



Disability Employment Policy

Lostwithiel Town Council

Lostwithiel Town Council Disability Employment Policy
Version: May 2017

Disability Employment Policy

1. The Town Council undertakes to develop a working environment and provide conditions of employment which, as far as is reasonably practicable, will offer people with disabilities the opportunity to seek and maintain employment with the Town Council.

2. The Town Council will:
 - implement fair procedures in recruitment, training, promotion, transfer and terms and conditions of employment;
 - ensure that people with disabilities are offered all the reasonable support that they need;
 - ensure that people with disabilities are provided with all reasonable equipment and facilities to continue their employment;
 - make reasonable adjustments to working arrangements or the physical features of premises where they cause disadvantage for a person with a disability;
 - provide a safe working environment for people with disabilities;
 - ensure that disability will not be used as a criterion for redundancy.

3. The Town Council in relation to recruitment will:
 - ensure that vacancies will be open to suitably qualified people with disabilities.
 - guarantee to offer an interview to all disabled applicants who meet the minimum criteria for a job vacancy.

4. The Town Council in relation to training will:
 - ensure that all employees with a disability will have access to training

and development opportunities.

- ensure that all employees will be made aware of the Town Council's policy on the employment of people with disabilities.

5. The Town Council in relation to retention will:

- ensure that the duties and working conditions of employees with disabilities will be reviewed each year through an interview under the staff appraisal interview;
- ensure that every effort is given to making reasonable adjustments, including alternative employment where a person with a disability is unable to continue to carry out his/her existing duties.