



## What is **The Disability Discrimination Act 2005**



from December 2006 all public bodies, including  
**Gloucestershire Partnership **NHS****  
NHS Trust **must:**



promote equality of opportunity for people with disabilities: who work or want to work for us or who use our services

**Gloucestershire Partnership **NHS****  
NHS Trust

**will:**



Stop discrimination against people with disabilities



Stop harassment and bullying of people with disabilities



Try to meet the needs of people with disabilities



Help everyone to be more positive about people with disabilities



Ask people with disabilities to help us understand and to tell us when we get things wrong



This means we can make a real difference for people with disabilities in Gloucestershire.

## How can we tell you what we are doing?



Cassettes



CD or DVD



on a web site



at a meeting



booklets



signing



or Braille



01452 891077 by phone  
- ask Carol Sparks

Different languages



## INTRODUCTION TO THE DISABILITY EQUALITY SCHEME

### Why does the Trust have a Disability Equality Scheme?

The Trust is legally required to have a scheme under the Disability Discrimination Act 2005. This applies to all public bodies such as councils and NHS Trusts, schools, colleges and universities and the emergency services.

### Who or what is covered by the Disability Equality Scheme?

The Disability Discrimination Act 2005 and the Disability Equality Scheme applies to all staff working in the Trust, and to all those people who use the Trust's services or provide care for those using these services, and other organisations which provide care on behalf of the Trust.

### What will the Trust do differently?

For example the Trust will need to ensure that people with disabilities are involved and consulted when there are plans to change services or to change working practices to ensure that:

- there is no discrimination against people with disabilities
- the right opportunities for people with disabilities are made available
- no disability related harassment takes place
- positive attitudes towards people with disabilities are promoted
- people with disabilities are encouraged to participate in public life
- the right steps are taken to meet the needs of people with disabilities even where this requires more favourable treatment.

### What is in the Trust's Disability Equality Scheme?

The Trust's scheme has:

- A joint statement from the Trust's Chairman and Chief Executive in support of the Scheme; an explanation of how people with disabilities have been involved in developing the scheme; an action plan which will show what the Trust will do or has done each year for three years; examples of what information the Trust will use to see how well it is doing to meet the action plan; an explanation of how the Trust will use the information it has; an agreed method and timetable to work out whether or not what the Trust does has a negative impact on people with disabilities

### **What services does the Trust provide?**

Gloucestershire Partnership NHS Trust provides a range of services for about 570,000 people who live in Gloucestershire. The county covers about 1000 square miles. Services are:

- Child and adolescent mental health services
- Specialist substance misuse services
- Mental health and social care services for people of working age
- Mental health services for older people
- Specialist NHS services for people with learning disabilities

### **Who is responsible for ensuring that the Trust is doing everything it should?**

The Trust has a 'Diversity Steering Group' which is responsible for developing the scheme and checking progress. There a number of people on the Diversity Steering Group. These people are:

- Non-Executive Director who leads the group
- The Director of Human Resources and Organisational Development
- The Trust's senior union representative (Chair of Staff Side)
- Representatives from the Race Awareness Staff Group
- The Deputy Director of Nursing
- The Human Resources Lead for Diversity
- Two Service Directors
- A representative from the Allied Health Professions Forum
- A lead Doctor
- The Clinical Governance Manager
- Head of Information

The group will work with other staff, individuals and groups as needed.

### **What has your Chairman and Chief Executive said?**

*It is the Trust Board's responsibility to provide an environment in which staff are able to flourish, and where the Trust's services are delivered without discrimination. On behalf of the Trust Board we are delighted to introduce this Disability Equality Scheme.*

*The Disability Discrimination Act 2005 sets out the responsibilities of the Gloucestershire Partnership NHS Trust to identify and redress barriers to equal opportunity for people who have a disability, and who are employed by the Trust, or use its services. This Disability Equality Scheme sets out how the Trust Board intends to meet these responsibilities. By focussing on the barriers that disabled people face, rather than on the impairments that they may have, this Disability Equality Scheme will help to create an organisation which fully supports disabled people, both as an employer and as a provider of mental health services.*

*The Trust Board is fully committed to ensuring that disability equality permeates the organisation. We will do all we can to ensure that the Trust promotes disability equality and inclusiveness in everything that it does. This Disability Equality Scheme is a statement of that commitment.*

*Robert Maxwell - Chair*

*Andrew Casey - Chief Executive*

**What will you do to promote 'equality of opportunity' for people with disabilities?**

We will look at the needs of people with disabilities and other people when designing and delivering services, to ensure that there is 'equality of opportunity'.

We have a comprehensive Human Resources strategy to ensure that how staff work and the way in which they work gives equality of opportunity for employees with disabilities.

Our action plan states that we will look to see if there are any existing inequalities or where improvements can be made. We will work out in what order we should tackle these areas and how, and then monitor progress.

**How will you eliminate 'unlawful' discrimination?**

Managers will continue to make 'reasonable adjustments' for an employee with disabilities as meets the needs of that person with the benefit of any specialist advice. This approach enables employees with disabilities to remain working with the Trust.

