



## DISABLED STAFF REPRESENTATION AND SUPPORT

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### What are the Policing Principles?

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|----------------|-------------------------------------|------------|-------------------------------------|--------------|-------------------------------------|
| Accountability | <input checked="" type="checkbox"/> | Fairness   | <input checked="" type="checkbox"/> | Honesty      | <input checked="" type="checkbox"/> |
| Integrity      | <input checked="" type="checkbox"/> | Leadership | <input checked="" type="checkbox"/> | Objectivity  | <input checked="" type="checkbox"/> |
| Openness       | <input checked="" type="checkbox"/> | Respect    | <input checked="" type="checkbox"/> | Selflessness | <input checked="" type="checkbox"/> |

## 1. Purpose

- 1.1. The purpose of this briefing paper is to provide information on the current internal force policies and working practices on supporting officers and staff who have or may have a disability.
- 1.2. This paper outlines the work that has been carried out over the last year as well as continuing initiatives in place that help to support and manage those with disabilities by doing 'the right thing' and contributing to the Force becoming more consciously inclusive and disability-smart.

A disability-smart organisation is one that demonstrates an outstanding commitment to employing, working with and doing business with people that have a disability.

## 2. Background

- 2.1. At the Joint (Surrey & Sussex) Consultative Forum in early 2017, the substantive subject was managing, supporting and recording disability. A number of activities and initiatives have had taken place or are progressing as outlined in this paper.
- 2.2. It is in the interest of the Force and the local community to ensure Surrey Police is recognised as an organisation that is inclusive and embraces benefit of being a disability-smart organisation.
- 2.3. The Force recognises that by focusing on what a person with a disability can do, and by identifying and removing organisational, physical and attitudinal barriers that prevent people who have or may have a disability from carrying out their role efficiently, we can enable full and equal participation in the workplace.
- 2.4. The Equality Act 2010 places a lawful duty on public authorities to make reasonable adjustments for individuals who have or are likely to have a disability to ensure they are not disadvantaged in carrying out their role.
- 2.5. As a public body, Police Forces also have a legal obligation to promote equality of opportunity for individuals' with a disability, commonly known as the 'Public Sector Equality Duty'.
- 2.6. As of 31<sup>st</sup> December 2017, 1.9% of the total number of Surrey Police officers/staff were recorded as having a disability:
  - a) Officers - 1% (23 of 2014)
  - b) Staff - 3% (50 of 1805)
- 2.7. 2016 figures compared to 2017 figures show a decrease by one officer and one staff.

## 3. Policies and procedures

The following work has been carried out around policies and procedures in the last year:

- 3.1. Guidance on Managing Disability in the Workplace (available on request): People Services has recently developed a comprehensive disability toolkit aimed at managers and individuals. This was a joint Surrey and Sussex Police project in order to:
  - a) Demonstrate our commitment to doing the right thing, being a fully inclusive and disability-smart organisation;
  - b) Enhance line management capability to support individuals who have or may have a disability;
  - c) Give a full understanding of the Equality Act 2010 to officers, staff and line managers;
  - d) Help create a culture that encourages and supports an individual to disclose if they have a disability;
  - e) To ensure that colleagues that have or may have a disability receive appropriate support and can develop to their full potential;
  - f) Prevent grievances and Employment Tribunal's claims relating to disability discrimination.
- 3.2. The Attendance Criteria policy: has been reviewed to ensure that it is not discriminatory. This incorporated amending the policy to reiterate the need for applying reasonable adjustments on a case by case assessment based on an individual's circumstances.
- 3.3. Adjustment in the Workplace and introduction of Adjustment Passport (AP): the Adjustment in the Workplace guidance has been reviewed and consequently the AP was introduced to help

managers and individuals. The AP is a voluntary and confidential form kept by the individual to capture any information they consider will support them in their daily work activities, including workplace adjustments they may require. The individual can give permission for the passport to be shared with others, so they do not have to repeatedly discuss the same issues.

3.4. Surrey Police do not have a specific overarching policy on disability as it is a golden thread that is inclusive in policies and procedures and working practice as well as the Well Being hub on the intranet.

#### 4. Other projects and activities

4.1. Occupational Health Services (OHU) – OHU constantly works on improving knowledge and practice around disability and regularly works with managers and individuals to promote inclusion in the workplace by:

- a) The continuity of practice to support officers and staff who have a disability or health condition from pre-employment onwards;
- b) Promoting the use of the Adjustment Passport;
- c) Promoting and holding Well Being days/events including health assessments and time to talk events;
- d) Review of Police Medical application form to include a question about learning difficulties which are often overlooked as being a disability by the individual;
- e) Extension of trauma therapy service for significant trauma cases.

4.2. The Well Being Hub is available to all officers and staff via the intranet and contains a wealth of information and resources that can help individuals and line managers and includes information on mental health, the Employee Assistance Programme, Flint House, making local and OH referrals.

4.3. Workplace Mediators - in January 2018, Surrey Police has also trained a number of officers and staff to become Workplace Mediators to help support individuals/line managers where there is any issue including disability related matters.

