2009) NHS health and well-being. Final report. Available at: <a href="https://webarchive.nationalarchives.gov.uk/20130103004910/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_108799">https://webarchive.nationalarchives.gov.uk/20130103004910/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_108799</a> (Accessed 28/07/2022)
3	Equality Act 2010, c.15. [Online] Available at: <a href="http://www.legislation.gov.uk/ukpga/2010/15/contents">http://www.legislation.gov.uk/ukpga/2010/15/contents</a> (Accessed: 28/07/2022)
4	Human Rights Act 1998, c.42. [Online] Available at: <a href="http://www.legislation.gov.uk/ukpga/1998/42/contents">http://www.legislation.gov.uk/ukpga/1998/42/contents</a> (Accessed: 28/07/2022)
5	Data Protection Act 1998, c.29. [Online] Available at: <a href="http://www.legislation.gov.uk/ukpga/1998/29/contents">http://www.legislation.gov.uk/ukpga/1998/29/contents</a> (Accessed: 28/07/2022)

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<b>8. DEFINITIONS / GLOSSARY OF TERMS</b>	
<b>Abbreviation or Term</b>	<b>Definition</b>
Disability	Defined by the Equality Act 2010 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 Act defines long-term in this context as ‘having lasted, or being likely to last for at least 12 months or the rest of the person’s life. Substantial is defined as more than minor or trivial. This includes both mental and physical disabilities
Disability related sickness absence	This includes time away from work which is due to the impact of an individual’s disability and prevents them from attending work or volunteering. All disability related sickness absence will be paid in line with terms and conditions of service
Reasonable adjustment	The duty to make sure that a disabled person has, as far as is reasonable, the same access to everything that is involved in getting and doing a job as a non-disabled person. An adjustment is reasonable to the extent to which it is or might be effective, practicable and acceptable to the requirements of the organisation, affordable or within the means available to the organisation.
Disability Leave	Absence from work pre-agreed as a reasonable adjustment, using the agreement process within this policy, where an individual needs to be away from work due to their disability.
Association discrimination (Disability)	As stated in the Equality Act 2010 this is direct or indirect discrimination against someone because they associate with another person who possesses the protected characteristic of a disability e.g. a carer or parent of a disabled person
Access to Work	Access to Work (AtW) is a publicly funded employment support programme that aims to help more disabled people start or stay in work. It can provide practical and financial support for people who have a disability or long term physical or mental health condition. Support can be provided where someone needs help or adaptations beyond reasonable adjustments.(NB: This may also require part funding by the Trust)
Disability Confident	The Disability Confident government scheme is a recognition given by self and peer assessments to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees. It is represented by the Disability Confident symbol that participating organisations are authorised to display
Health Passport	A colleague health & wellbeing passport is a document completed by an employee who has a disability or long term health condition, and their line manager. It provides a framework within which to discuss the employee's health and what reasonable adjustments can be made at work to assist them

<b>9. CONSULTATION WITH STAFF AND PATIENTS</b>		
Enter the names and job titles of staff and stakeholders that have contributed to the document		
<b>Name/Meeting</b>	<b>Job Title</b>	<b>Date Consulted</b>
Staff Side Team		13/07/2022
People & OD Team		21/05/2022
Disability Staff Network		22/03/2022

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10. DISTRIBUTION & COMMUNICATION PLAN	
Dissemination lead:	Joint Working Group
Previous document already being used?	Yes
If yes, in what format and where?	Trust Procedural Document Library
Proposed action to retrieve out-of-date copies of the document:	PDT to archive previous version
<b>To be disseminated to:</b>	
Document Library	
Proposed actions to communicate the document contents to staff:	Include in the UHMB Friday Corporate Communications Roundup or Weekly News. New documents uploaded to the Document Library. Communication via Care Groups

11. TRAINING		
Is training required to be given due to the introduction of this procedural document? <b>Yes</b>		
<b>If 'Yes', training is shown below:</b>		
Action by	Action required	To be completed (date)
People & OD	Training for all those who have responsibility for managing and supporting staff	Ongoing

12. AMENDMENT HISTORY				
Version No.	Date of Issue	Section/Page Changed	Description of Change	Review Date
1.1	17/05/2021	Page 1	Review date extended – Form 005/2021	01/11/2021
2	10/08/2022	Front cover	Title changed. Policy renamed from “Disability Leave Policy” to “Support and Retention of Disabled Colleagues Policy”	01/07/2025

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## Appendix 1: Monitoring

Section to be monitored	Methodology (incl. data source)	Frequency	Reviewed by	Group / Committee to be escalated to (if applicable)
4.4.4 Use of Disability Leave	ESR Reporting	Annually	Inclusion & Engagement Team	
4.2.3 Use of Health & Wellbeing Passports	ESR Reporting	Annually	Inclusion & Engagement Team,	
4.4.2 Supporting Staff In Employment	Via Staff Survey	Annually	Inclusion & Engagement Team and reported in WDES	People Committee

The use and impact of this policy will be monitored as part of the Inclusion and Engagement Team Annual Reporting. The Trust Workforce Disability Equality Standard (WDES) calls for a rigorous assessment of disability equality using the Annual Staff Survey responses, Workforce Information monitoring and assessments of disparities across the Trust for disability.

