

Disability Confident voluntary Report



Sept 2021



Norfolk Community
Health and Care
NHS Trust



I am so proud to be the Equality, Diversity and Inclusion Advisor here at Norfolk Community Health and Care NHS trust. The trust continues to forge forward in creating a diverse community workforce that is rich with people from varying backgrounds, to support the provision of care provided to our growing community.

As the first EDI Advisor I am honoured to be at the helm of developing conversation about how we as a community trust support colleagues throughout our careers as we age and grow as individuals which may come with disability that we may not have had at the start. Talking opening about wellness and requesting those reasonable adjustment is what will support our workforce retention but will also support our recruitment drive as we succeed with our current teams, we know that new members will be welcomed into the safe space that we have provided for them to develop skill and become expert in caring for the community.

Active trust wide allyship in support of all nine protected characteristics is essential for us to continue to be an outstanding NHS employer and provider of care, and as a Disability Confident Leader, we are committed to supporting the recruitment of people living with disability and or long-term health conditions and ensure that this is not a barrier to a successful career in our organisation.

Mercy Kaggwa
EDI Advisor

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1. Introduction

What is Disability Confidence?

A Government led initiative which supports employers to recruit and retain disabled talent. Employers can sign up to this if they are committed to or already completing certain actions.

It also helps customers and other businesses identify employers committed to equality in the workplace.

There are three levels to this scheme to identify between employers at different stages in the process.

Disability Confidence at NCH&C

NCH&C has been a part of the Disability Confident scheme for several years as a Disability Confident Employer. In 2020, we became the first NHS organisation in Norfolk to achieve *Disability Confident Leader* status.

Examples of Disability Confidence:

- Launched a new Disability Policy
- Disability Ambassador joined our Staff Ambassador group
- Introduction of Staff Ambassador Network Forum on Microsoft Teams
- Training and initiatives to support mental health, e.g. Mental Health First Aiders



The trust does not see disability as a barrier and wants to support staff with disabilities to feel valued and able to reach their full potential. For this reason, the trust continues to meet and build on its commitments as a Disability Confident Leader.

2. Lived experiences

Andrew joined us in September 2017. His Non-Executive Director roles include Chair of the Charitable Funds Committee, Deputy Chair of the Finance and Performance Committee and Senior Independent Director. Andrew has been Deputy Chief Executive of a community and mental health NHS trust in Peterborough and West Norfolk, a NHS PCT Chief Executive and Local Authority Director of Children's Services and Adult Social Services in East Yorkshire. He has also worked as a Director of both NHS and Local Authority Care Partnerships in Herefordshire and London. He returned to Norfolk in 2014 as Chief Executive of Vida Healthcare GP Partnership. Andrew is currently active as a volunteer in the charity sector with Headway, which provided invaluable support to him and his family when he was involved in a collision with a car whilst riding his bicycle that caused a brain injury.



An interview with Andrew Williams, Non-Executive Director



3. Organisational Policies

NCH&C is an equal opportunities employer and proud to have Disability Confident Leader status.

Along with the trust's recruitment policy, we encourage that all recruit teams become familiar with the: **Appendix 5. Line Manager Guide to Disability Confidence** which is available on our staff intranet under recruitment.

NCH&C has ensured the safeguarding of employees within the trust living with a disability and or long-term health condition. This safeguarding is written in policy and is published and accessible for all via the staff intranet; for line managers and team members to source the right support at any time. For those whose disability prevents them using digital mediums for support, can and are encouraged to speak directly with line managers, occupational health, HR and or the Equality, Diversity and Inclusion Advisor.

The following is a brief description of our trust disability policy and staff mental health and wellbeing policy:

- **Disability Policy:** The trust's Disability Policy is in place to ensure we are following procedure expected of a fair and inclusive employer. NCH&C values diversity in the workforce and supports employees who identify as having a disability. This document sets out the duties and responsibilities of the trust and individuals within it ensuring the correct practices are being followed throughout the trust. The document will signpost to Government support available for employees with disabilities, detail procedure for managing disabled employees including an introduction of provision for Disability Leave. The trust is committed to eliminating

discrimination and encouraging diversity amongst its workforce.

- **Staff Mental Health and Wellbeing:** This policy provides the framework and responsibilities to support staff to achieve and maintain good mental health and wellbeing.



Other policies and appendices available to staff include and can be found on the staff intranet:

- Appendix 1. The Meaning of a Disability
- Appendix 2. Disability Leave Request Form
- Appendix 3. Disability Policy FAQs
- Appendix 4. Tailored Adjustment Agreement
- Appendix 5. Line Manager Guide to Disability Confidence
- Disability Policy EQIA
- Appendix M. Obtaining Reasonable Adjustments Through Access to Work
- Recruitment Policy
- Appendix A Recruitment Procedure
- Staff Mental Health & Wellbeing Policy
- Staff Mental H&WB EQIA

4. Support

Alongside policies to safeguard staff the trust has in place **wellness action plans** and a **tailored adjustment agreement** in which the team member can request support and the trust will work together to carry out and meet the needs required to ensure successful employment and career progression.

Alongside line manager and HR support, all members of staff have access to the following support from the trust:

- Internal staff networks
- Occupational Health service
- [Staff Wellbeing](#) with details available on our website
- Learning Education and Development team
- Freedom to Speak up Guardian
- Equality, Diversity and Inclusion Advisor

WE ARE NCH&C

*It is known that not everyone has or is comfortable to declare or update their disability status which may have changed during their tenure with the trust. However, we work closely with those our recruitment teams to ensure that disability isn't a barrier of entry to work, or to progress whilst employed. And we continue to work with occupational therapy teams to ensure that those needing support whilst employed by the trust seek and receive the reasonable adjustments to ensure that they succeed in their career here at NCH&C.

Progression and pay of disabled people: currently, excluding apprentices, those with declared disabilities are represented within Bands 1-6 earning between minimum of £18,546 to £32,306

ESR records show 137 members or 5.74% of workforce happy to declare disability

5. How to be Disability Confident

Becoming disability confident at any level is important to the community and the economy; recruiting talented and skillful people of all backgrounds and abilities is what keeps our communities richly diverse and allows us to grow and benefit exponentially financially as well as culturally.

To find out how your organisation can become Disability confident visit the links below.

How to join the scheme:

<https://www.gov.uk/guidance/disability-confident-how-to-sign-up-to-the-employer-scheme>

Employer packs:

Level 1: Committed

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/829621/disability-confident-committed-level-1-pack.pdf

Level 2: Employer

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/830641/disability-confident-employer-level-2-pack.pdf

Level 3: Leader

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/848304/disability-confident-leader-level-3-pack.pdf

