



Disability Sheffield
The Centre for Independent Living

Disability Sheffield Information Service

Employment Factsheet



Disability Sheffield Information Service
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Disability Sheffield Centre for Independent Living Limited is a company limited by guarantee, registered in Cardiff No. 4639160 and is a registered Charity No. 1112712

We believe that every disabled person has the right to participate fully in society and to determine how they live their lives, including having access to employment opportunities. Employment can provide a person with a sense of purpose; it helps people to gain in confidence, develop social skills, and introduces different situations and people to our experiences.

For disabled people there can be extra barriers to work, created either by our impairments, or by difficulties in finding accessible employment and staying in work. We can also face discrimination in less obvious ways than inaccessible buildings. In this factsheet we aim to direct you to information under the following colour-coded headings:-



Employment Rights

Information about your employment rights under the Equality Act.



Benefit Entitlement

How to access your nearest advice centre for welfare rights advice and self-help guides and factsheets about disability and benefit entitlement



Permitted Work and Voluntary Work

Information to help those who would like to work or volunteer whilst claiming benefits due to a disability.



JobCentreplus and Funding Support

How to contact Jobcentre Plus, the role of disability employment advisors and access to funding and support through Access to Work and Work Choice.



Employment Support Toolkit

Using our employment support toolkit you can search for local organisations that provide support and assistance to disabled people looking for work and remaining in work.



Advice on Employment Issues

Who to contact for independent, impartial and confidential advice on employment issues.



Useful Websites

Links to a selection of national disability organisations that provide employment specific information, services and resources.

Employment Rights

Disabled workers share the same employment rights as other workers. There are special provisions for disabled people under the Disability Discrimination Act (DDA) 1995 which was replaced by the Equality Act in 2010.

Disability is one of the '[protected characteristics](#)' in the Equality Act alongside age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation

The definition of disability under the Equality Act is:-

“a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities”

To look at what this means in more detail please find:-

[More information on Gov.UK website](#)

[More information on Advice Guide](#)

The Duty to Make Reasonable Adjustments

The duty to make reasonable adjustments is a cornerstone of the Equality Act and requires employers to take positive steps to ensure that disabled people can access and progress in employment. This goes beyond simply avoiding treating disabled workers, job applicants and potential job applicants unfavourably and means taking additional steps to which non-disabled workers and applicants are not entitled.

The legislation requires an employer to take reasonable steps to provide an ‘auxiliary aid’. An auxiliary aid is something which provides support or assistance to a disabled person. It can include provision of a specialist piece of equipment such as an adapted keyboard or text to speech software. Auxiliary aids include auxiliary services; for example, provision of a sign language interpreter or a support worker for a disabled worker or more flexibility around working times. Reasonable adjustments can also include redeployment to a different kind of work if necessary.

Information must also be provided in an accessible format for example providing letters, training materials or recruitment forms in Braille or on audio tape

The duty to make reasonable adjustments applies in recruitment and during all stages of employment, including dismissal. The duty relates to all disabled workers of an employer and to any disabled applicant for employment. The duty to make reasonable adjustments applies to employers of all sizes, but the question of what is **reasonable** may vary according to the circumstances of the employer.

The [Equality and Human Rights Commission's website](#) has information about disabled people's employment rights under the Equality Act, about reasonable adjustments, Access to Work, recruitment and promotion, performance, training and development, health and safety in the workplace, and leaving work.

The [GOV.UK website](#) has information about the Equality Act, about reasonable adjustments, redundancy, and who to go to if you feel you have been discriminated against.

The Disability Law Service has a [factsheet](#) on Employment Rights under the Equality Act:

The Citizens Advice Bureau has produced a [factsheet](#) about Disability Discrimination and rights at work.

Disability Rights UK have a number of [work related factsheets](#) on their website.

The Advisory, Conciliation and Arbitration Service (ACAS) provides information and support regarding disability and discrimination in employment - please follow this [link](#)

National voluntary organisations may offer information and support depending on your impairment. For example the Royal National Institute for the Blind has a [summary of employment rights under the Equality Act](#), including who has rights under the DDA, what discrimination is, and how to proceed if you have been discriminated against

Disclosure of Your Disability

An employer recruiting staff may make limited enquiries about your health or disability.

You can only be asked about your health or disability:-

- to help decide if you can carry out a task that is an essential part of the work
- to help find out if you can take part in an interview
- to help decide if the interviewers need to make reasonable adjustments for you in a selection process
- to help monitoring
- if they want to increase the number of disabled people they employ
- if they need to know for the purposes of national security checks

You may be asked whether you have a health condition or disability on an application form or in an interview. You need to think about whether the question is one that is allowed to be asked at that stage of recruitment.

