

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...)	DSC014489	
Date	16.02.26	
Completed by and contact details	Pennie Walker – Equality and Welsh Language Manager penniewalker@monmouthshire.gov.uk	
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.)	The Disability Confident Employer badge is displayed on all job adverts. If you meet the essential criteria of the vacancy, and are disabled, you are guaranteed an interview.	The work experience policy has been reviewed and in place. This will be added to PageTiger once it goes live. (PageTiger is a tool for designing and creating immersive, interactive content that we can use to connect with all colleagues.)

		<p>We are talking with Job Centre Plus about the possibility of supporting disabled people in work placements.</p> <p>Apprentice First has been implemented. Any new post that is graded A-D must give consideration as to whether it can be considered for an apprenticeship post. Managers will be challenged as to whether consideration has been given and, if not, why not – all responses will be collated for data purposes.</p>
<p>2. Providing a fully inclusive and accessible recruitment process.</p>	<p>Video applications available on Talentlink (Talentlink is our new recruitment system).</p>	<p>Video applications are available on Talentlink. Other formats on request. Recruiters are encouraged to provide reasonable adjustments (inc. Face to Face to help with application).</p> <p>Reasonable Adjustments training will feature in the Leaders/Managers Development Pathway and is available on Thinqi, our E-Learning platform, for all colleagues. All managers are encouraged to ask if applicants need reasonable adjustments.</p>
<p>3. Offering an interview to disabled people who meet the minimum criteria for the job.</p>	<p>We offer an interview to disabled people who meet the minimum criteria.</p>	<p>This is in place – recruiters are encouraged to review interview times,</p>

		<p>reasonable adjustments etc for people to prepare for interviews.</p> <p>Awareness has been raised to recruiting Managers. Guidance on processes has been updated, and training on Talentlink is available to all recruiting managers via Thingi, our E-Learning platform.</p>
<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>This has been reviewed through Talentlink and reasonable adjustments are offered.</p> <p>People are also referred to the Employment and Skills Team. They can then be signposted to Disability Can Do (open to residents of Monmouthshire) and Maximus (Working Health Programme).</p> <p>From April 2026, a new DWP funded programme called Connect to Work will launch. The programme, operational until 2030 – will support a minimum of 136 individuals with health barriers and disabilities into employment using the Supported Employment model and delivered in-house through the Employment & Skills Team.</p> <p>57 disabled residents have been supported on Communities for Work +</p>

		<p>Programme (individuals who declare they are ready to work) since April 2023. Out of those 57, 15 have entered employment. 11 are still being supported.</p> <p><u>Home - Monmouthshire Employment and Skills (mccemployskills.co.uk)</u></p> <p><u>Disability Can Do – Breaking Down Barriers</u></p> <p><u>Employability - Maximus UK</u></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 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>Our Wellbeing and Attendance at Work Policy has been reviewed, which includes our approach to reasonable adjustments. It is currently in its draft form but will be available once completed. Expected to be February 2026.</p> <p>Enquiries are encouraged through the Human Resources Business Team and guidance from Occupational Health.</p> <p>We have developed Reasonable Adjustment training for Leaders/Managers Development Pathway, which is also available for all colleagues on Thinqi, our E-Learning platform.</p>

		<p>We are also developing a toolkit, so managers know what reasonable adjustments are available e.g. software, screen filters.</p> <p>There is the possibility of developing an Adjustments Passport for colleagues in the future.</p>
6. Encouraging our suppliers and partner firms to be Disability Confident.	<p>This sits with the Strategic Procurement Manager / Employer Engagement & In-work Mentor – 39 Disability Confident Businesses (Level 1) and 7 Disability Confident Employers (Level 2) within Monmouthshire</p>	<p>The Disability Employment Adviser Lead for Department of Work and Pensions (DWP) attended the quarterly meeting of the Disability Confident Group on 29th April 2025. She covered the Health Adjustment Passport, the Hiring Chain and Access to Work.</p> <p>We are reaching out to current Disability Confident businesses to understand how they incorporate the principles of Disability Confident within their organisation. This work has only just started, and we have received 5 responses to our questionnaire.</p>
7. Ensuring employees have sufficient disability equality awareness training.	<p>Available on Thingi: Mandated Equality Training Understanding Autism (3 modules) Understanding ADHD</p>	<p>Equality Training is mandated on Thingi, our E-Learning platform.</p> <p>We have also developed Equality training for the Leaders/Managers Development Pathway. This includes:</p>

	<p>Understanding Tourettes Syndrome</p> <p>Reasonable Adjustments</p> <p>Social Model of Disability</p>	<p>Protected Characteristics, Intersectionality, Inclusion and Belonging, Inclusive Language and Unconscious Bias.</p>
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Theme 1 – Getting the right people for your business		
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.	The work experience policy has been reviewed and in place.	<p>We are talking with Job Centre Plus about the possibility of supporting disabled people in work placements.</p> <p>Adult Employment and Skills Lead is gathering case studies. See below for two video case studies.</p> <ol style="list-style-type: none"> 1. <u>Adrian Oakley</u> - Hearing impairment 2. <u>Leesa Dyte</u> – Visual Impairment 3. <u>Ben Waters</u> – Neurodivergent <p>We are working with the Learning Disability Team to offer Work Experience/ Volunteer work for people with learning disability. This is in its inception.</p> <p>The Disability Employment Adviser Lead for DWP attended the quarterly meeting of the Disability Confident Group on 29th April 2025. They have</p>

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		asked that we can work with them to give people on their books work experience. We are developing this.
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.	We currently have 76 (2.04%) colleagues who identify as disabled. Further data gathering is to be carried out and colleagues are encouraged to fill in their equality data on our internal self-service portal, which has recently been updated to provide more detail of disabilities.
4. Providing apprenticeships.	Organisational Workforce Development Manager has reviewed the Work Experience Policy which includes information on providing apprenticeships.	Circa 87 existing staff are working toward a qualification on the apprenticeship framework with 6 'traditional' new to the organisation apprentices.

