

AGENDA

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To Hear Information from:

- 1) Brighton and Sussex Universities Hospital NHS Trust
- 2) Assistant Director, Human Resources
- 3) Council Access Manager (Technical) (briefing attached)
- 4) Council Disability Employment Officer
- 5) Union Representative
- 6) Others

11. Any Other Business

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Mary van Beinum, (01273 29 1062 – email mary.vanbeinum@brighton-hove.gov.uk) or email scrutiny@brighton-hove.gov.uk

Date of Publication 8 March 2010

Agenda Item 7

To consider the following Procedural Business:-

A. Declaration of Substitutes

Where a Member of the Committee is unable to attend a meeting for whatever reason, a substitute Member (who is not a Cabinet Member) may attend and speak and vote in their place for that meeting.

Substitutes are not allowed on Scrutiny Select Committees or Scrutiny Panels.

The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the Committee. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

B. Declarations of Interest

- (1) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct for Members in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest.
- (2) A Member of the Overview and Scrutiny Commission, an Overview and Scrutiny Committee or a Select Committee has a prejudicial interest in any business at meeting of that Committee where –
 - (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken the Member was
 - (i) a Member of the Executive or that committee, sub-committee, joint committee or joint sub-committee and
 - (ii) was present when the decision was made or action taken.
- (3) If the interest is a prejudicial interest, the Code requires the Member concerned:-
 - (a) to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. [There are three exceptions to this rule which are set out at paragraph (4) below].
 - (b) not to exercise executive functions in relation to that business and

(c) not to seek improperly to influence a decision about that business.

(4) The circumstances in which a Member who has declared a prejudicial interest is permitted to remain while the item in respect of which the interest has been declared is under consideration are:-

- (a) for the purpose of making representations, answering questions or giving evidence relating to the item, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, BUT the Member must leave immediately after he/she has made the representations, answered the questions, or given the evidence,
- (b) if the Member has obtained a dispensation from the Standards Committee, or
- (c) if the Member is the Leader or a Cabinet Member and has been required to attend before an Overview and Scrutiny Committee or Sub-Committee to answer questions.

C. Declaration of Party Whip

To seek declarations of the existence and nature of any party whip in relation to any matter on the Agenda as set out at paragraph 8 of the Overview and Scrutiny Ways of Working.

D. Exclusion of Press and Public

To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

Note: Any item appearing in Part 2 of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public.

A list and description of the exempt categories is available for the public inspection at Brighton and Hove Town Halls.

BRIGHTON & HOVE CITY COUNCIL

OVERVIEW AND SCRUTINY COMMISSION AD HOC PANEL - STAFF DISABILITIES

10.00am 22 FEBRUARY 2010

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor Watkins (Chairman) Councillors Harmer-Strange and Marsh

Also present: Councillor Ayas Fallon Khan

PART ONE

1. PROCEDURAL BUSINESS

1a Declarations of Substitutes

Councillor Davey gave his apologies. Substitutes are not allowed on scrutiny panels

1b Declarations of Interests

There were none

1c Declaration of Party Whip

There were none.

1d Exclusion of Press and Public

In accordance with section 100A(4) of the Local Government Act 1972, it was considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100I (1) of the said Act.

RESOLVED: That the press and public be not excluded from the meeting.

2. TO NOTE REMIT OF PANEL

2.1 The Panel noted the remit as agreed at Overview and Scrutiny Commission 8 September 2009 including extracts from the Diversity Peer Challenge and Organisational Health Performance BVPIs.

3. CABINET MEMBER FOR CENTRAL SERVICES COUNCILLOR AYAS FALLON-KHAN

3.1 The Chairman noted that this was the first scrutiny regarding the Council's own staff and different scrutiny methods were being used for the first time. Some 1:1 interviews had already taken place with individual staff members and personal case studies had been received. He said the recommendations would be based on the information that the Panel hears.

