

WITHAM AND HUMBER DRAINAGE BOARDS

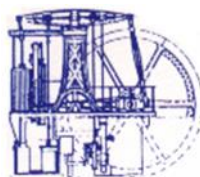
Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

www.witham3idb.gov.uk

Equal Opportunities Policy relating to disability

Introduction

The Board is committed to furthering its obligations under the Equality Act 2010 by affording disabled people with every opportunity to develop, by providing a working environment conducive for disabled people with the relevant skills and qualifications.

Under this policy, a 'disabled person' is defined as a person with a physical or mental impairment which has a substantial and long-term effect on their ability to carry out day-to-day activities.

Recruitment and selection

The Board actively encourages applications from disabled people. Subject to any health or safety considerations, all vacancies are open to people with suitable qualifications and experience. The Board guarantees an interview to all disabled people who meet the minimum criteria for the vacancy.

The Board guarantees to interview all disabled applicants who meet the minimum criteria for the job vacancy (applicants should identify in their application that they are disabled, so that reasonable adjustments can be made to ensure no applicant is disadvantaged due to their disability).

Development and training

To assist employees in becoming aware of the Board's policies regarding disabled employees, training will be carried out as required.

Equal access to training and development will be afforded to disabled employees.

Responsibilities of the employee

All employees are responsible for making themselves aware of the actions they need to take to comply with this policy, together with its implications.

Employees who are, or become, disabled, are encouraged to raise this with their line manager, so the Board can ensure the appropriate support is provided. Reasonable adjustments can be put into place to assist employees.

Responsibilities of the Board

The Board's obligations and responsibilities towards disabled employees include:

- provision of training on the subject of equal opportunities, covering disabled people in recruitment and selection, training, promotion and contractual entitlements
- provision of equipment and facilities to support and assist disabled employees in carrying out their duties

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- ensuring that any special needs of disabled employees, arising directly or indirectly because of their work, are met
- making reasonable adjustments to working arrangements where disadvantages may be caused to disabled employees
- enduring physical premises and the working environment is safe.

Regular reviews of arrangements

Reviews of working arrangements and duties will be undertaken to determine if any changes has occurred that require attention. This attention may consist of retraining, adjustments to the premises or revisions to the reasonable adjustments, or other changes the Board needs to make for the provision of assistance as necessary.

It may be necessary to consider training/retraining or redeployment for a disabled employee if they are unable to continue to carry out their duties.

For employees who become disabled, the Board will consider the necessary reasonable adjustments required for that employee to continue in their role, as far as possible. It may be that suitable alternative employment is available should reasonable adjustments not be appropriate and the Board will make every effort to avoid termination, by providing necessary training and support and considering redeployment.

Evaluation and monitoring

The Board will continuously monitor and evaluate the conditions for disabled employees.)

The report to the board will cover:

- recruitment and selection process for the staff vacancies advertised
- state of the Board premises in respect of employees and whether any steps need to be taken in relation to reasonable adjustments if there are features which cause a substantial disadvantage to certain disabled employees (anonymised) or job applicants
- the above, in relation to the visitors to the premises
- statistics and information prepared annually on the readiness of the Board.

There will be an annual meeting with the Board's disabled employees to identify any further reasonable adjustments that may need to be made to the working environment to meet the continuing evolving needs of the disabled employees in the Board.

Grievance procedure

If an employee wishes to raise any concerns about their circumstances, they may do so informally in the first instance but are free to raise a complaint under the Board's grievance procedure, so that any concerns can be properly investigated.