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		<p>We are linking in with the new Apprenticeship Programme and how this can involve disabled people.</p> <p>We need to raise awareness of the apprenticeships available.</p>
5. Providing a traineeship.	We don't currently provide traineeships.	<p>Venture Graduate Programme ended.</p> <p>We need to look at how we can offer traineeships.</p>
6. Providing paid internships or support internships (or both).	Not currently offered.	We need to explore providing short paid internships (maybe through Social Services). Also, through Cardiff University for marketing.
7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people.		<p>We have looked into advertising on:</p> <p>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>

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		<p><u>Promoting Equality & Diversity in Jobs and Career - VERCIDA</u></p> <p>There is a cost to use each of these sites. However, we have used the information provided on these sites to inform better practice when advertising job roles.</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>The Adult Employment Skills Lead meets with DWP on regular basis.</p> <p>Equality Manager working with Disability Employment Adviser Lead at DWP.</p>	<p>The Working Health Programme is attended bi-annually as part of the Employability Partnership - as of September 2024. However, the programme is no longer taking referrals. The Welsh Government are in the process of reviewing support offered.</p>
9. Providing an environment that is inclusive and accessible for staff, clients and customer.	<p>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.</p>	<p>We have reviewed access at County Hall. The building is now accessible for all colleagues.</p>

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10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do.	Job adverts offer support by way of: “Please tick this box if you’d like to have a chat with us about your disability” on application form.	We are linking in with Disabled Groups throughout Monmouthshire’s Communities. <u>Home - Monmouthshire Employment and Skills (mccemploymentskills.co.uk)</u>

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>We need to actively promote Disability Confidence through raising awareness on Thingi. This has started through the training that is available.</p> <p>We need to further develop a Comms campaign internal and external; What this means for you as an employer, employee and prospective employee.</p>
<p>2. Supporting employees to manage their disabilities or health conditions.</p>	<p>We have a few communication and support groups in place including a colleague 'Go To' group, and forums for people with different characteristics e.g. (Cancer survivors / dyslexia, menopause)</p> <p>There is also occupational health, counselling, Go To Group provided by Head of Organisation Workforce Development.</p>	<p>This is provided by self-referral or a line manager, who refer to Organisational Development and/or HR.</p> <p>Colleagues have been surveyed and a Disability Colleague Network has been established. 2 meetings have been held to date.</p>

<p>3. Ensuring there are no barriers to the development and progression of disabled staff.</p>	<p>Workforce Planning is in the early stage of development.</p>	<p>We will ensure that there are no barriers to the development and progression of disabled staff within the Workforce Planning, which is in development.</p>
<p>4. Ensuring managers are aware of how they can support staff who are sick or absent from work.</p>		<p>Our Wellbeing and Attendance at Work Policy has been reviewed, which includes our approach to reasonable adjustments. It is currently in its draft form but will be available once completed. Expected to be February 2026.</p>
<p>5. Valuing and listening to feedback from disabled staff.</p>	<p>Existing groups are: Disability Colleague Network Dyslexia in the Workplace Group Menopause Cafe monthly Monmouthshire Colleagues Connect</p>	<p>A Disability Colleague Network has been established. 2 meetings have been held to date. There is interest in a Neurodiverse Network. The first meeting will be held on 19th March and promoted during Neurodiversity Week (16th to 20th March). We will build and support on this. HR will assign a support officer to each Network once they are developed.</p>
<p>6. Reviewing this Disability Confident employer self-assessment regularly. (At least annually)</p>	<p>Reviewed quarterly</p>	<p>Quarterly meetings are held and this self-assessment is reviewed and updated.</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.	Some of this is in place e.g. Go To Group, Digital Cwtch, Dyslexia Group, Menopause Café, Monmouthshire Colleagues Connect	The Colleague Networks (as mentioned above) will be a safe, supportive place for colleagues. We will continue to develop these further. We will also raise awareness through our internal newsletter, Compass and the Digital Cwtch which has approximately 100-200 attendees. We will further raise awareness through PageTiger to reach our frontline colleagues.
2. Including disability awareness equality training in our induction process.	Equality Training is provided at Induction	Training will now provide information on Reasonable Adjustments and Inclusivity via Thingi.
3. Guiding staff to information and advice on mental health conditions.	Counselling service and Occupational Health services are provided and advertised on the People Hub - <u>Wellbeing</u>	We deliver 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 is a 2 day course which needs to be Face to Face.</p> <p>10 people received accredited qualification certificates for First Aid:</p> <p>3 from Training Team</p> <p>1 from Achievement and Learning Infrastructure</p> <p>1 from 21st Century Schools</p> <p>2 from HR Business Partners</p> <p>3 from Neighbourhood Services</p>
4. Providing occupational health services if required.	Occupational health services are in place	
5. Identifying and sharing good practice.	We have revitalised the Accessibility Inclusion Group.	We will share good practice via our internal newsletter, Compass, Digital Cwtch and PageTiger.
6. Providing human resource managers with specific Disability Confident training	No training at present.	<p>All HR partners received face to face training in the Social Model of Disability. The E-Learning module has been disseminated to all managers.</p> <p>Meeting held 21st October 2025 to share self-assessment with all HR colleagues and</p>

		raise awareness. 3 members of HR attend the quarterly meetings.
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