Where people with disabilities access our services we will try and anticipate any barriers and make 'reasonable adjustments' to remove those barriers.

We will use a systematic approach to identify and eliminate discrimination when we are developing policies, practices and services and when these are in place and working.

We will work to a timetable to review Trust policies, practices and services, looking for any existing or possible discrimination, and will decide what work needs to be done when and monitor progress. This work will be led by the Diversity Steering Group.

**How will you prevent someone being harassed because they have a disability?**

We have a 'Dignity at Work' policy and procedure. This explains that the Trust expects its staff to treat other staff with dignity and that staff should treat people who use our services with dignity. It also explains that users of our services are expected to treat our staff with dignity. Treating others with dignity includes not harassing others (service users, carers and staff) because they have a disability.

Harassment may not always be reported and people with disabilities can feel particularly vulnerable in certain situations. We will therefore do what we can to improve reporting and help people with disabilities to feel safe from harassment.

There are also other procedures which staff can use for support in situations where they find themselves being harassed or where they are concerned that service users or carers are being harassed. These procedures include mediation, a grievance procedure and a disciplinary procedure.

We can look at all cases of harassment and bullying to understand what is happening to staff, carers and service users and to see what we can do to prevent something similar happening again.

Each year a proportion of our staff are asked to anonymously complete a national survey called the 'Staff Attitude survey'. The survey includes questions about harassment and bullying. The Trust can look at what staff are saying, and use this information to help us understand what we should be doing in the future to reduce harassment of people with disabilities.

When we work with other organisations that provide services on our behalf, we will ensure that these people are doing what is necessary to monitor and eliminate harassment of people with disabilities.

We will work to a timetable to look at how we commission and procure services to see what we can do to processes and address any issues arising which might lead to the harassment and bullying of people with disabilities.

### **What will you do to promote positive attitudes towards people with disabilities?**

Wherever possible we will avoid using stereotypes in documents, remind staff that their language and attitudes should be appropriate and encourage staff to challenge negative expressions and images which can be hurtful, or which can lead to discrimination and build barriers for people with disabilities.

Staff training will be reviewed to see if there are barriers in place which stop or hinder a person with a disability doing something.

### **How are you going to encourage people with disabilities to be active in 'Public Life'?**

We already have people with disabilities involved in our services through service user groups, through PALS and we have been working to involve people with disabilities in our work to achieve Foundation Trust status. We want to continue and expand on this work.

In our action plan we say that we will review how people with disabilities are involved in developing our services and workplace culture. We will work out what work needs to be done and when and then monitor progress.

### **What do you mean when you say that people with disabilities can be given 'more favourable treatment'?**

At the moment our managers are familiar with the idea that 'reasonable adjustments' can be made to minimise the barriers at work for staff with disabilities. We will use this idea to ensure that all people with disabilities can be given 'fair' access to services by doing something differently for people with disabilities which may be doing more for them than for others.

We will look at how people with disabilities access our services, and we will look at research which has been published to try and work out what we should be doing to improve access and the quality of our services.

### **How you will involve people with disabilities in developing the scheme and in the work of the Trust?**

We will ask our staff who have specific roles with our service users and carers to help us involve people with disabilities. To date we have had feedback from, and acted on feedback from the 'Service User and Carer Best Practice Committee; the Patient Advice and Liaison Service; the Trust's Joint Negotiating and Consultative Committee involving staff side representatives.

We are continuing to work with these groups to improve our scheme and action plan and work with other groups such as the Learning Disability service user group. We will continue to work to specifically:

- find out what people with disabilities think should be in our Disability Equality Scheme and the Action Plan and what format would be best
- look at what our staff tell us each year in the Staff Attitude Survey and see how we can use this information in our Action Plan;
- ask for comments from our staff who have a disability through their union representatives
- work out what sort of information we have that will be useful for the action plan and that will help both our staff and service users and carers.
- how we can make meetings as open as possible, look at where and when we hold meetings

As we develop our scheme and action plan we will update this section to record who we have involved, how and why. We will do this once a year as part of an annual review. We will also say if we are not able to do some of the things which people with disabilities would like us to do and explain why we can't.

### **What is in your action plan?**

The Action Plan will be based on the Disability Equality Scheme. We will review the action plan each year and will plan to complete the work by December 2009. Where we cannot complete the work by December 2009 we will explain what has stopped us from doing so, and will also say what else we might be able to do instead and when.

We will publish our action plan on our staff intranet site, on the Trust web page and it will be available to people applying for jobs with the Trust, members of the public, service users and carers.

### **What information have you got already about people with disabilities and their needs?**

We have some information about staff and about how our staff view services from:

- last year's Staff Attitude Survey
- work we did through an NHS initiative called 'Improving Working Lives'
- yearly appraisals
- our processes to manage work place difficulties
- our Occupational Health service
- the Staff Support Service
- any interviews with staff when they leave the Trust (exit interviews)
- the processes used to recruit, promote and develop staff

We will:

- start to collect information about how our policies and procedures affect staff with a disability where we don't have this information at the moment.
- look at what we do for our service users and carers, and how we provide our internal services (Procurement, Finance, Human Resources) to see how this impacts on people with disabilities.