3.2 The Chairman welcomed Councillor Ayas Fallon-Khan, Cabinet Member for Central Services.

3.3 Councillor Fallon-Khan said staff issues were taken seriously and the Council had a generally good record. However Staff Disability and Dignity at Work matters had to be resolved quickly and consistently, especially in cases where bullying, harassment or discrimination might be involved.

3.4 It was important to act fully on policies. Councillors were working cross-party to improve the working culture and introduce preventative measures from the outset.

3.5 There was room for improvement because staff can be affected in different ways, sometimes at some depths of concern that are not always appreciated. The openness of the relationship between managers and staff was being looked at and it may be that in future patterns of behaviour and actions can be separated more distinctly.

3.6 The Council should be taking positive action if possible to help disabled staff where necessary.

3.7 The Chairman agreed that a cross-party approach was constructive in identifying areas where the council could do better. The Panel did not intend to duplicate work already under way.

3.8 Members asked a number of questions: on training programmes, the work of the Disabled Workers Forum and what generic data was available on Council staff with disabilities in comparison to non-disabled staff.

3.9 The meeting noted there are many reasons for a member of staff not to disclose a disability and asked if people could be encouraged to do so.

3.10 Where a staff member does not disclose, they might not be aware that they have a disability under the DDA, or they may feel it is a private medical matter.

4. EVIDENCE-GATHERING SESSION

4.1 The Chairman welcomed two Job Centre Plus (JCP) representatives to the meeting.

4.2 Head of Partnerships and Communications Manager for Surrey and Sussex Janet Thacker said that JCP, the Council and partners were all working towards enabling equal access for all as far as possible, to the world of work. Referring to the performance indicator BV 16 she acknowledged the considerable challenges for all employers in matching the

proportion of disabled employees with the total working population; this was a challenge also faced by JCP (also a 'Two Ticks' employer).

4.3 Disability Employment Advisor (DEA) Sarah Pumfrey works with customers to give training and support and conducts the 'Two Ticks' surveys. Alongside work directly with disabled customers DEAs are to allocate specific days each week to make sure the surveys were kept up to date and to advise organisations on recruiting new staff with disabilities wanting to use the 'Two Ticks' symbol.

4.4 The DEA receives referrals from jobcentre advisers for people with disabilities/health conditions who might be able to take advantage of work preparation programmes. For instance locally the LENS 'Learning Employment New Start' programme hosted by the South Downs NHS Trust is especially effective.

4.5 LENS gained an award last year for work rehabilitation. LENS is funded directly by the Department of Work and Pensions. The jobcentre is also able to refer customers to the Workstep programme. Workstep provision enables employees and employers to work effectively in identifying their needs, provide support in the workplace to fit their requirements and can help the employee to develop and improve their skills. This funding ends in October and will be reconstructed as 'Work Choice.' Contractors for Work Choice are shortly to be announced.

4.6 The Brighton and Hove City Council review of the Two Ticks was 'very very impressive;' said the DEA; the documentation on what the organisation says it is doing is very good; on a par with other large organisations such as Brighton and Sussex University Hospital NHS Trust whose reviews were also good, she said.

4.7 The Head of Partnership and Communications Manager said the City Employment Initiatives Team was pro-actively facilitating the movement of disabled people and other disadvantaged groups into work via the Local Employment Partnership (LEP). The Future Jobs Fund (FJF) focused on young people who might also be disabled. Both LEP and FJF sets challenging targets to the Council and JCP in achieving its aims and volumes. The Team went to great lengths with regular engagement with JCP and others to fill vacancies actively from as wide a range of representative groups as possible, she said.

4.8 Asked what could be done as regards the low levels of declarations of disability within the Council, compared with the numbers who are thought in fact to have a declarable disability or health condition within the meaning of the DDA, the Head of Partnership and Communications Manager said the Council could benefit by ensuring they 'set a positive climate' by encouraging people who might consider disclosing a disability, by making it clear that without the declaration, the Council would be unlikely to be able to help them if their work were to be adversely affected by an impairment.

