

Theme 1 – Getting the right people for your business

The employer must have agreed to all of the following actions.

Criteria	Evidence	Comments or further action required
<p>As a Disability Confident employer, our business is:</p>		
<p>1. Actively looking to attract and recruit disabled people.</p>	<p>Paid Work Experience Programme – Skills for Life.</p>	<p>This programme is to benefit local people disadvantaged in the labour market including those with disabilities, into various job roles with mentor supports across North Ayrshire Council.</p>
<p>2. Providing a fully inclusive and accessible recruitment process.</p>	<p>Copy of North Ayrshire Council Employability Hubs. Copy of North Ayrshire Council's Employability Pipeline.</p>	<p>North Ayrshire Council's Employability Hubs provide support and advice to individuals with regards to completing online applications, preparing for interviews and assisting them to move into work or training.</p> <p>The Employability Hubs hold HR sessions were HR Advisers can provide further support and guidance.</p> <p>The Employability Pipeline Scheme is widely accessible to individuals with various stages to increase their chances of gaining employment and supporting their employment journey every step of the way. The scheme provides multiple avenues for</p>

		disadvantaged and disabled individuals to access work.
3. Offering an interview to disabled people who meet the minimum criteria for the job.	Copy of North Ayrshire Council's Recruitment and Selection Policy.	North Ayrshire Council's Recruitment and Selection Policy promotes the positive approach to employing and retaining individuals with disabilities and is proud to guarantee interviews to all disabled applicants who meet the minimum criteria for the vacancy (paragraph 2.2).
4. Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.	Copy of the Learning and Development Directory 2019.	North Ayrshire Council's Recruitment and Selection training is mandatory training for all Recruiting Managers. To ensure they can make reasonable adjustments for disabled candidates to give them the best opportunity in the workplace.
5. Proactively offering and making reasonable adjustments as required.	Copy of Preferred Candidate Health Questionnaire.	All candidates are required to complete and submit a Health Questionnaire as part of our recruitment process. Once completed this is submitted to our Occupational Health Team. Subject to the information supplied on the Health Questionnaire a further assessment may be required to ensure reasonable adjustments can be suggested to the Recruiting Manager.

<p>6. Encouraging our suppliers and partner firms to be Disability Confident.</p>	<p>Copy of North Ayrshire Council's Fair Working Practice statement.</p>	<p>Fair Working Practices are required to be included in all tenders which are issued by Procurement to all suppliers as follows: "Promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of characteristics such as age, gender, religion or belief, race, sexual orientation and disability".</p>
<p>7. Ensuring employees have sufficient disability equality awareness training.</p>	<p>Copy of Learning and Development Directory 2019.</p> <p>Copy of North Ayrshire Council's Equality Policy.</p>	<p>North Ayrshire Council provides Equalities Awareness training as part of our Core Induction, Leadership Academy and Management Development Programme. This is available to all employees through iLearn (e-learning) or face to face training courses if required. This training is also supported with the Councils Equality Policy.</p>

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1. Providing work experience.	Paid Work Experience Programme	North Ayrshire Council's Youth Employment Strategy 2013 – 2020 aims to equip young people in North Ayrshire with the skills and knowledge to get them into employment. The strategy is widely accessible and supports individuals with disabilities to gain employability skills.
2. Providing work trials.	Copy of North Ayrshire Council's Employability Pipeline (page 8).	Whilst North Ayrshire Council currently do not offer work trials, there are various other initiatives through our Employability Pipeline. The Council does however promote the availability of the Work Trials scheme with Job Centre Plus.
3. Providing paid employment (permanent or fixed term).	Paid Work Experience Programme.	North Ayrshire Council's Youth Employment Strategy 2013 – 2020 outlines a number of initiatives to equip young people to be 'work ready' and improve employability in North Ayrshire.

