

Employer Evidence Template

Use this template to record your evidence, further actions or comments for consideration as you go through your self-assessment. The amount of evidence required will vary depending on the size and nature of your business.

This will also help you if you want to become a Disability Confident Leader and have your self-assessment validated.

This is for your records and you do not need to send it to us.

Employers name	Monmouthshire County Council	
Disability Confident Reference number (DSC000...)		
Date		
Completed by and contact details		
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
As a Disability Confident employer, our business is:		
1. Actively attracting and recruiting disabled people to help fill your opportunities (including jobs, apprenticeships, internships, work experience, etc.	Gareth / Lisa Gribben Disabled confident employer badge on ads; marketing – inside out; peoples positive experiences; action – internal media;	The work experience policy has had clearance with SLT however is still in draft and will need to be re-formatted into MCC corporate standard. (Gareth) to talk with Mark Leigh at JCP about the possibility of supporting disabled people in work placements (this will be ad hoc as and when requested and only done

		<p>so if there is time, resource capacity and it is safe to do so).</p> <p>Specifically target promoting jobs on disability websites. (Rory)</p>
<p>2. Providing a fully inclusive and accessible recruitment process.</p>	<p>Video applications available on Talentlink (going live 2nd December 2024)</p>	<p>Katherine Cameron/Pennie – reviewed Talentlink: video application available, also available in other formats on request. Recruiters encouraged to provide reasonable adjustments (inc. F2F to help with application).</p> <p>Pennie provided Powerpoint on Reasonable Adjustments, which will feature in the Leaders/Managers Development Pathway when launched in December 2024.</p> <p>Safe Recruitment Protocol - Managers Workflow (Corporate).docx (sharepoint.com)</p>
<p>3. Offering an interview to disabled people who meet the minimum criteria for the job.</p>	<p>In place</p>	<p>Stay in place – need to review interview times etc for people to prepare, as part of Talentlink.</p> <p>Managers need to be aware – guidance on process needs to be updated re: disability (at moment down to individual managers) – recruitment team – this will</p>

		change as part of Talentlink – Katherine Cameron.
<p>4. Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.</p>	<p>This is made clear on the council’s recruitment page which specifies:</p> <p>If you are disabled, have a sight or hearing loss, have a learning difficulty, or are neurodiverse, for example, and you would like to explore employment opportunities with Monmouthshire County Council please do get in touch. We value unique skillsets and across the organisation have a broad range of careers. See https://www.monmouthshire.gov.uk/jobs-employment/</p>	<p>Reviewed through Talentlink – reasonable adjustments are offered.</p> <p>Home - Monmouthshire Employment and Skills (mccemployskills.co.uk)</p> <p>Referring people to Employment and Skills Team. To be signposted to Disability Can Do (open to residents of Monmouthshire) and Maximus (Working Health Programme). - Rory</p> <p>21 disabled residents supported on Communities for Work + Programme so far in 2024. 14 supported in 2023. Out of those 35, 10 have entered employment. 9 are still being supported.</p> <p>Disability Can Do – Breaking Down Barriers</p> <p>Employability - Maximus UK</p>
<p>5. Must proactively offer and making reasonable adjustments as required.</p>	<p>This is made clear on the council’s recruitment page which specifies:</p> <p>If you have seen a vacancy advertised but have concerns that aspects of the role may present challenges please do get in touch with the Recruitment Manager for that vacancy and we</p>	<p>Reasonable Adjustments is referenced in Attendance Management and Safe Recruitment Policy. Tend to encourage queries through HR Business Team and guidance from OH. Do we need a</p>

	<p>can start a discussion on how we could work together. If you meet the essential criteria of the vacancy, and are disabled, you are guaranteed an interview. See https://www.monmouthshire.gov.uk/jobs-employment/</p> <p>This can be in the toolkit so managers know what's available e.g. software, screen filters</p>	<p>standalone Reasonable Adjustment policy?</p> <p>Pennie has developed Reasonable Adjustment presentation for Thingi/Managers Reset.</p> <p>Need to raise awareness and signpost to DWP - Rory</p> <p>LKD - Training for Managers/Leaders Developmental Pathway (new title for Manager's Reset) is 90% complete and awaiting official launch date but likely to be Jan/Feb 2025</p>
6. Encouraging our suppliers and partner firms to be Disability Confident.	<p>Scott James / Steve Cooper – 40 Disability Confident Businesses (Level 1) and 2 Disability Confident Employers (Level 2) within Monmouthshire</p> <p>Catherine spoke at DWP launch event. Included in our corporate and community plan</p>	<p>Need to link in with DWP again – Rory to look into.</p> <p>DWP - set up the Disability Level 2 sign up for local businesses - January 2023.</p>
7. Ensuring employees have sufficient disability equality awareness training.	<p>Available on Thingi: Understanding Autism (3 modules)</p> <p>Understanding ADHD</p> <p>Understanding Tourettes Syndrome</p> <p>Reasonable Adjustments (Dec 24)9</p>	<p>Thingi – more disability equality training videos – Pennie</p>

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You must agree to at least one of the following activities.		
Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
1. Providing work experience.	Needs input from Gareth – How do we promote this to disabled people	The work experience policy has had clearance with SLT however it is still in draft and will need to be re-formatted into MCC corporate standard. (Gareth) to talk with Mark Leigh at JCP about the possibility of supporting disabled people in work placements (this will be ad hoc as and when requested and only done so if there is time, resource capacity and it is safe to do so) Case studies would be good – long term (no one from work experience moved to paid employment yet). Rory – could find case studies from other areas people have joined.
2. Providing work trials.	We don't provide these yet	
3. Providing paid employment (permanent or fixed term).	We do provide paid employment for people who apply and are successful	Case studies would be good. Data needed.