4.9 The Regional Partnership and Communications Manager made other suggestions:

- Anonymous staff surveys could be designed to test the numbers of disabled staff by asking 'Are you getting all the help and support that you need?'
- A survey conducted before and after significant intervention would demonstrate progress in this area.

- Improved leadership could be provided via management training programmes to help people who present with, or develop, disabilities so that staff feel that they can disclose and get significant support. There are many reasons why people may hesitate to disclose.

4.10 The Head of Partnership and Communications Manager said the Council's opportunity to increase numbers of disabled people employed could benefit from closer engagement with Pathways to Work providers (A4E and RBLI) whose remit was to work directly with sick and disabled customers to improve their employability. Pathways deploy Employer Engagement Managers who work directly with Employers to match suitable candidates.

(Pathways to Work is a JCP programme which helps people to get work if they are receiving Employment and Support Allowance or an incapacity benefit because of a health condition or disability. The help is tailored specifically for each person taking part in the programme).

4.11 JCP offered to facilitate a meeting if this would support the Council's endeavours. The Partnership Meetings organised by the council are not well supported so there is room for improvement. Organisations involved in these meetings need to be encouraged to show more commitment to the process.

4.12 JCP is in a good position to facilitate closer working, for example involving the Council's new Disability Employment Officer.

4.13 Information concerning the Disability Discrimination Act is widely available on the Internet and through the Direct.gov website. Employees and employers have the opportunity to understand their responsibilities under the Disability Discrimination Act. Employers should ensure that they consider making every reasonable adjustment available for the employee if they are disabled or become disabled whilst in the workplace. The employer has a responsibility to review on a regular basis the reasonable adjustments made and the employee should be encouraged to talk about any health conditions or disabilities that have an impact on their daily duties. Disabled people have the same civil rights to promotion and training and the employer has a duty to promote this opportunity.

4.14 The Chairman asked if disabled people feel themselves to belong to a minority group. The DEA said she received many phone calls asking 'should I declare my disability or not?' JCP has useful guidance on this. Her advice is to say; "Yes." This encourages honesty by the employee with the employer and if reasonable adjustments are needed later. If someone does not declare a disability and the work effects worsen, there could be a risk of losing their job.

4.15 An important part of a Disability Employment Adviser's role can be to help retain a disabled staff member. An employee might think they could lose their job because of disability discrimination. A DEA can facilitate a joint meeting between the employer and employee; 9 times out of 10 issues can be dealt with by provision of timely reasonable adjustments. The JCP representatives pointed out that there were no recent examples of this regarding BHCC employees. The JCP can act as a support to the council's own DEA in an advisory capacity if required e.g. case conferences.

4.16 Specialised equipment provided via Access to Work funding such as computers generally stayed with the employee, even if the person moved to different employer.

Equipment often has to be maintained and kept up to date – such as new versions of software. In some cases, such as wheelchair, funding could be divided proportionately between work and private use and the costs attributed accordingly. This was arranged on an individual basis.

(Access to Work can help you if your health or disability affects the way you do your job. It gives you and your employer advice and support with extra costs which may arise because of your needs.)

4.17 At the invitation of the Chairman the Recruitment Strategy Manager Lance Richard presented information in the briefing enclosed with the agenda. He told the meeting of the Council's challenges in keeping the 'Two Ticks' symbol. He said the Local Employment Partnership (LEP) scheme had been successful overall.

4.18 However because disabled people may not declare a disability - for a range of reasons - monitoring the effectiveness of initiatives had been a problem. Around 10% of those recruited via the LEP do have a disability; though they had tended not to disclose this to the Council on the white monitoring slip accompanying the application form, even though this is separated and remains anonymous. Because this group of people who have not disclosed, cannot be included in the BVPI statistics (BV16) this leads to apparently poor performance in terms of employment of disabled people. If they were included performance would be denoted 'green' instead of 'red.'

4.19 DiverseCity publicity campaigns have also been widely successful at getting the Council known as an open employer which encourages all to apply for jobs. These need to be continued in order to be effective, he said.

