


# Employers Guide to In-work Support



## Employment Support Team

Working in partnership with  
employers who embrace diversity

PERTH AND KINROSS  
employability  
network  
 *It's working for me*



# Introduction

This booklet has been produced as a guide for employers who are managing employees with additional in-work support needs, eg disability or mental ill health. It also explains the type of services that Perth and Kinross Council's Employment Support Team can offer you.

The fact you are reading this booklet means you may already be employing or considering the offer of a work experience or employment opportunity to someone with support needs. We are very keen to work with employers who appreciate, respect difference and recognise the positive contributions that a varied and diverse workforce can bring to your organisation.



# Benefits to Employers



“The experience and life skills of disabled people are valuable assets; they have a wealth of information which can bring significant commercial benefits”.



## How many customers do you have who know someone that has support requirements or have needs themselves?

It is estimated that 1 in 3 people are touched in some way by disability.

- By employing or giving work experience to someone who has support requirements, you and your staff team will develop a deeper understanding of the needs of customers who are also in this group. This has a positive influence on your brand by impacting upon your customers.
- By being more aware of the needs of these individuals, the productivity and diversity as well as the product or service you provide can only be improved.
- Your company’s reputation will be one of equality and diversity.
- Our team can provide free Disability Awareness Sessions for your staff group.



You have nothing to lose and much to gain!



# Practical Support for Employers



The important thing to remember is that as an employer you have our support! You are not alone!



## Risk Assessments

Our team's remit is to support the employer as well as the employee. We realise that employers don't always have the time or expertise required to give appropriate support. The people we work with have a variety of skills but they sometimes need things explained in a different manner.

In the first instance we will support with the induction process and if necessary attend this with the individual. We will assist with any initial training and provide ongoing support with any mandatory training.

We offer practical 'in work' and ongoing support. We will work alongside the person and give systematic instruction until such times as they can do their job independently. Only then will we reduce the support but will continue to monitor, appraise and support the placement for its duration. Some people may only need 'in work' support for a few hours, whilst some could require a few days and for others it could be a few weeks.

It's as simple as this!  
You show us, we show them!

Your own risk assessments will often be sufficient. However, we will carry out any other specific risk assessments required. These will work in conjunction with your company's existing ones. We will carry these out prior to the person starting work.

# Free Awareness Sessions for your Workforce

We can provide information and awareness on the following:

- Disability Discrimination
- Equalities Act 2010
- Health conditions and disabilities
- Basic facts on terminology (what to say and what not to say regarding people with disabilities).

You can find more information on this at [www.pcs.org.uk/equality](http://www.pcs.org.uk/equality)

“Reasonable adjustments can be central to enabling a disabled employee to retain their employment. Unfortunately, employers often under-estimate the extent of their duty to make adjustments and can thus fall foul of the law.”

## What you need to know as an Employer Regarding Reasonable Adjustments

We will give advice and support on 'reasonable adjustment'. This could mean a slight change to a task or leaving out a specific one but taking on another task in its place.

It could also mean that where a person does not have good reading skills, we can help with providing pictorial information instead.

Most reasonable adjustments do not incur a cost but a change to a routine or task.

# Frequently Asked Questions

## Will my insurance cover people with support requirements?

Yes. Your existing employers liability insurance covers all employees.

## How much should I pay someone who has support requirements?

Any employee is subject to national minimum wage guidelines and should be paid the going rate for the job.

# What Support can I Expect From Your Team?

### The Employer

Practical advice on  
Disability Awareness  
In-work support  
Work place visits  
6 x monthly appraisals  
Support with induction  
Risk assessments  
Support with health  
and safety

### The Employee

Work skills training  
Induction  
Health and safety  
Ongoing monitoring  
Appropriate work support  
as required  
Any specialist  
support

# What is Expected of an Employer?

- As an employer you will have valid employer's liability insurance.
- You will be responsible for providing each employee/person undertaking work experience with the relevant induction training and fire safety procedures. This will be supported by a member of our team during the induction where necessary.
- We will complete a Workplace Agreement which will state agreed working hours, duration of placement, dates, tasks and agreed support from our team.

## Helpful Websites

### Disability and the Equality Act 2010

[www.gov.uk/guidance/equality-act-2010-guidance](http://www.gov.uk/guidance/equality-act-2010-guidance)

### Public & Commercial Services Union

[www.pcs.org.uk/equality/disabled-members](http://www.pcs.org.uk/equality/disabled-members)

### Perth and Kinross Employment Network

[www.pkemploy.net/employers](http://www.pkemploy.net/employers)

"I have found working with the Employment Support Team easy and effective. It is clear to me that they put our employee's best interest at heart and will always do the best by him.

He's a brilliant personality to have around the restaurant. The support to us personally and my communication with the supported employment practitioners has been fantastic".

C Gallagher - Business Manager,  
McDonalds Perth

"Disability is no barrier to being able to find a suitable role within the workforce where people's talents can contribute enormously to a company's success.

At Binn Group we believe in making sure we provide a safe, welcoming and accessible working environment to provide opportunities for all. Perth and Kinross Employment Support Team have provided excellent assistance in enabling us to employ a diverse workforce.

Their presence is one of reassurance for the team members and enables them to do their best work!"

Sarah McCann - HR Coordinator,  
Binn Group

# Contact Details

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PERTH  
PH1 5SJ

Tel: **01738 477638** (Perth)

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Website: **[www.pkc.gov.uk/est](http://www.pkc.gov.uk/est)**

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