



**Sheffield Primary Care Trust (PCT)
Two Ticks Disability Symbol**

Review of the Five Commitments - Progress Report 2007/2008

It is now coming up to the 2 year anniversary of the formation of Sheffield PCT in October 2006 and a number of changes have taken place and are beginning to develop the ethos and culture of the organisation which is supporting our historical and ongoing work in implementing work around the disability employment agenda. The last 12 – 18 months has seen the PCT move through a period of organisational change which has concentrated on internal consolidation. We are now entering a new phase where we can focus more on development and employment.

We will wish therefore to be reaccredited as a Sheffield PCT with an agreed review date with Jobcentre Plus Disability Employment Advisors of 2008 for this.

Work on the disability and employment agenda is overseen by the Corporate Equalities Group, led by one of the executive Directors.

Within the last 6 months the PCT has also invested in the appointment of two specialist Equality and Diversity leads to work with the organisation, managers and staff in embedding an enabling culture.

Sheffield PCT aims to meet its duties under the Disability Equality Duty and publish its Disability Equalities Scheme in the PCTs combined Single Equalities Scheme which was published in December 2007. This is a new document which includes additional equality areas and sets the scene for priorities for the next three years the plan will be sent out for consultation again. This is a Board approved document but members of the public, staff, voluntary and community sector groups and key stakeholders are invited to comment - there will be changes or additions where new priorities are identified and agreed. We view our scheme as a 'living document' – to be of continued relevance through revision and performance monitoring.

The Five Commitments and Sheffield PCT

Here is the review of the previous organisations' work on implementing the 5 Commitments of the Two Ticks approach, and our plans as Sheffield PCT to continue this work.

Commitment One

-“to interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities”

What we have in place so far and what we plan to do:

- All applicants continue to be short listed on their ability to meet the person specification, and information about their disability is withheld from the manager until the shortlist is complete.
- As part of the application and selection process a letter has been designed to inform managers if they have a disabled applicant in order that our commitment to interview disabled candidates who meet the essential criteria is met.
- Managers now have written Recruitment and Retention guidance that includes information about how to deal with disabled applicants to prevent discrimination.
- Recruitment and Selection training recommenced in April 2004, with dates available for managers on a monthly basis.
- Monitoring of applications and vacancy information is now maintained on an electronic system which can be interrogated to produce and provide information on numbers of disabled applicants, and number of successful appointments. This is under further development to enable the PCT to track candidates throughout the whole of the recruitment and selection process.
- We will ensure that monitoring meets the requirement of our Disability Equality Duty.
- We are currently undertaking a review of the existing systems and processes to ensure they still meet our Disability and Equality Duty.

Commitment Two

-“to ensure there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees what can be done to make sure that they can develop and use their abilities”

What we have in place so far and what we plan to do:

- The PCT will within the next few weeks be contact with all employees to re launch the Disabled Workers Support Group. Part of the re launch will consider the name of the group, its core purpose and function. This group along with other diversity and equality groups will be responsible to the Corporate Equality and Human Rights Group within the PCT.
- Core Competency 6 within the Knowledge and Skills Framework specifically relates to Equality and Diversity – this applies to all employees

- Personal Development Plan Process in place so that employees have a 1:1 annual review of their job and performance and issues relating to them as individuals in relation to their role.
- Knowledge and Skills Framework implementation gives greater emphasis on diversity within the annual appraisal, so will strengthen opportunities for issues to be raised.
- Supervision system in place for all employees with the opportunity to raise issues with the line manager
- Sheffield Disability Staff Network initiated in Autumn 2006 to provide a group for identifying issues in relation to employment practice and policies, and to support staff.
- “Looking Beyond Labels” letter sent out to all employees asking if people need any additional support due to disability or health impairment. We understand that the Disability Rights Commission recommends that this is repeated every two years, and will develop a schedule for this.
- New Human Resource Monitoring System in place. New data sheets developed to ask about disability status leading up to the initiation of the new organisation.
- Database of staff now includes disability status.
- Strategy and Specification Manager, Physical and Learning Disability for Sheffield PCT is available to advise and support staff, managers and union representatives on disability and employment.
- Two Equality and Diversity Leads have been appointed by Sheffield PCT and are available to offer advice and support.
- Sheffield PCT is aiming to produce a “pathway” approach to supporting staff in employment, this will initial focus on cognitive and physical disability.
- A conference covering Equality and Diversity will be held in October 2008, which will highlight the PCTs commitment to all aspects of equality and diversity. Deploy, Access to Work, Workstep, ILS and other partners will be invited to attend and present at the conference.