4.20 The trend of interviewing and appointing disabled people had risen consistently over four years, but more could be done to attract disabled workers to apply.

4.21 There is a store of office and computer accessory equipment and software for use on a trial basis – users are not asked to prove that the equipment is suitable. Managers need support in this area.

4.22 There is an ongoing issue of accessibility of council buildings for staff. Where possible all interviews are held in accessible buildings. An interviewee with access needs would need to identify this prior to starting work. The Panel commented that the likely location of a job, if this were included in the job advert, could help an applicant at an early stage.

4.22 Answering the question - How much do managers know about what support is available? the Recruitment Strategy manager said a Manager's guidance pack was available where an employee had ticked the disability box. Similarly, pre-employment training programmes were available regarding health and safety matters that may arise from a disability declaration.

4.23 The Council employed only on merit and it is understandable that some staff think it is their own business only, if they are disabled or member of LGBT or BME minority. A person might belong to more than one minority group and would not necessarily identify him/herself in ways that another person would see him or her.

4.24 The Recruitment Strategy Manager said it would be helpful to encourage identifying of a disability. He told the meeting that no senior manager attended the Disabled Workers Forum. This would be a positive move but it was for a senior manager to disclose a disability, as for everyone else, and this could not be imposed upon anyone.

4.25 The Head of Human Resources had started internal training for all HR staff on the DDA, to enable advice or signposting on specific issues.

4.26 The Chairman said the Panel did not wish to duplicate work already being done.

4.27 Asked if disabled people are regarded as a minority group the Recruitment Strategy Manager said yes and also a priority group, as the Council makes a special effort, to encourage everyone to work effectively and, to get more applications from those with a disability, to allocate more funds to disabled employment than to general employment. An entry was made annually in the RADAR directory.

4.28 Members asked if there was enough information about the meaning of a disability and the large number of possible categories, with well over 100 main groupings. At the application and first employment stages and at regular stages the question 'have you thought about staff disability?' could be asked.

4.29 This was a process that could be done with managers though it could be a difficult balance in identifying an issue in the first instance. Typically a record of poor attendance could trigger a conversation with a manager but a disabled person needed to know that help could be available including additional leave for instance to attend medical appointments.

4.30 The Panel then turned to information from the Supported Employment Team (SET). This helps disabled people into work and supports them and their employers in that work. The SET Service Manager Maureen Pasmore told the Panel it was a tribute to the Council that it funds projects for more than 200 severely disabled people in the City; many with learning disabilities or mental health needs and increasing numbers on the autistic spectrum, with multiple sclerosis, ME and Aids. She handed around her main comments. (below)

4.31 She said her team was well placed to comment on how disabled staff are supported as they work with 75 employers; some good, some not so good. Although the Council uses the Two Ticks symbol, recruitment practices could be improved to help make the Council more of an employer of choice. In her view managers did need more support from HR to enable more leadership on DDA for both new and existing staff.

4.32 The mind-set of the organisation needed changing in her view. Better use could be made of the knowledge and expertise that the Council already has; for example the SET includes 7 ½ officers who can help support managers and employees.

4.33 The SET Service Manager said that although changes within the staff team are rare during recent recruitment activity around one third of applicants had declared a disability. They may have felt comfortable to do so because of the nature of the work. Things such as describing the work environment and size of team in job adverts may support disabled people to be more confident in applying for wider council positions

4.34 Answering questions the SET Service Manager pointed out the importance of extra support that could in some cases help people maintain or improve on their role whilst at work. At present the support provided is not standard and depends on the approach of the line manager and HR.

4.35 Regarding the introduction of the Autism Act, SET had much expertise to offer. This knowledge and skill could be put to good use in providing information and support for managers.

4.36 SET and City Employment Team support clients to get work experience in the Council. This is a winning situation all round as it provides skills for managers by helping them to become more familiar with different disabilities/conditions they would not normally work with, and to take out a fear of disabilities.

