



West Lothian College: Disability Confident Leader reporting 2025 – disability, mental health and wellbeing

West Lothian College is a Disability Confident Leader employer and this document summarises how staff who are disabled are supported and how staff mental health and wellbeing is promoted.

The college's People Strategy focusses on the health and wellbeing of staff and also on staff equality, diversity and inclusion. We aim to provide a safe and healthy working environment, place wellbeing at the heart of staff experience, encouraging our people to maintain and promote their health and those of others. We aim to be welcoming to all, supporting, encouraging and developing our people regardless of background – respecting diversity and promoting inclusion.

Activities undertaken

All job advertisements include the Disability Confident Leader logo and the application form explains that those who declare a disability and meet the essential criteria of the job will be invited to interview.

The college's jobs website includes further information about the Disability Confident Leader scheme and that we commit to:

- ensure our recruitment process is inclusive and accessible
- communicate and promote vacancies
- offer an interview to disabled applicants who meet the minimum criteria for the job
- proactively offer and provide reasonable adjustments as required
- support any existing employee who acquires a disability or long-term health condition

Upon offering employment, information is provided to candidates to encourage notification of a requirement for support if applicable. We strive to ensure adjustments can be facilitated when someone commences working for us.

We proactively share information about the sources of support for people with disabilities and for promoting mental health and wellbeing:

- Access to occupational health to ensure appropriate management advice regarding possible reasonable adjustments.
- Signposting of the government's Access to Work scheme which provides individuals with a disability or medical condition with funded support for employment.

- Signposting of the Able Futures support which provides nine months' free guidance and support from mental health professionals to manage mental health conditions and remain well and at work.
- Signposting of the employee assistance programme which offers free confidential advice regarding a range of life matters including health and wellbeing.
- Signposting of the peer staff support of Mental Health Support Volunteers which any staff member can approach for advice.
- Signposting free confidential counselling and free physiotherapy available to staff.
- Staff can participate in free seated yoga classes, and cross-college walking and cycling challenges in May and September, encouraging physical exercise and social connection.
- All staff are allocated a wellbeing day each year in addition to annual leave entitlement, being encouraged to take the time to undertake something for their own health and wellbeing.
- Each February a full day 'Wellbeing Wednesday' is held, open to all staff to engage in a variety of activities to promote physical and mental health and wellbeing.

We train our managers to be knowledgeable and confident in how to support staff with disabilities and promote health and wellbeing. Each faculty/team is supported by an HR Business Partner who is able to give people advice on how best to do this. In 2024 all managers undertook NHS 'Mentally Healthy Workplace' training.

We implement training for all staff around equality and diversity to ensure colleagues interact with respect. We are committed to continuing to strengthen the college's core value of being 'welcoming to all'. We signpost to staff how best to raise any workplace concerns.

Reporting

We evaluate how well we support staff disabled people in employment and mental health and wellbeing.

In the 2024 Staff Experience Survey (which had a 72% response rate) 97% of respondents agreed that the college takes positive action on health and wellbeing, 95% said line managers support their health and wellbeing, and 99% said line managers were supportive in a personal crisis. Specific questions about discrimination in relation to disability, harassment and bullying are also asked to enable managers to identify any possible issues. 93% of respondents would recommend the college as a place to work.

Promoting ourselves as a Disability Confident Leader employer is encouraging more disabled people to apply for jobs at the college. The college is increasingly more attractive to prospective applicants and we are making progress in having a more diverse workforce. In 2020, just 8% of applicants to job vacancies reported a disability – in 2022 this increased to 16% and in 2024 it was 21%.

In 2025 5% of our workforce declared a disability whilst 43% have no disability and a remaining 52% have not disclosed. Work will be undertaken to better understand the reasons for non-disclosure and the support and benefit of declaring a disability (if applicable) will be emphasised to ensure the staff member can be fully supported.