**Summary of changes sheet – ‘Guidance on Disability in the Workplace’**

1. The guidance has been updated to reflect the change from the Council having the ‘Two Ticks – Positive About Disabled’ accreditation to the ‘Disability Confident Employer’ accreditation. The new accreditation has two main themes – ‘Getting the Right People for Your Business’ and ‘Keeping and Developing Your People’, with a number of core actions under each theme as follows: -

Theme 1 - Getting the Right People for Your Business

As a Disability Confident Employer, the Council is:

* Actively looking to attract and recruit disabled people
* Providing a fully inclusive and accessible recruitment process
* Offering an interview to disabled people who meet the minimum criteria for the job
* Flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job
* Proactively offering and making reasonable adjustments as required
* Encouraging our suppliers and partner firms to be Disability Confident
* Ensuring employees have sufficient disability equality awareness

Theme 2 – Keeping and developing your people

As a Disability Confident Employer, the Council is:

* Promoting a culture of being Disability Confident
* Supporting employees to manage their disabilities or health conditions
* Ensuring there are no barriers to the development and progression of disabled employees
* Ensuring managers are aware of how they can support employees who are sick or absent from work
* Valuing and listening to feedback from disabled employees
* Reviewing the Disability Confident employer self-assessment regularly

Details are given in the guidance of practices the Council is committed to undertaking to meet the actions under the accreditation. Mention is also made of the fact that the Council must also commit to at least one activity from a list contained in the Disability Confident Employer Scheme, with a link given to the Scheme in the guidance showing the list of activities. The document has also been converted into the up-to-date HR guidance format.

The previous ‘Positive About Disabled’ accreditation had five commitments which are now incorporated (in the main) into the themes under the new accreditation.

1. The two appendices to the guidance have had minor updates made to them. Appendix 1 on ‘Disability Definitions’ (the Equality Act 2010) has had an update to the link to the ‘Office of Disability Issues’ website. Appendix 2 on the ‘Recruitment Implications of the Equality Act 2010’ has had some terminology updates.
2. A new appendix has been added as appendix 3 to the guidance which is a ‘Workplace Support Plan’, to be used by managers to record what support measures/adjustments have been put in place for an employee, and to record a summary of review meetings held with an employee.