Disability Rights UK has produced a [factsheet](#) 'Telling People about Your Disability' if you are unsure about telling an employer about your disability and the best time to do so.

The Two Tick Logo



The Two Tick logo can be used on adverts to show that an employer encourages applications from disabled people and shows that the employer has made 5 commitments to the Department for Works and Pensions:-

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
- to discuss with disabled employees, at any time but at least once a year, what you can both do to make sure they can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment

- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- to review these commitments every year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

Benefit Entitlement



As the benefits system is constantly changing, we do not want to add information to this factsheet which will soon be out of date, or which risks being wrong. For this reason, we would recommend that for any benefits queries you contact one of the agencies below.

Advice Sheffield's [website](#) includes a section with links to self help information about benefits and employment, as well as the facility to enter your postcode and find your local advice centre in Sheffield.

Disability Rights UK have a number of [factsheets](#) about different benefits.

Gov.UK has pages about [benefits for disabled people](#) and pages about [benefits for disabled people looking for work](#):

Permitted Work and Voluntary Work

If you are getting employment and support allowance (ESA) , incapacity benefit (IB), severe disablement allowance (SDA), national insurance credits or income support (IS) because of incapacity for work you are allowed to do some permitted work.

You do not need the permission of a doctor to do permitted work but you should tell the Department for Work and Pensions (DWP) if you are working. Your Job Centre Plus can advise you on the sort of work you can undertake, the hours permitted, and the amount you are allowed to earn before any deductions.

Disability Rights UK has a [factsheet](#) with more information, including how much permitted work can be done, which benefits it applies to, and volunteering.

Voluntary work can help to build your confidence, get experience in a workplace, and feel a sense of pride and achievement.

You can find more information about volunteering in Sheffield at the [Volunteer Centre website](#) and the very comprehensive [Do-it.org website](#).

Gov.UK has information about [volunteering while looking for work](#):

JobCentreplus and Funding Support

Jobcentre Plus/DWP

Jobcentre Plus is responsible for the national network of job centres. These give skilled advice at every stage of your search



for a job and make sure you know which benefits or allowances you're entitled to claim. They can also support you if you're concerned about the impact of your disability on your existing job.

Telephone Numbers for Jobcentre Plus in Sheffield:

Cavendish Court Jobcentre	(0114) 259 0710
Bailey Court Jobcentre	(0114) 203 3108
Eastern Avenue Jobcentre	(0114) 260 8028
Hillsborough Jobcentre	(0114) 203 3241

Information about Jobcentreplus is on the [GOV.UK website](#)

Disability Employment Advisers

If you need extra employment support because of a disability, your local Jobcentre can put you in touch with one of their Disability Employment Advisers or alternatively you could use the table of numbers shown below.

Area	DEA	Manager
Sheffield Bailey Court Jobcentre Plus	Martin Hickson (Mon to Thurs) – 0114 2033184	Ros Wilkinson
	Sue Sturgeon – 0114 203 3183	DEA, ESA, Lone Parent & Assessment Centre Manager
	Stefan May – 0114 203 3032	– 0114 203 3125
	Kathryn Jenkinson – 0114 203 3031	
Sheffield Eastern Avenue/ Woodhouse Jobcentre Plus	Clare Bradbury – 0114 260 8131	Wayne Alcock
	Scott Rowlands – 0114 260 8090	– 0114 260 8040

Full information about the services and help provided by Disability Employment Advisers can be found on the [GOV.UK website](#):

Access to Work

If you want to work but have a disability that makes working a problem you may be able to get help from the Access to Work scheme. This provides practical advice to help you overcome these problems. It can also give you grants towards extra employment costs. The kind of support you might need because of a health condition or disability can include:

- Aids and equipment in the workplace
- Altering your workplace and adapting equipment to make it easier for you to use
- Money towards any extra travel costs to and from work, or help adapting your vehicle
- An interpreter or other support at a job interview
- Other practical help at work, such as a job coach or a sign-language interpreter.

Access to Work

Jobcentre Plus
Access to Work Operational Support Unit
Annie'sland JCP
Baird Street
Glasgow G90 8AN

☎ 0845 6021 358 (calls charged at local rate)
Textphone 0845 6025850
Fax 0141 950 5265
Email atwosu.glasgow@jobcentreplus.gsi.gov.uk

(NB though this address and phone number is in Glasgow, this is the centre responsible for Yorkshire and Humberside).