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4. Providing apprenticeships.	Copy of North Ayrshire Council Modern Apprenticeship Programme. Copy of the Modern Apprenticeship Charter	North Ayrshire Council provides a wide range of annual recurring Modern Apprenticeship Programmes with a circa of 85 per year with 5 places ringfenced for more disadvantaged individuals including people with disabilities.
5. Providing a traineeship.	Paid Work Experience Programme – Skills for Life	North Ayrshire Council promotes Skills for Life programme which aims to support disadvantaged individuals to gain training, skills and experience within Council services through a 26-week paid employment programme. North Ayrshire Council also supports organisations which do provide traineeships and signpost to relevant organisations.
6. Providing paid internships or support internships (or both).	Copy of Employability Pipeline	North Ayrshire Council's focus is on Modern Apprenticeships and Work Experience Programmes rather than internships. North Ayrshire Council promotes paid internships

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		available at other organisations through our Employability Pipeline.
7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people.	<p>North Ayrshire Council's vacancies are advertised through Myjobscotland and job feeds from other local authorities are in place as agreed by the Convention of Scottish Local Authorities (COSLA).</p> <p>Care & Support North Ayrshire (CARENA) also advertise job vacancies to ensure the job hits a wider audience.</p> <p>North Ayrshire Council provide a paper copy of vacancies to manual employees or employee whom do not have access to computers.</p>	<p>Myjobscotland is a nationwide platform which is easily accessible and job feeds from other local authorities are in place as agreed by the Convention of Scottish Local Authorities (COSLA).</p> <p>Care & Support North Ayrshire (Carena) advertise various North Ayrshire Council jobs. Carena is widely accessible to individuals for a range of jobs and volunteering with assistance from the employability hubs available.</p>
8. Engaging with Jobcentre Plus, Work and Health programme providers and local disabled people's user led organisations (DPULOs) to access support when required.	Copy of DICE network meeting	North Ayrshire Council has good links with the Department of Work & Pensions and Job Centre Plus, members of our Employability Team attend and support the DICE network meetings.

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9. Providing an environment that is inclusive and accessible for staff, clients and customer.	Copy of Joint Ayrshire and North Ayrshire Equality Outcomes 2017 – 2021. Copy of North Ayrshire Council's website – A Great Place to Work. Copy of Preferred Candidate Health Questionnaire. Copy of details regarding North Ayrshire's Elderly Forum. Copy of Corporate Equality Meeting – Disability Forum Extract	<p>North Ayrshire Council promotes and supports equality and disability awareness throughout a wide range of policies and procedures such as: HR, Health and Safety, Occupational Health, Learning and Development and many more.</p> <p>Job applicants are required to complete a health questionnaire to ensure the Council can put in place workplace adjustments to ensure the workplace is easily accessible.</p> <p>North Ayrshire Council reviews and updates the Equality Outcomes on a regular basis. Our Employability Team are currently in the creation of a Disability Forum which will launch this year.</p>
10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do.	Copy of Recruitment and Selection Policy Copy of Employability Pipeline	<p>North Ayrshire Council's Recruitment and Selection Policy guarantees all disabled candidates an interview if they meet the essential criteria.</p> <p>The Employability Skills Pipeline also provides a number of services which provide</p>



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You must agree to at least one of the following activities.

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		support to individuals with disabilities to assist them into employment.

Theme 2 – Keeping and developing your people

The employer must have agreed to all of the following actions.

Criteria	Evidence	Comments or further action required
<p>As a Disability Confident employer, my business is:</p>		
<p>1. Promoting a culture of being Disability Confident.</p>	<p>Copy of Staff Talk.</p> <p>Copy of North Ayrshire Councils - Great Place to Work Statement.</p> <p>Copy of Letter template.</p>	<p>Staff Talk recently advertised the modern way to kick start employment as individuals are completing pre-employment training prior to starting their Modern Apprenticeships.</p> <p>A Great Place to Work highlights our commitment to a positive working environment, where we are proud to recognise individuals with disabilities and happy to talk workplace adjustments, flexible working as we value our staff.</p> <p>North Ayrshire Council promote their Disability Confident badge throughout their letters, emails, and promote on their external website: https://www.north-ayrshire.gov.uk/jobs-and-training/a-great-place-to-work.aspx.</p>