Commitment Three

–“to make every effort when employees become disabled to make sure that they stay in employment”

What we have in place so far and what we plan to do:

- Staff Retention and Redeployment Policy in place to offer alternative employment where appropriate to staff unable to continue in their roles
- Occupational Health Service available to assess skills and abilities and match these to suitable alternative roles, or advise on adjustments that could be made to current roles
- Workplace Well-being and Counselling Service available to all staff through self referral and confidential from their manager
- On an individual case basis work is undertaken with “Workstep” and “Access to Work” advisors
- Sheffield PCT continues to support and offer flexible working practices to all employees
- Sheffield PCT has developed and communicated to all employees our shared aims and values, these specifically include “we will respect individuals”

- Training has been delivered around retaining staff in employment by Job Centre Plus disability advisers
- Intranet site for the PCT's has information about disability and PDF guides for managers around the disability employment agenda. Links to Job Centre Plus are also on the intranet. We will continue to develop this page and publicise good practice around employment support
- email and webpage updates relating to issues around disability, are available to advise staff and managers about the DDA and reasonable adjustments.
- A revision of existing HR policies linked to managing attendance at work and stress related issues is currently underway and due to be completed by December 2008.

Commitment Four

What we have in place so far and what we plan to do:

-"to take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work"

- New standard Induction session on equality and diversity gives information on disability and employment
- Essential training on diversity now delivered and stage 2 diversity training in development stage for organisational training plans
- Training sessions on diversity for specified staff e.g. equalities groups members
- The PCT has held three events over the last year which have been well attended. These have provide a forum for networking for front line managers.
- The PCT wishes to develop a Positive Image campaign focussing on disabled workers within the Sheffield to attract disabled people to apply to work for us and to raise the profile of disability amongst employees
- Two Ticks Symbol logo has been included in annual reports as public documents, and has been included in the template of all new letterheads for the organisation.
- Disability Intranet page available to all staff and GP's giving information on disability, with a section on employment.
- Email bulletins and intranet articles on disability sent to all PCT and GP practice staff.
- We will add more robust information about the Two Ticks symbol and the action plan to the new intranet site.
- Equality and Diversity Training has been developed and is currently being implemented across the PCT, further work to develop and embed awareness will be undertaken with the newly appointed Equality and Diversity leads.
- The PCT is undertaking a systematic process of Equality Impact Assessments on all activities which will be published internally and externally as part of our ongoing commitment to ensure equality and diversity is reflected and valued within the organisation

Commitment Five

-“each year to review the 5 commitments and what has been achieved, to plan ways to improve on them and to let employees and Jobcentre Plus know about progress and future plans”

Review 2007/2008

- The PCT Trust Board was updated on progress in relation to the Two Tick action plan in June 2008. This focused on the PCTs duties and responsibilities surrounding employment and leadership. A further update has been requested and is scheduled to take place in October 2008.
- Review of action plan by Principal HR Managers, Equality and Diversity leads and Strategy and Specification Manager, Physical and Learning Disability for Sheffield PCT.
- Intranet website links for employees to Job Centre Plus website. More guides and information added in 2007 and recently 2008.
- Public Health Specialist on the Deploy Board and offers supervision to paid Deploy Director. Deploy is a not for profit organisation aiming to support disabled people into employment, and to work with employers to encourage this.
- Sheffield PCT Strategy and Specification Manager, Physical and Learning Disability remains on the board of Deploy Summer as a director and now co-chairs the board, to further work on the disability employment agenda.
- Collaboration by Sheffield PCT on NRF bids and DWP bids around employment and disability with SOHAS, DEPLOY, and IMBY led to a successful employment project in Burngreave, which has been delivered over the last six months.
- Sheffield Health and Work Strategy group meets monthly as a cross agency collaboration about disability and employment and has Sheffield PCT senior Public Health Specialists and Strategy and Specification Manager, Physical and Learning as members
- We aim to make our response to “reasonable adjustments” around the employment agenda more standardised and understood by managers as part of our approach to our Disability Equality Duty.

Original Report Compiled by
Heather Burns/Sam Oliver July 2004

Updates September 2005/ October 2006/March 2007/June 2008

Michelle Holland
Principal HR Manager
June 2008