



LEEDS
BECKETT
UNIVERSITY

Disability Employment Policy and Procedure

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Policy Statement

Purpose and Core Principles

The purpose of this policy is to provide a framework and core principles for the recruitment and selection of staff at our University. The accompanying procedure provides clear guidance on the application of the policy.

The purpose of this policy is to set out the support provided for disabled employees both prior to and during employment and for employees who become disabled while in service at our University.

Our University must comply with the requirements of the Equality Act. In the Equality Act, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities
- For the purposes of the Act, these words have the following meanings:
- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Under the Equality Act 2010 an employer has a duty to make reasonable adjustments for disabled applicants and employees. The need to make reasonable adjustments can apply to the working arrangements or any physical aspects of the workplace. For example, adjusting working hours or providing assistive technology can be considered a reasonable adjustment

The accompanying procedure provides clear guidance on the application of this policy. We aim to ensure that there is no discrimination on the grounds of disability and will take all reasonable steps to provide a supportive working environment that ensures equality of access to employment and promotion in the University and that this is based on skills, qualifications and suitability for work.

Scope

In recognition of the need to comply with the Regulations, this policy and procedure has been developed with the purpose of providing a framework for supporting disabled employees through the recruitment and selection process including those members of staff who become disabled while in service at our University. The policy applies to all Leeds Beckett University employees and applicants to roles at the University.

Responsibility

Equality and Diversity has responsibility for disseminating, promoting and reviewing this policy and procedure and for providing advice and guidance to managers on its application.

Managers are responsible for implementing this policy and procedure.

Employees also have an obligation to inform managers of any disability as well as notifying them of any changes in their condition that may impact on their job role. These issues will be dealt with confidentially.

Review

The application of this policy and procedure will be monitored on an annual basis and reviewed in light of legislative changes or organisational requirements as appropriate.

Procedure

1. Recruitment

- 1.1 The recruitment and selection procedure will enable disabled applicants to provide information on their needs and will take account, so far as is reasonably practicable, of any reasonable adjustments that may be necessary. The policy aims to encourage applications from disabled candidates and for them to declare their disability without fear that doing so will have a detrimental effect on their recruitment or employment.
- 1.2 The University subscribes to the Disability Confident Scheme and will guarantee an interview to disabled applicants who meet the minimum recruitment and selection criteria as defined in the Employee Specification.
- 1.3 A discussion of a candidates' health and/or disability will be separate from consideration of the applicant's suitability for the post applied in question. All candidates will be considered for interview and appointment based solely on their ability to meet recruitment and selection criteria.
- 1.4 Following the offer of appointment, an occupational health assessment may be carried out to determine any reasonable adjustments that need to be made to the work environment. The reasonable adjustments will be agreed between the employee, the manager and Occupational Health and will be recorded as required.

2. Assessment

- 2.1 In some cases, there may be a need for further information regarding the disability. Confidentiality is maintained throughout this process. This information needs to be sufficient to enable an assessment to be made of the employee's ability to discharge his or her duties effectively. This information may come from a variety of sources, for instance, the line manager.

3. Specific Learning Difficulties

- 3.1 Managers who think that their employee may have a specific learning difficulty which could potentially impact on their job role should encourage the employee to use the Quickscan test. This test gives an indication of learning styles and is not necessarily a diagnosis of dyslexia. In cases where an employee's ability to do their job is significantly affected, it may be necessary to have a full occupational psychologist's assessment. This should be funded by the employee's faculty or service area.
- 3.2 Further information in relation to the above is available from the Equality and Diversity team.

4. Access to Work

- 4.1 Employees may wish to contact Access to Work for an assessment. This is particularly useful if someone is new to our University. Further information is available on the UK government website directgov.uk.

5. Personal Evacuation Plan

- 5.1 A personal emergency evacuation plan will be provided if required for the employee and disseminated as appropriate.

6. Employees who become disabled in service

- 6.1 An occupational health assessment will be carried out to determine any adjustments that need to be made to the work environment. The adjustments will be agreed between the employee, the line manager and Occupational Health and any agreed action will be recorded and reviewed as necessary.
- 6.2 Careful consideration will be given to requests from newly disabled employees for reduced or part-time hours/duties, whether on temporary or permanent basis and appropriate adjustments to remuneration will apply.
- 6.3 The University will undertake, so far as is reasonably practicable, to enable employees who become disabled to remain in their own post before other alternatives are considered. Where a suitable redeployment employment opportunity is identified as a reasonable adjustment, the newly disabled employee will be provided with appropriate training and staff development where possible.

7. The Work Environment

- 7.1 The University will take all reasonable steps to ensure that the estate, working environment and employment practices are accessible to disabled employees and provide equality of opportunity for employment and progression.

8. Further Information

- 8.1 Please see links below for further information:

[Equality and Diversity](#)

[Occupational Health](#)

[Disability Services](#)

Related Policies and Documentation

Recruitment and Selection Policy and Procedure

Redeployment Policy and Procedure

Time off for Public Duties and Special Leave Policy