<p>2. Supporting employees to manage their disabilities or health conditions.</p>	<p>Copy of Occupational Health Intranet Page – self referral</p> <p>Copy of the Health, Safety and Well-being Policy</p>	<p>All employees can access North Ayrshire Council's Occupational Health Service either via management referral or self-referral.</p>
<p>3. Ensuring there are no barriers to the development and progression of disabled staff.</p>	<p>Copy of Employee Induction intranet</p> <p>Copy of Learning & Development Directory</p> <p>Copy of PPD intranet</p> <p>Copy of E-learning intranet</p> <p>Copy of Equalities Policy</p>	<p>North Ayrshire Council's Equalities Policy supports the Council's commitment to upholding the principle of equality of opportunity and to promoting measures to reduce inequalities.</p> <p>North Ayrshire Council offers various opportunities to all employees to develop and progress within the workplace.</p> <p>Our L&OD team promote these through Employee Induction, E-learning Packages, Learning and Development Directory and PPD to identify any needs.</p>
<p>4. Ensuring managers are aware of how they can support staff who are sick or absent from work.</p>	<p>Copy of Maximising Attendance Policy and Procedure</p> <p>Copy of HR Guide: Dealing with Occupational Health Reports</p> <p>Copy of HR Guide: Dealing with GP Fit Notes and Phased Returns to Work</p>	<p>North Ayrshire Council's Maximising Attendance Policy supports employees through illness, health conditions and is supported by our Occupational Health Service, which recommends workplace adjustments and advice to Managers.</p> <p>HR Guides support managers in dealing with fit notes and Occupational Health Reports, ensuring all employees receive fair and consistent treatment.</p>

<p>5. Valuing and listening to feedback from disabled staff.</p>	<p>Employee Engagement Survey Equalities Committee/Disability Forum</p>	<p>North Ayrshire Council is committed to undertaking an employee engagement survey every 2 years. Our most recent survey was carried out in 2017.</p> <p>We have recently created a brand-new employee engagement survey which has been improved to gather employees' feedback on a wide range of topics to improve our workplace and processes.</p>
<p>6. Reviewing this Disability Confident employer self-assessment regularly.</p>	<p>Scheduled on an annual basis</p>	

Theme 2 – Keeping and developing your people.		
The employer must have agreed to take at least one of the following activities.		
Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments
1. Providing mentoring, coaching, buddying and or other support networks for staff.	Copy of Learning and Development Directory Copy of Learning and Development intranet	North Ayrshire Council's Learning and Development Team provide a wide range of opportunities to all employees. Training courses are provided throughout the year which include: E-learning Packages, Employee Induction, Knowledge Nuggets and tailor-made development packages are available.
2. Including disability awareness equality training in our induction process.	Copy of Learning and Development intranet Copy of Learning and Development Induction intranet	Disability Awareness training is embedded within the Council's Corporate Induction Programme.
3. Guiding staff to information and advice on mental health conditions.	Copy of our Connects intranet page on Mental Health and Wellbeing Copy of Health and Safety Policy	North Ayrshire Council's intranet page 'Connects' provides a wealth of information on numerous topics and provides a wide range of external supports. This is supported by the Council's Health and Safety Policy.

<p>4. Providing occupational health services if required.</p>	<p>Copy of Occupational Health intranet Copy of Health and Safety Policy</p>	<p>North Ayrshire Council provides a comprehensive Occupational Health Service for employees and managers, this service includes; counselling, health screening, reporting, physiotherapy and vaccinations.</p>
<p>5. Identifying and sharing good practice.</p>	<p>Copy of North Ayrshire Council's Equality Policy and Performance page</p>	<p>North Ayrshire Council seeks to identify and share good practice with a number of network groups including Convention of Scottish Local Authorities (COSLA) and the Scottish Councils' Equality Network (SCEN).</p> <p>The Disability Forum, Elderly Forum and the Access Panel are also local campaigning groups to obtain better services for disabled and elderly people.</p>
<p>6. Providing human resource managers with specific Disability Confident training</p>	<p>Caitlin Murray and Kirsty Collins from the HR Team and Resourcing are available to provide advice, support and training on the Disability Confident Scheme.</p>	<p>Please contact People and Transformations: 01294 324690</p>