

## Freedom of Information request 451-18

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### Request

1. Does your organisation provide any training to line managers/ HR on disability issues within the workplace. If yes what format does this take and is this specifically on certain disabilities or disability issues in general
2. Do you have any examples of good practice support for those with disabilities in place in your organisation, either specific disabilities or disability in general and a copy of your Disability Confident Self Assessment?
3. Does your organisation have any policy provisions in place re time off for supportive medical appointments e.g. councillors and complementary therapies

### Response

1. All line managers are required to complete the Equality & Diversity Awareness e-learning module, this is generic training not specific regarding certain disabilities. The content includes awareness about employment issues for disabled people in the workplace and our legal obligations under the Equalities Act. This is termed mandatory training, and is reviewed at annual appraisal.

NHS Borders participated in NHS Equality, Diversity and Human Rights Week, May 2018

2. NHS Borders Sickness Absence policy supports the use of a rehabilitation programme on return to work; this will typically last for 4–6 weeks.

Disability Confident Employer: Applicants who meet the minimum standard on person specification have an interview guarantee. Taster work placements have been arranged.

3. NHS Borders Sickness Absence policy supports staff by having no loss of pay during an appropriate and defined rehabilitation period; staff also have access to confidential counselling (through Occupational Health) and staff physiotherapy. The same policy states that NHS Borders will make every effort when employees become disabled to make sure they stay in employment. This means that, where practicable, NHS Borders will implement reasonable adjustments; or, offer other suitable employment by moving them to a different job or another part of the organisation where possible.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or [foi.enquiries@borders.scot.nhs.uk](mailto:foi.enquiries@borders.scot.nhs.uk).

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **451-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both

the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.