4.37 The panel heard that SET receives referrals from the Disability Employment Advisors at JCP, from LENS (who had achieved a particularly successful work programme, see attached), Occupational Therapy, social workers, mental health workers, parents, carers and colleges in addition to individual applications.

4.38 Castleham Hove, the city council's supported business, is currently being reviewed to identify ways to support employees to 'progress' from a sheltered work environment to a wider range of jobs in the council. A project is being developed which hopes to use this work as good practice for other disabled employees in the organisation. Castleham Hove is partly funded by Department of Work and Pensions Workstep scheme. From 25 October 2010 Work Choice will replace the existing Workstep and Work Preparation programmes and Job Introduction Scheme.

(The Workstep employment programme provides support to disabled people facing complex barriers to getting and keeping a job. It also offers practical assistance to employers.

Work Preparation is a flexible, individually-tailored programme that can help you prepare for the return to work. It can help you if you have a disability that may affect the kind of work you can do.)

4.39 Much good work was being done via the DEAs including via Access to Work programme.

4.40 The City Employment Initiatives Manager Joe Davenport said the Team started in 2008 to help develop employment opportunities for lone parents and those on benefits. Within a 6-month period, 40 work places were found and the department had expanded.

4.41 The team goes to NHS Trusts working alongside DEAs to help clients fill in abridged application forms.

4.42 The Team also worked with recruiting managers to respond to queries and help with signposting. A trial 'drop-in' day on Fridays had been introduced for people wanting to work for the Council.

4.43 The recently-appointed Disability Recruitment Officer, managed jointly by SET Service Manager (Lead Manager) and City Employment Initiatives Manager is a single point of contact in the council. This role would be clarified for the Panel in due course.

4.44 Other sources of knowledge were the Supported Employment Team, Equalities and Inclusion Team, Access Officer (Technical) in addition to JobCentre Plus.

4.45 Working with JCP to encourage recruitment into the council a colourful easy to read poster and brochure has been produced. Pre-employment training was being done – such as tours of the Council.

4.46 Asked about citywide employment of people with disabilities the City Employment Initiatives Manger felt that recording of the type of information could be improved. The Council tries to influence other employers; monitoring is a challenge.

4.47 To his knowledge since the Local Employment Partnership started in July 2008 more than 130 people – not all with disabilities- had been helped into work. Citywide there were around 450 disabled workers who had disclosed their disability.

4.48 The City Employment Initiatives Manager said it was understandable that if one's work was not being affected by an impairment, and a reasonable adjustment was not needed, then that a person would not necessarily want to tick the 'disability' box.

4.49 The Panel discussed the merits of asking staff 'has anything changed' to prompt early disclosures of conditions to avoid possible unfair action against them. It was suggested that more declarations of disability would enable individuals to feel less isolated and more supported, leading to greater empowerment as a group.

5. DATE OF NEXT MEETING

5.1 The next meeting would be held on Friday 12 March at 10am in Hove Town Hall

6. ANY OTHER BUSINESS

6.1 There was none

The meeting concluded at noon

Signed

Chair

Dated this

day of

Agenda Item 9

To Note the Panel Terms of Reference as agreed by Overview and Scrutiny Commission 8 September 2009

“Wishing positively to support officers in the good work already being done:

- To ensure progress on the issues raised about staff disabilities from the Diversity Peer Challenge (see below)
- To investigate issues relating to performance (see below)
- To investigate action take by the council to encourage people with disabilities to apply for a job.”

Note that : Progress from the Equalities and Inclusion Action Plan is being monitored via the regular reports within the existing OSC work programme. The draft Single Equality Scheme was reported to 15 December OSC and an additional meeting of OSC was set up on 12 January 2010 to consider and comment on the draft SES. The SES was approved at 11 February 2010 Cabinet.

Extract on Employment and Training from the Diversity Peer Challenge March 2009 organised by the Improvement and Development Agency (IDeA) and carried out by its trained peers.