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## Appendix 2: Behavioural Standards Framework


To help create a great place to work and a great place to be cared for, it is essential that our Trust policies, procedures and processes support our values and behaviours. This document, when used effectively, can help promote a workplace culture that values the contribution of everyone, shows support for staff as well as patients, recognises and celebrates the diversity of our staff, shows respect for everyone and ensures all our actions contribute to safe care and a safe working environment - all of which are principles of our Behavioural Standards Framework.

### Behavioural Standards Framework – Expectations ‘at a glance’

Introduce yourself with #hello my name is... 	Value the contribution of everyone	Share learning with others
Be friendly and welcoming	Team working across all areas	Recognise diversity and celebrate this
Respect shown to everyone	Seek out and act on feedback	Ensure all our actions contribute to safe care and a safe working environment
Put patients at the centre of all we do	Be open and honest	For those who supervise / manage teams: ensure consistency and fairness in your approach
Show support to both staff and patients	Communicate effectively: listen to others and seek clarity when needed	Be proud of the role you do and how this contributes to patient care

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## Appendix 3: Equality & Diversity Impact Assessment Tool

 <b>University Hospitals of Morecambe Bay</b> NHS Foundation Trust		
<b>Equality Impact Assessment Form</b>		
Department/Function	People and Organisational Development	
Lead Assessor	Francesca Higgins	
What is being assessed?	Support and Retention of Disabled Colleagues Policy	
Date of assessment	16/08/2022	
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Network for Inclusive Healthcare?	NO
	Staff Side Colleague?	YES
	Service Users?	NO
	Staff Inclusion Network(s)?	YES
	Personal Fair Diverse Champions?	NO
	Other (including external organisations):	

1) What is the impact on the following equality groups?		
<b>Positive:</b> <ul style="list-style-type: none"> <li>➤ Advance Equality of opportunity</li> <li>➤ Foster good relations between different groups</li> <li>➤ Address explicit needs of Equality target groups</li> </ul>	<b>Negative:</b> <ul style="list-style-type: none"> <li>➤ Unlawful discrimination / harassment / victimisation</li> <li>➤ Failure to address explicit needs of Equality target groups</li> </ul>	<b>Neutral:</b> <ul style="list-style-type: none"> <li>➤ It is quite acceptable for the assessment to come out as Neutral Impact.</li> <li>➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged</li> </ul>
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
<b>Race</b> (All ethnic groups)	Neutral	<ul style="list-style-type: none"> <li>➤ Provide brief description of the positive / negative impact identified benefits to the equality group.</li> <li>➤ Is any impact identified intended or legal?</li> </ul>
<b>Disability</b> (Including physical and mental impairments)	Positive	Support colleagues with their disabilities to ensure that all reasonable adjustments are identified and actioned. To support colleagues with accessing Access to Work Support, using a Health & Wellbeing Passport and agreed disability leave
<b>Sex</b>	Neutral	
<b>Gender reassignment</b>	Neutral	
<b>Religion or Belief</b>	Neutral	
<b>Sexual orientation</b>	Neutral	
<b>Age</b>	Neutral	
<b>Marriage and Civil Partnership</b>	Neutral	

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<b>Pregnancy and maternity</b>	<b>Neutral</b>	
<b>Other</b> (e.g. caring, human rights)	<b>Neutral</b>	

2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	This policy contributes to promoting equality and diversity by ensuring that colleagues with a disability get the appropriate support before and during their employment at the Trust. It ensures that any increased levels of absence required due to a disability are managed fairly under the absence management policies and that all reasonable adjustments are considered to support an individual to be their best at work.
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3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan <b>to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.</b>		
<ul style="list-style-type: none"> <li>➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups</li> <li>➤ This should be reviewed annually.</li> </ul>		
Action Plan Summary		
<b>Action</b>	<b>Lead</b>	<b>Timescale</b>
Any member of staff having difficulties reading and understanding the content of this policy will be offered support to explain the processes outlined in this policy. Alternative format can be made available.	Francesca Higgins	As required

*This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to [EIA.forms@mbht.nhs.uk](mailto:EIA.forms@mbht.nhs.uk) once completed.*

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