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13 January 2022

To: Chair – Councillor Henry Batchelor  
Vice-Chair – Councillor Dawn Percival  
Members of the Employment and Staffing Committee – Councillors  
Dr. Claire Daunton, Sally Ann Hart, Mark Howell, Heather Williams and  
John Williams

Quorum: 3

Substitutes: Councillors Sue Ellington, Graham Cone, Nick Wright, Bunty Waters,  
Grenville Chamberlain, Jose Hales and Peter McDonald

Dear Councillor

You are invited to attend the next meeting of **Employment and Staffing Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 14 January 2022 at 10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**Liz Watts**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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## Agenda

9. **Update on the Disability Confident Task & Finish Group**  
Written/verbal update on the Group

**Pages**  
**1 - 2**

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# Agenda Item 9

## Disability Confident Scheme

The Disability Confident scheme is a Government initiative which aims to help employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

It was developed by employers' and disabled people's representatives to make it rigorous but easily accessible – particularly for smaller businesses.

The scheme has 3 levels and you must complete each level before moving on to the next.

- Disability Confident Committed employer (Level 1)
- Disability Confident Employer (Level 2)
- Disability Confident Leader (Level 3)

The Council previously achieved Level 1 and was accredited Level 2 in April 2021 which is valid for 3 years. As a Disability Confident Employer we are committed to:

- recruiting the right people for our organisation.
- retaining and developing our staff.

The Scheme links with the Council's Equality Strategy and some of the commitments have or are undertaking include:

- Raising awareness of us as a Disability Confident Employer. The Disability Confident Employer (level 2) logo is displayed on the recruitment page of our website, HR email signatures and on employment letters/correspondence.
- We are looking to extend our reach in terms of recruitment – advertising on specific disability websites and are in contact with organisations such as Jobcentre Plus, Disability Cambridgeshire, Papworth Trust.
- Providing an environment that is inclusive and accessible for staff, clients and customers – disability friendly assessment to be arranged with Disability Cambridgeshire once Covid restrictions allow.
- Continue to support our employees to manage their disabilities for health conditions through reasonable adjustments and advice from our Occupational Health provider.
- Arranging disability awareness training for all staff/members in 2022.
- Supporting managers with recruitment process for candidates who have declared a disability.
- Promoting Disability History month.

To achieve Level 3 Disability Confident Leader status, the Council would continue with all activities under Level 2 as well as undertaking the following 3 additional steps:

### Challenge

- the self-assessment which was completed for Level 2 needs to be validated by an authorised organisation.
- the validator needs to agree with our evidence and assessment and that the Council is delivering against all of the core actions as a Disability Confident Employer
- that we are employing disabled people.

**Leadership**

- provide a narrative of the activities we have or are taking in support of being a Disability Confident Leader

**Reporting on disability, mental health and wellbeing**

- take action to record and report on disability, mental health and wellbeing in the workplace

Further details and guidance can be found on:

<https://www.gov.uk/government/collections/disability-confident-campaign>