Including action as at 29 October 2009 as reported to November 2009 Cabinet

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3.4 Employment and Training/ Areas for Improvement:

Peer Challenge comment	BHCC response/action												
<p>a) The Council has not been able to meet its own employment targets other than that for disabled people.</p>	<p>We continue to actively recruit from all groups and monitor this activity on a quarterly basis. We are currently 0.5% away from our target for BME people in the workforce. The trends have however generally been positive and the table below shows that all groups are going through interview and on to appointment.</p>												
<p>b) The Council needs to continue its focus on BME staff retention and would benefit from lessons learned from exit interviews.</p>	<table border="1" data-bbox="624 1010 1469 1160"> <thead> <tr> <th></th> <th><u>Applications</u></th> <th><u>Interviews</u></th> <th><u>Offers</u></th> </tr> </thead> <tbody> <tr> <td>Disabled</td> <td>1.93%</td> <td>2.78%</td> <td>3.21%</td> </tr> <tr> <td>Non Disabled</td> <td>98.07%</td> <td>97.22%</td> <td>96.79%</td> </tr> </tbody> </table> <p>The Local Employment Partnership has succeeded in recruiting over 80 local people into the council who were previously long term unemployed.</p> <p>In order to continue to work towards a representative workforce we have recently undertaken an Equality Impact Assessment of Recruitment and Selection and actions identified include:</p> <ul style="list-style-type: none"> • Recruitment of Disability Officer to work in conjunction with Access Officer to improve access to work/retention of disabled staff. • Ongoing continuing consultations with the community around Recruitment & Selection policy & practice e.g. liaising with job centre to obtain feedback from unemployed BME group about encouraging BME applications and discussions with MOSAIC. • HR to raise equalities issues with DMTs promptly especially, when presenting quarterly equalities monitoring data. • Link to staff forum group on 'understanding turnover' and continue work on reviewing exit policy and information. 		<u>Applications</u>	<u>Interviews</u>	<u>Offers</u>	Disabled	1.93%	2.78%	3.21%	Non Disabled	98.07%	97.22%	96.79%
	<u>Applications</u>	<u>Interviews</u>	<u>Offers</u>										
Disabled	1.93%	2.78%	3.21%										
Non Disabled	98.07%	97.22%	96.79%										

c) It was reported that there is a lack of a consistent/understood corporate response to the provision of translation and interpreting services to customers.	To be addressed within the ESG communications plan as above 3.1c
d) Reasonable adjustments for Disabled people and interpreting/translation are currently funded through team budget; this may provide a barrier to good employment practice within areas where budgets are under pressure.	The Access to Work guidance has been updated and new work is underway with the reasonable adjustments working group as below 3.4j. As we have clear responsibilities to make reasonable adjustments and provide interpreting or translation they will continue to be prioritised within service budgets.
e) Concern about changes to the sickness management procedure was reported.	This will be addressed within the current Equality Impact Assessment of Absence Management which includes a focus on how disability related absence is recorded.
f) No transparent policy around disability leave was available.	
g) It was reported that support options in the job application process were not known by all managers and therefore were not made available to all job applicants.	To be addressed within Recruitment & Selection Policy Review to ensure clarity of requirements of managers in relation to reasonable adjustments. Effective communication to all managers and appropriate and timely adjustments to be made.
h) It was noted that there is poor application	Equality Impact Assessment to continue to focus on all areas and issues related to religion to be addressed