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4. Providing apprenticeships.	As (1)	<p>Circa 180 existing staff working toward a qualification on the apprenticeship framework with only 4 ‘traditional, new to the organisation apprentices’.</p> <p>Existing staff working towards apprenticeships – need to be mindful of GDPR – number of people rather than specific personal details. (Gareth)</p> <p>How do we understand this information as an organisation – gather this across the board – make people feel more inclusive – AWARENESS RAISING</p>
5. Providing a traineeship.	No, we don't. Venture Graduate support graduates into employment Cardiff Capital Region project – possible Hanna Jones?	Identified graduate programme – which is then advertised through Venture Graduate - 4 people so far. Do they support graduates with disabilities?
6. Providing paid internships or support internships (or both).		Provide short paid internships (maybe through Social Services). Also Cardiff University for marketing. Disabilities?

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<p>7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people.</p>	<p>Can we start advertising our jobs on sites like - https://www.evenbreak.co.uk/</p> <p>Disability Jobsite - Official Site for UK Disability Employment</p> <p>Resources for equality and employment RNIB RNIB</p> <p>Promoting Equality & Diversity in Jobs and Career - VERCIDA</p>	<p>As guidance above</p>
<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.</p>	<p>Rory meets with Dai Morgan at DWP regularly.</p>	<p>More to come from DWP through Rory Working Health Programme attend Bi-annual Employability Partnership - as of September 2024. The programme is no longer taking referrals. The new Labour administration is in the process of reviewing support offered – see link for example - Chancellor: "We will build a Britain where those who can work, will work" - GOV.UK (www.gov.uk)</p>

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

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9. Providing an environment that is inclusive and accessible for staff, clients and customer.	The Council has modern office buildings in place that are fully accessible. In a large number of roles staff have flexibility regarding where they work from	Nick Keyes/ Kate Thompson are reviewing the environment at CH and other areas.
10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do.	MDML, People First – try and use more channels. 'Please tick this box if you'd like to have a chat with us about your disability' on application form	Linking in with MDML/People First/Building Bridges – Monmouth - Community Development Officers and Rory Home - Monmouthshire Employment and Skills (mccemployskills.co.uk)

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. Providing an environment that is inclusive and accessible for staff, clients and customer.</p>	<p>Disability Confident Committed employer</p>	<p>Actively promoting Disability Confidence through raising awareness – Thinqi Plus Comms campaign internal and external. What this means for you as an employer, employee and prospective employee + case studies. Everyone</p>
<p>2. Supporting employees to manage their disabilities or health conditions.</p>	<p>We have a number of communication and support groups in place including a staff 'Go To' group, and forums for people with different characteristics e.g. (Cancer survivors / dyslexia) Occupational health, counselling, Go To Group - LKD</p>	<p>What do you do to look after yourself and other people? Split between self-referral LKD i.e. go to group and Manager referred Pip Green</p>
<p>3. Ensuring there are no barriers to the development and progression of disabled staff.</p>		<p>What would you do if yourself or another colleague needed support/advice? Promoting job availability to disabled staff – what support is there? What adjustments</p>

		could be made to support career progression?
4. Ensuring managers are aware of how they can support staff who are sick or absent from work.		Attendance Management at Work policy – reasonable adjustments etc. – Lisa Gribben
5. Valuing and listening to feedback from disabled staff.	Dyslexia in the workplace group begun by Nanette . Can we build on this with other forums/networks? Menopause Cafe fortnightly Monmouthshire Colleagues Connect (Teresa James).	Developing Staff networks – Pennie/Pip Possible Neurodiverse Network - Stacey MCC's Autism/Neurodivergence Stakeholders group? Possible Disability Staff Network - Pennie Hazel Clatworthy – would like to reinstate Christians at Work group Natasha – advised on reasonable adjustments for wheelchairs in CH.
6. Reviewing this Disability Confident employer self-assessment regularly. (At least annually)	Will do annually	Quarterly meetings held

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.	In place e.g. Go To Group; Digital Cwtch	Developing staff networks – Pennie/Pip Comms campaign to go on digital cwtch – normally 100-200 people listening in. Compass article – Comms normally send out an email Creation of internal mentoring peer to peer (work related) LAKD
2. Including disability awareness equality training in our induction process.	Equality Training provided at Induction	Check with Dawn Sadler – Pennie Pennie provides Equality Training in the Induction Process. (Can increase training to provide Reasonable Adjustments)
3. Guiding staff to information and advice on mental health conditions.	Counselling service and OH services – through the OH process – page on People Hub – may need updating.	Rory – delivers mental health awareness and first aid, initially for residents on their projects, but recently delivered to other teams such as MonLife and Community Hub Staff (Aber/Caldicot). Accredited – half a day

		<p>Mental health – 2 days</p> <p>Needs to be F2F – part of his role working people to move them closer to the job market. Also procure counselling if need be.</p>
4. Providing occupational health services if required.	In place	
5. Identifying and sharing good practice.	Revitalised Accessibility Inclusion Group.	<p>As above - Comms campaign to go on digital cwthc – normally 100-200 people listening in.</p> <p>Compass article – Comms normally send out an email</p>
6. Providing human resource managers with specific Disability Confident training	No training at present.	<p>Could look at specific training for HR – lots online and webinars. Not mandatory – perhaps look into providing for HR staff on a regular basis. 2 x HR Business Partners join shortly – liaise with Lisa Gribben</p>