



## ***Disability and Health Promotion Advocate Scheme***

Terms of Reference

March 2016



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## **1. PURPOSE**

The main purpose of the Disability and Health Promotion Advocacy Scheme (DHPAS) is to promote a 'disability-confident' organisational culture within NHSBT. The scheme heightens awareness of disability equality within NHSBT and the advocates act as enablers for the promotion and signposting of disability matters across NHSBT.

## **2. BACKGROUND**

The DHPAS helps to ensure that NHSBT is fully compliant with the Equality Act 2010 and also ensures that the organisation acts in accordance with best practice. NHSBT is a member of the Business Disability Forum, (BDF) a UK based expert organisation for employers on disability. The advocates work in partnership with the BDF and seek external expertise on disability related matters and internally with the Equality Diversity Working Group (EDWG).

In March 2016, the Disability Advocates also took on the role of promoting and signposting of health and wellbeing related matters.

## **3. OBJECTIVES**

Disability and Health Promotion Advocates Scheme:

- Improve attitudes toward disability and health promotion across NHSBT.
- Enable all employees to be kept fully informed about disability equality and future plans to ensure that NHSBT becomes a disability-confident organisation
- Enable all employees to be kept fully informed about health promotion issues and where to access information and advice as required.
- Form excellent relationships with management staff and trade union representatives in order to act in the best interest of staff members and donors with a disability
- Access the latest thinking and knowledge with regard to disability, health and wellbeing
- Keep colleagues and managers informed and involved in the disability equality agenda
- Influence NHSBT culture, thinking and behaviour at all levels

## 4. SCOPE

**An Advocate** acts as a signpost by providing information and support as required, including:

- Liaising with employees working for NHSBT
- Ensuring disability equality issues are progressed within NHSBT
- Providing information to managers and supervisors in NHSBT on Disability and Health and Wellbeing-related matters
- Assisting in locating internal and external sources of disability information and support i.e. reasonable adjustments including Access to Work, or support through the EAP Employee Assistance Programme
- Signposting to local sources of support and information for health and wellbeing matters
- Providing feedback to members of the health and wellbeing team for recording updates for best practice purposes
- Maintain confidentiality at all times (advocates will not be expected to maintain confidentiality if they believe that there has been a serious breach of policies - advocates should notify their local HR team)
- Ensuring that continual professional development in the area of disability is maintained and act as a role model for disability equality within NHSBT

## OUT OF SCOPE

Advocates are not expected to engage or provide advice in employment-related matters i.e. accommodating reasonable adjustments, disability-related disputes or grievances unless their substantive role is required to do so e.g. HR/Line Manager.

## ADVOCATES

The Disability and Health Promotion Advocates are based in all areas and levels within NHSBT including staffside. To find out how you can become an Advocate please contact the team via HR Direct on 27700.

## 5. REPORTING

The senior sponsor for the DHPAS is the Chair of the EDWG.

The DHPAS provides quarterly updates to the EDWG on support given and initiatives undertaken around NHSBT disability agenda by the Disability and Health Promotion Advocates.

Reports on progress of the DHPAS are reported to the Staff Partnership Committees by the Staffside Members of the DHPAS.

NHSBT Executive team is provided with updates on progress of the DHPAS through the EDWG.

## **6. METHODS / RESOURCES**

- NHSBT'S dedicated intranet page to include Advocate contact details and DHPAS activities
- NHSBT's dedicated intranet pages containing all health promotion information and contact details.
- Advocates communicate with colleagues through the DHPAS network quarterly in line with meetings to pass on information and to receive feedback on trends and best practice either face to face or telecon
- Advocates deliver awareness training as appropriate to management / team meetings
- BDF send out regular monthly e-bulletins to keep advocates and the DHPAS up-to-date with Disability news alerts, important legal rulings and policy updates that can be used to inform and support NHSBT internal / external business strategy
- Health, Safety and Wellbeing send out regular wellbeing promotions for information and onward cascade
- BDF provide prompt, tailored, confidential advice by phone, email, text or post via their information and advice helpline.
- BDF / NHSBT calendar regular update teleconferences sharing information / best practice around disability and current legislation

## **7. DELIVERABLES**

To support the NHSBT Single Equality Scheme aims and objectives and to ensure compliance with the Equality Act 2010

To raise awareness of the health and wellbeing agenda and help increase the engagement of staff members in this area.

## **8. SUCCESS CRITERIA**

- Noticeable change in the culture in NHSBT
- Reasonable adjustments are made when requested
- Profile raised of disability matters
- Profile raised of health and wellbeing issues
- Recruitment and retention of staff with disability issues
- Increase in number of staff declaring that they have a disability
- More people feeling disability-confident
- Increased engagement with NHSBT health and wellbeing agenda

## **10. BENEFITS OF BECOMING AN ADVOCATE**

- Be a useful asset by keeping colleagues and managers informed and involved in the disability and health and wellbeing agendas
- Supports NHSBT Core Competency Behaviors for Caring, Expert and Quality
- Learning, training and development opportunities.
- Access to the latest thinking and knowledge with regard to disability and health and wellbeing
- Cross functional networking opportunities at teleconferencing or face-to-face meetings
- A respected role within NHSBT with potential for recognition within NHSBT.