

Highworth Town Council Disability Policy Statement

1. Introduction

The Disability Discrimination Act 1995 came into effect on 2nd December 1996. The Act makes it unlawful to discriminate against disabled people, or people who have had a disability, in relation to employment and in the provision of goods, facilities and services.

Highworth Town Council is committed to equal opportunities in employment. It will treat applications from disabled people, within the constraints of legitimate job requirements, in the same way as those from persons without a disability. It will provide support for disabled employees within Highworth Town Council, with the assistance of external agencies where appropriate, to enable them to work to maximum effect within any limits imposed by their disability.

2. Discrimination

Discrimination can occur in two ways:

- a. For a reason which relates to a person's disability, the employer treats that person less favourably than the employer treats, or would treat, others to whom the reason does not apply AND the employer cannot show that this treatment is justified.
- b. An employer fails to comply with a duty of reasonable adjustment imposed in relation to the disabled person AND cannot show that this failure is justified.

3. Disability

This is defined as "A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities"

The definition of "normal day to day activities" includes: mobility, manual dexterity, lifting, hearing, eyesight, speech, memory, and the ability to concentrate, learn, or understand.

The Act defines "substantial" as being more than minor or trivial and "long-term" as being more than 12 months.

Disabled people are not only those whose disability is immediately obvious, e.g. visually impaired or those who use wheel-chairs. Many disabilities which may affect employment are not obvious, for example heart problems, mental illness, asthma, arthritis, epilepsy or hearing impairments.

An impairment which would substantially affect a person, but which is controlled by medical treatment or prosthesis, is still covered by the definition of disability.

3. Duty to Adjust

There is a Statutory duty under the Act to make reasonable adjustments to: Working Practices and The Working Environment to ensure that disabled people are not disadvantaged.

Adjustments may include:

- Reallocation of duties

- Adjustments/alterations to premises
- Transferring staff to other available vacancies
- Altering working hours
- Changing place of work
- Modifying equipment

Highworth Town Council will take into account; practicalities of the adjustment, financial considerations, disruption of activities and other funding arrangements, when considering an adjustment.

Examples of Adjustments

- Widening a door-way which is too narrow for a wheel-chair user
- Fitting special taps for someone with arthritis
- Increasing the lighting for someone with restricted vision
- Changing starting and finishing times for individuals with mobility problems
- Time off work for medical treatment
- Providing an adapted keyboard or telephone

4. Assistance

Individuals who require advice or assistance should speak to their immediate manager or supervisor in the first instance.

Signed.....*N Gardiner*.....Print Name.....*N GARDINER*.....
 Position in Highworth Town Council.....*Town Mayor*.....
 Date.....*22/6/17*.....
 To be reviewed.....*2021*.....