<p>of awareness training into the work context for some people, for example “religion is not an issue at all in my service”.</p>	<p>appropriately. The Single Equality Scheme will include actions in relation to religion and belief for the first time.</p>
<p>i) The staff bus not accessible to people with mobility impairment.</p>	<p>The current arrangements with Brighton & Hove Bus Company allow them to designate any available vehicle for use on the 11x route although they endeavour to ensure that only accessible buses are used. There are some buses that were purchased before the DDA regulations came into force and they hope to have all their buses fully compliant with DDA regulations by 2010, 7 years before regulations become law in 2017. Any members of staff using other transport are able to reclaim their fares via petty cash.</p>
<p>j) The slow speed of consideration / provision of reasonable adjustment can be frustrating.</p>	<p>A new reasonable adjustment working group has been set up with representation from the Disabled Workers Forum, the unions, HR, ICT, Health & Wellbeing, Supported Employment and appropriate managers. The group will explore what else needs to be put in place to ensure that everyone’s needs are addressed promptly and effectively.</p>
<p>k) Responses to some requests for reasonable adjustment were institutionalised with managers assuming they knew what response was needed rather than making decisions with the disabled member of staff.</p>	

Brighton & Hove City Council - Organisational Health – Mid Year Progress Report 2009/10
Reported to December 2009 Cabinet

Reference	Indicator	Unit	target	Latest Information	Performance
BV011c	<p>Percentage of top 5% of earners with a disability</p> <p>At the end of September, 13 of the 363 top earners i.e.3.58% have a disability compared with 4.6% for the same period last year. The actions in place to address this are included in those across the whole council with the addition that where we are using search providers they will be briefed prior to the assignment, that we are actively seeking to increase the number of staff with a disability at this level.</p>	%	5.50	3.58	• red
BV016	<p>Percentage of employees declaring they meet the Disability Discrimination Act disability definition compared with the percentage of working disabled people in the City</p> <p>At the end of September, there were 268 employees who met the disability definition compared with 7,316 working disabled people i.e. 3.66%. This compares with 3.77% at the same period last year. The percentage of staff meeting the DDA disability definition has reduced and actions are in place to promote the Coty Council as an employer through placing advertisements in RADAR a annual directory for individuals with a disability seeking work and to work with Jobcentre Plus in targeting minority groups in recruiting through the Local Employment Partnership. In addition work is underway in relation to the retention and development of existing disabled staff.</p>	%	5.00	3.66	• red

Ref.	National Indicator number of 'local' reference to enable ease of reference	
Indicator	Description of measure	
Unit	How the indicator is measured: normally either number, percentage of monetary	
Target	The latest target set	
Latest information	Contains the most up-to-date data available to measure the indicator	
Performance	● Green	On track to deliver target
	● Amber	An area in need of improvement
	● Red	Off-track and requires attention
	● Grey	Not able to make a judgement of performance due to lack of information

Briefing Note for the Staff Disability Scrutiny Panel Meeting 12 March 2010

The Technical Access Manager's post (part-time 3 days a week) was originally created to help ensure that adjustments to improve access for disabled members of the public to areas of premises from which the Council delivers a service are carried out, and this remain the primary focus of the role.

'Reasonable adjustments' are made to 'physical features' to assist a disabled person to access premises, facilities and services. For example; providing a suitable a ramp, widening and/or automating doors, upgrading or providing a lift, installing an accessible WC or hearing enhancement system, lowering counters, etc. Improvement works are carried out on a rolling programme, and progress against pre-set targets reported on a quarterly basis.

Although adjustments are made with members of the public in mind they could also benefit existing or future disabled members of staff working in those areas.

Whilst the Technical Access Manager's DDA budget cannot be used to fund adjustments specifically for members of staff, she has been increasingly involved in providing specialist advice to other departments and officers including the Equalities and Inclusion Team, Health Safety and Wellbeing Team, Architects and Building Surveyors, Estates Team, Premises Team and individuals in relation to adjustments, including issues relating to disabled staff.

The Technical Access Manager has also had input into the '*Draft Guide for Line Managers on How to Manage Reasonable Adjustments for Employees with Disabilities*' currently being produced by H.R. which includes the following advice:

"Sometimes 'reasonable adjustments' are required to 'physical features' to enable a disabled person to access premises and facilities... Officers can seek specialist advice from the Council's Technical Access Manager on possible solutions and ways to achieve them."

*Technical Access Manager
Building, Surveying and Maintenance Team
Kings House
01273 291444*

