

Policy Circular

Document No 07/06

Owner: Strategy & Communications Directorate

Subject: Access to Work

Version: 2 of 2

Last Amended: 10 June 2010

Date Reviewed: 10 June 2010

Next Review: June 2012

Please note: From 17 June 2010 the ILF is closed to new applications.

1.0 Background

The Government's Access to Work programme (AtW) operated by Jobcentre Plus (JC+) helps individuals and their employers with the extra employment costs resulting from disability. JC+ offers advice and information as well as a grant towards any extra employment costs.

AtW offers help in a number of ways, for example it can help pay for

- A support worker
- Adaptation to premises or equipment
- Additional costs of travel

AtW does not relieve an employer of their responsibilities to employees under disability legislation, for example the duty to make "reasonable adjustments."

Independent Living Fund

Equinox House, Island Business Quarter, City Link, Nottingham NG2 4LA

Tel: 0845 601 8815 or 0115 945 0700, Fax: 0115 945 0945, Textphone: 0845 601 8816

Email: funds@ilf.org.uk, Website: www.dwp.gov.uk/ilf

The Independent Living Fund is an Executive Non-Departmental Public Body of the Department for Work and Pensions

2.0 Policy

ILF funding is only available to meet qualifying support and services needs that are connected to employment. Equipment, adaptations etc cannot be paid for with ILF funding.

2.1 No Current AtW Input

Where an ILF user or applicant is in or is commencing paid employment, they will be expected to seek assistance from AtW for work related support before ILF will consider funding or continuing to fund that care.

If an applicant or existing user has personal care needs then ILF will consider funding those needs in the normal way. The applicant/client will not be expected to seek assistance from AtW before ILF can consider the request. ILF funding can include the costs of a carer who accompanies a client to and from work, but the costs of the transport itself cannot be paid for either the user or carer.

2.2 AtW Input Already In Place

Where an applicant/user is already in receipt of assistance from AtW and identifies additional work related needs, ILF will expect AtW to be approached in the first instance. If AtW decline to offer additional support ILF can consider the request.

2.3 Voluntary Employment

A person who is in voluntary employment is not entitled to AtW funding and therefore ILF will agree to consider funding personal care needs at work in these circumstances subject to the Increase Requests policy.

3.0 Procedure

Where a user not currently in receipt of AtW support requests assistance with a work related QSS need ILF will expect that assistance should first be sought from AtW.

Where AtW support is already in place and additional support in the workplace is required then this should be sought in the first instance from AtW.

4.0 Source

SMT 26 June 2006

Trustees meeting 9 June 2010

5.0 Cross References

Qualifying Support & Services policy

6.0 History Date Reviewed

12 February 2008

10 June 2010

Equality Impact Assessment

Screening Template

This preliminary impact assessment form is to help you screen your policy, project, function or new service. It should help you consider whether a full Equality Impact Assessment is required by looking at whether there is a potential negative or positive impact on any of the equality groups, if there is an opportunity to promote equality, and whether further data is needed.

Title of policy, project, function or service:

Access To Work policy

Short description of aims and objectives

To ensure people are supported to work by the appropriate funding stream

Thinking about each group below, does (or could) the policy, project, service or function have an impact on members of each equality group? If so, how?

Equality Group	Yes – negatively	Yes – positively	Unclear	No impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Socio-economic groups	<input type="checkbox"/>	<input checked="" type="checkbox"/> * Ensures support for employment is available	<input type="checkbox"/>	<input type="checkbox"/>

What information or research has been considered in judging these impacts?

You should consider a full Equality Impact Assessment (EIA) if:

- (a) you feel one or more equality groups will be negatively impacted by the policy, project or service, or
- (b) there is an opportunity to promote equality and eradicate discrimination.

You may also consider further research if it is unclear, at this stage, what the impact may be.

Based on your findings, is a full EIA required?

Yes

No

Please provide a short summary of your decision-making below:

Access To Work is another DWP funding stream that provides funding to support employees and their employers where an employee requires adaptations and/or support to enable them to work. ILF users are severely disabled and there may be times where Access To Work does not fully meet care needs at work, in which case ILF funding can be sought.

This policy should therefore positively impact disabled people.

- The completed EIA Screening Template should be sent to Jon Duckworth, User Liaison Manager for approval by the Equality Impact Assessment Board (EIAB).
- We will contact you with any comments or queries about the completed form.

**This form was
completed by:**

Joanna Mora