Disability Rights UK has a helpful [factsheet](#) about Access to Work, what help is available, who can claim it, how long it will last and how to claim:

You can also look at information about Access to Work on the [GOV.UK website](#).

Work Choice

Work Choice helps disabled people over the age of 18 whose needs cannot be met through other work programmes, Access to Work or workplace adjustments. This might be because you need more specialised support to find employment or to keep a job once you have started work. Work Choice helps disabled people with skills including job-searching, interviews, self-confidence and gaining work experience.

The programme initially provides 12 months support in moving towards at least 16 hours per week paid employment and also provides continued support for a substantial amount of time after settling into employment.

If Work Choice is for you it will be tailored to meet your individual needs. It will focus on helping you achieve your full potential and moving towards being more independent. The scheme is voluntary and does not affect your benefit entitlement. You can ask any Disability Employment Adviser about Work Choice and how to apply.

For more information about Work Choice, see the [GOV.UK](#) website

Employment Support Resource

Experience and research shows that disabled people can find it difficult to find the support they need when thinking about employment. Sheffield City Council and Disability Sheffield have worked together to create a new online interactive resource to help disabled people find the right employment related support and services in Sheffield. This resource is for anyone but has been developed to help people with a learning disability, a physical disability, a sensory impairment, autism, a mental health condition or a long term health condition.

It also aims to help professionals to increase their knowledge of, and easily find, support available in Sheffield for clients they are working with.

We mapped the existing provision in Sheffield and made sure we held the most accurate information about the services they offer. We then worked closely with Sheffield Help

Yourself to ensure that the most appropriate organisations were included. Disability Sheffield delivered a series of workshops, working with disabled people who were at various stages on their journey into employment to help design the resource. The workshops helped to identify different stages that people may be at along their journey into work:

- Preparing for Work
- Training and Qualifications
- Getting Work Experience and Volunteering Opportunities
- Finding and Applying for Jobs
- When you are in work

These stages helped us form the structure of the online resource and create sections to make it easier for people to find the most appropriate support for their needs.

Within each section you can find lots of different kinds of support which can be narrowed down according to your specific needs. You can also search the directory by using alphabetical and keyword searches. You can then narrow your search by postcode which will show organisations in your local area.

You can find the employment support resource on [Disability Sheffield's website](#). If you would like to get in touch with someone for help to access or use the resource, or for comments and feedback contact Disability Sheffield using the contact details given on this factsheet.

Advice on Employment Issues

Advisory Conciliation and Arbitration Service (ACAS)

ACAS provides independent and impartial information, advice, training, conciliation and other services for employers and employees to help prevent or resolve workplace problems.

If you would like to talk through your options, an ACAS adviser can talk to you about your rights and help you decide your next steps.

Helpline number 08457 47 47 47

Text Relay: 18001 08457 47 47 47

[ACAS website](#)

Advice Centres / Citizens Advice Bureaux

Advice Centres provide free, independent and confidential advice on a range of topics mainly around benefits, housing, immigration, debt support, family and employment issues. There has been a recent review and restructure of advice services in Sheffield with a number of centres closing. You can find your nearest advice centre on the [Advice Sheffield](#) website finding. Advice Sheffield is the operating name of CLASSY Ltd (Community Legal Advice Service for South Yorkshire Ltd). This is a formal consortium of not-for-profit advice agencies established in 2007 founded to serve the needs of local people, especially those who are most disadvantaged.

The home page of the website will bring up 3 boxes. In Step 1 you can enter your postcode to find your nearest advice centre. Step 2 takes you to self help information and resources and Step 3 takes you to a telephone contact for an assessment by phone - 0114 2055055 (Mon-Fri 10am – 4pm).

Disability Law Service

The Disability Law Service began in 1975 as a volunteer organisation and is now a professional organisation, still run by disabled people, providing advice on all types of disability-related legal problems and [factsheets](#)

Advice Line 020 7791 980 (please note this is a national call rate to London)

[Disability Law Service](#)

Pay and Employment Rights Service (PERS)

Do you want employment law advice about employing Personal Assistants? Do you need advice about your own employment rights either at work or when looking for a job?

Through PERS Opening Doors, disabled people are entitled to free employment law and advice services if you are

- an Individual Employer
- a family member or representative of a disabled person on a personal or other budget to support their care
- thinking about becoming an individual employer
- a disabled employee
-

You can contact PERS Employment Law and HR advisors on 01924 428 030 or by email at admin@apers.org.uk.