4.4. Operational training – Learning & Development will review all Adjustment Passports prior to an officer joining the organisation and seek to put measures/reasonable adjustments in place from day one. The vast majority of disabilities that impact on training relate to learning difficulties. Some of the adjustments that have been offered and put in place based on case by case needs include:

- a) Providing training material in advance of the lesson and using coloured paper
- b) Extra time in exams, written/practical assessments
- c) Access to Work scheme
- d) Additional Officer Safety lessons on a one to one basis
- e) Quick Scan assessment tool (for dyslexia assessment)
- f) Availability of 'Read and Write' software

4.5. Training courses:

- a) Hate Crime - Learning Disability and Autism input delivered by Waymarks. There are 15 sessions over the course of 2018. This module is mandated for APT and PDU. SNT, Specials and PCSOs are welcome to attend.
- b) Effective Performance Module - this course is aimed at police officers and staff who have recently been promoted, who are acting up, or temporarily in a management position. The aim is to provide first line managers with the skills and knowledge to manage their staff attendance and performance. This includes understanding of the Equality Act 2010 and managing and supporting people who have or may have a disability.

4.6. Formal Staff Association - the Disability Network is currently not active as the Diversity team has had no willing volunteers to run this network.

In the interim the Diversity team are able to signpost members of staff and officers who need advice and support to the Sussex Disability Network, Enable.

- 4.7. UNISON, Federation and the Force maintain good working relationships in order to constructively support each other and manage disability related matters proactively as well as when issues arise.
- 4.8. Disability Support Officers (DSO) (Role profile and Contact List available on request) - this new initiative was launched to improve response around disability and disability related crime. A DSO is a police officer or member of police staff who has specialist training in and a specific understanding of a range of disabilities. The role of the DSO is to provide reassurance and support to victims of Disability Hate Crime and also signpost them to other agencies they may need. This role can also be utilised by internal officers and staff should they need advice.

Embracing and considering all aspects of policing, the role is designed to assist the maximisation of service delivery opportunities to improve confidence, trust and communication between Surrey Police and the communities effected by disability.

- 4.9. Carers Support Group (CSG) - the Surrey CSG was set up in 2017 to provide support and advice for Carers of those with additional needs covering all spectrums (medical or mental and of any ages). The majority of members are carers of people with Dementia and Autism. Currently the group consists of 48 members and is rising. The CSG hosts regular drop in days where carers can meet with other carers and discuss their concerns and receive advice and support. The group works with OHU, People Services, ICT (in terms of technology and duties) and senior managers to promote the role of working officers and staff who are carers within the organisation. Recently CSG launched its own newsletter entitled Carers Support Group Newsletter (available on request).
- 4.10. Disability Confident Scheme (DCS) - the scheme was designed to help organisations improve how they recruit, develop and retain individuals who have or may have a disability. DCS is a central government initiative that was developed in 2016 and replaces the disability symbol, 'Two-Tick' scheme.

Surrey Police signed up to the scheme in February 2018 and was accredited as Disability Confident Employer (Level 2).

Surrey Police (and Sussex) are taking a joint approach in obtaining Level 3 accreditation in DCS and hope this will be achieved by the end of Q2 (September 2018).

Building a reputation as a Disability Confident employer that actively seeks out and hires skilled people who have or may have a disability, will help to positively change attitudes, behaviours and cultures, not just in our immediate business but in our networks and the communities.

- 4.11. Business Disability Forum (BDF) membership: BDF is a not-for-profit member organisation that helps other organisations to work with and employ individuals who have a disability. Surrey Police (and Sussex) intend to join the BDF as a member in order to receive expertise, advice, and training. Key business benefits are:

- a) Providing a tool for line managers that offers advice in terms of supporting and managing individuals that have or may have a disability;
- b) To help brand Surrey Police as an organisation that is inclusive and to develop understanding and the associated benefits of being a disability-smart organisation;
- c) Decrease in grievances and tribunals due to discrimination cases based on disability.

Surrey Police (and Sussex) hope to achieve membership at the beginning of Q1 (April 2018).

## 5. Conclusion[s]

- 5.1. In the last 12 months work has been completed on policies and procedures and new guidance implemented. The ongoing work of BDF membership will provide valuable line manager resource and support the Force to secure the accreditation of Level 3 of the Disability Confident scheme.
- 5.2. It is not possible to change the culture in one day, but in our disability-smart journey, the Force will continue to work to remove barriers, increase understanding and that people who have or may have a disability and those with long term health conditions have the opportunities to fulfil their potential and to ensure that the Force is reflective of the community it serves.

**6. Decision[s] Required**

6.1. None, this paper is for information only.

**7. Supporting Papers – available on request**

- 1 - Employees with disabilities (by Month)
- 2 - Disability Guidance Toolkit
- 3 - Disability Support Officers - Role Profile
- 4 - Disability Support Officers - Contact List
- 5 - Carers Support Newsletter January 2018
- 6 - Employer 2yr certificate - DCS006364
- 7 - BDF Membership benefits