### **How easy is it to use the information you get?**

Some of the information we have or will collect will be easy to understand and we can make comparisons and come to clear conclusions. Other information may be where individuals or groups have given views or opinions, or described what has happened to them or where they have been unhappy with what we have done or not done. All information is important and valuable and we will have to work out how we can best use this information.

We will be careful to explain that when we ask for, collect and use information that people who provide the information:

- do so voluntarily
- will have personal information kept confidential and it will not be shared with others unless they agree
- will be given a reason as to why we would like the information and how we intend to use it.

We will also use the information to develop good practice and make improvements where we can; to find ways of helping people with disabilities to speak for themselves; to help individuals identify themselves as having a disability rather than anyone else making an assumption about their disability; and to train staff to be more sensitive to the needs of people with disabilities.

We will need to look at the information we have, decide if any important and valuable information is missing, and whether the information can be used to assist one person's needs or the needs of a group of people with disabilities.

We will use the information to:

- Work out how well or not we are doing against the actions in our plan

- See what impact and effect our services and policies and procedures have on people with disabilities
- See if we can find out what stops us from providing a good service to people with disabilities and stops us from being a good employer to staff with disabilities
- Work out if we have made any improvements over time
- Decide what we want to improve in the future and how we would measure this
- Check whether we are doing as well as other organisations

Where we have information that shows us that people with disabilities are not getting the service they should, we will set targets that we will need to meet by a given date and check regularly to see how we are doing against those targets.

As we get better at asking, collecting and understanding information, we want to find out if people with certain types of disability have more difficulty getting the right sort of service (either as a member of staff or as a user or carer) and be better able to find ways of changing this.

### **How long are you going to take to find out if what you do is good or bad for people with disabilities?**

Attached to our Action Plan is a draft timetable which says how long this piece of work will take and in what order we will do the work of checking our policies and procedures and activities. We have developed a method of making this 'assessment' which has been tried and tested.

Where we find that there is a negative impact or reduced opportunity for people with disabilities we will work to understand what is happening and why, doing any research if needed. Once we have done this we will decide what we can do and when.

### **Can I see your action plan and tell you what I think needs to be in it?**

**Yes - you can see the action plan.** It is attached to the Disability Equality Scheme, and can be found by staff on the Trust's intranet; by the general public, service users and carers on the Trust's web page. Copies are available on request from the Trust Headquarters in a variety of formats for convenience. Please complete the tear off slip at the back of this document.

**Yes - what you think is important.** The action plan has started off with actions that we need to take to 'get going' and actions which we can achieve in the next three years. We need you to work with us so that our actions can directly help people with disabilities and so that we can do this work in the right way and in the right order.

### **Our action plan will take into account:**

- The results of involvement and consultation with service users and carers
- What our staff think are the priorities
- The strategic priorities of the Trust
- What we think needs to be achieved

- How we will measure whether we have done what we set out to do
- Who is responsible for making sure that we do what we say we will
- A realistic timetable for our actions.

There are other areas which we may wish to consider as part of the action plan:

- Health inequalities
- Training needs
- Supporting independent accommodation
- Tackling multiple discrimination
- Participation of people with disabilities in health governance



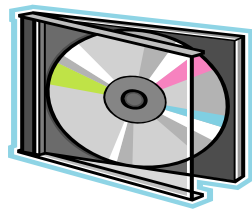
**DISABILITY EQUALITY SCHEME**

**Obtaining the Disability Equality Scheme 2006 in other formats**


If you would like a copy of this document in large print, Braille, audio cassette, CD - DVD, or another language please telephone 01452 891077 or send back this page. You can view an on-line version at [www.partnershiptrust.org.uk](http://www.partnershiptrust.org.uk)

I would like a copy of the Trust's scheme

On a cassette		YES / NO
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On a CD / DVD		YES / NO
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As a booklet		YES / NO
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In large print		YES / NO
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As	<b>BRaille</b>	YES / NO
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Name: ..... (CAPITAL LETTERS)

Address .....  
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Return to Carol Sparks, Human Resources, Rikenel, Montpellier, Gloucester GL1 1LY



## Useful Website Links

Gloucestershire Partnership NHS Trust	<a href="http://www.partnershiptrust.org.uk">www.partnershiptrust.org.uk</a>
Department of Health	<a href="http://www.dh.gov.uk">www.dh.gov.uk</a>
Gloucestershire County Council	<a href="http://www.gloucestershire.gov.uk">www.gloucestershire.gov.uk</a>
A guide to Government	<a href="http://www.direct.gov.uk">www.direct.gov.uk</a>
ACAS (Advisory, Conciliation and Arbitration Service)	<a href="http://www.acas.org.uk">www.acas.org.uk</a>
Disability Rights Commission	<a href="http://www.drc-gb.org">www.drc-gb.org</a>