Website: <http://www.pers.org.uk>

Sheffield Law Centre

Sheffield Law Centre became part of Sheffield Citizens Advice and Law Centre on 1st January 2014. The Law Centre offers advice and representation in the following areas of law – Housing, Employment, Discrimination ,Equality and Public Law.

Public law covers challenges to the acts and failures of public authorities, including cases of judicial review.

Discrimination covers acts of unlawful discrimination by providers of services as well as by employers.

Contact details for Law Centre teams are as follows:

Housing

Tel 275 4578

Fax 275 6247

207 Duke St

Sheffield

S2 5QP

All other Law Centre services

Tel 253 6665

Fax 253 6712

The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Email : post@slc.org.uk

Website : <http://www.slc.org.uk/>


Sheffield Occupational Health Advisory Service (SOHAS)

Sheffield Occupational Health Advisory Service is a registered charity that aims to prevent and alleviate the effects of occupational disease and injury and to enable those with limiting health problems to work.



They provide information and advice for employed and unemployed people with work-related health problems. They offer a service which is free, confidential and accessible to all.

Address –
3rd Floor, Queen's Building
55 Queen Street
Sheffield
S1 2DX

 0114 275 5760

Email : sohas@sohas.co.uk

Website: <http://www.sohas.co.uk/index.php>

Sheffield Enterprise Agency

Have you ever wanted to start your own business but didn't know how? Self-employment is an option that offers control and flexibility for disabled people. Disability Sheffield has supported the coaching team at Sheffield Enterprise Agency to improve the way they engage with and promote their services to the disabled community. If you are interested in turning your business ideas into reality and need support to do so you can contact the coaching team and take part in their free one to one drop ins and coaching sessions. You may also not realise that [Access to Work](#) is available to self-employed people as well as to people in a paid job. To find out more phone the Enterprise Team on 0800 043 55 22.



Useful Websites

Here we provide examples of some (but not all) national disability organisations which offer information, resources and support on employment issues for their client group. Please follow the links to the employment information on their websites:-

[Action on Hearing Loss \(Royal National Institute for the Deaf\)](#)

[Arthritis Care](#)

[Epilepsy Action](#)

[Royal National Institute for the Blind \(RNIB\)](#)

[MIND](#)

[Scope](#)

[British Dyslexia Association](#)

[Multiple Sclerosis Society](#)

MENCAP

Mencap Advance: Preparing for Work

Mencap Advance enables people with a learning disability to develop the skills they need for the workplace.

Mencap Pathway: getting and keeping a job

Mencap Pathway aims to give people with a learning disability equal opportunities to get and keep rewarding jobs that match their individual needs and preferences.

To find out more about Mencap Pathway or Mencap Advance, contact Mencap Direct on 0300 333 1111, or visit their [website](#).

[The Equality and Human Rights Commission](#)

Information about disabled people's employment rights under the Equality Act, reasonable adjustments, Access to Work, recruitment and promotion, performance, training and development, health and safety in the workplace, and leaving work.

GOV.UK

As already mentioned the [GOV.UK](#) offers information and services that are available to those wanting to find employment. These services include help to gain new skills, find a job or stay in work from a range of organisations, including Jobcentres, careers services and voluntary organisations.

[Disability Rights UK](#)

9 fact sheets on various topics (Access to Work etc).

[Doing Work Differently](#)

One of a series of guides produced by Disability Rights UK dealing with various aspects of life whilst managing ill health, injury or disability

[Supporting Sustainable Careers](#)

What Disabled People Need to Succeed in Employment gives disabled people a voice about the action that needs to be taken in order for them to get into and stay in the world of work.

What do you think of this factsheet?

If you would like to comment on this factsheet or provide additional information from your own experience please let us know and we would be happy to consider adding to or amending the factsheet. We welcome any comments to help us improve our service. Our contact details are:-

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The Circle
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 **0114 253 6745** Mon-Thurs 10am to 3pm

(Ansaphone facility available at other times)

E- mail info@disabilitysheffield.org.uk

www.disabilitysheffield.org.uk

Disclaimer

No recommendation is given or implied by providing these details. Whilst every effort is made to ensure accuracy we cannot accept responsibility for any errors or omissions. Please note that the inclusion of groups or individuals on the factsheet does not mean that they have been vetted or are recommended by Disability Sheffield Information Service. Details may change so it is important you check the information provided to make sure they are accurate and suitable for your own requirements

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