

The reasonable adjustment protocol provides a record of the reasonable adjustments that have been agreed between an employee and their line manager. The purpose of the agreement is to provide a framework for discussions between employees and managers in order to agree adjustments required, record the outcome of these discussions and to provide any new manager with details of agreed adjustments.

What are reasonable adjustments?

Equality law recognises that bringing about equality for disabled people may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support for a disabled worker.

This is the duty to make reasonable adjustments.

The duty aims to make sure that, as far as is reasonable, a disabled worker has the same access to everything that is involved in doing and keeping a job as a non-disabled person.

When the duty arises, you are under a positive and proactive duty to take steps to remove or reduce or prevent the obstacles a disabled worker or job applicant faces.

When the agreement should be used

The agreement should be used when any employee requests adjustments because they have a disability that affects them at work. The employee may make the request following medical advice from the GP or Occupational Health adviser or when they are about to start working for the Council. The arrangements may be short term – e.g. in the case of a phased return to work following absence, or can be a longer term arrangement. If the arrangement is short term, this will be recorded and the arrangement will come to an end on the date specified, unless otherwise reviewed and agreed.

Employees may have disclosed their disability previously or this may become known as a result of a recent absence, as part of a return to work or attendance review discussion. There may be an existing arrangement, not formally recorded and this agreement provides an opportunity to formally record adjustments. Managers should also consider that new employees may require a reasonable adjustment at work, as advised by Occupational Health as part of the Council's pre-employment health screening process, and should use the agreement to record this. Managers should seek advice from Human Resources as required.

Advice and Support

Advice and guidance to support the Tailored Adjustment Agreement can be sought from Occupational Health and HR. There should be an initial meeting between the employee and the manager to discuss and agree required adjustments. The attached form is used as a framework for the discussion. Primarily the discussion takes place between the employee and their current line manager. If necessary HR can attend the initial meeting to provide advice on what may be considered reasonable adjustments. If they so wish, employees may be supported at any meetings by a colleague or trade union representative.

Meeting to discuss Tailored Adjustment Agreement

At the meeting full consideration will be given to the adjustments requested by the employee taking into account the advice provided by medical professionals, Human Resources and the exigencies of the service. This will include exploration of all alternative options, length of time that tailored adjustments will be required, timescales for review, etc.

If a Personal Emergency Evacuation Plan (PEEP) is required for the employee you should seek advice from Health and Safety.

Recording the Outcome

It may not be necessary to complete all parts of the form and therefore only the relevant sections should be completed. For example, the section on emergency contacts is only relevant to employees who know that the nature of their condition may require emergency treatment or advice. Once the adjustments have been agreed they should be recorded on the form and the form signed by the manager and the employee. The manager should then send a copy of the completed form to Human Resources. Once the form has been signed, the employee should retain a copy and ensure it is made available to any new manager or if they change jobs. A copy of the form will be recorded in the employee's personnel file.

What happens if there are changes to the agreement? It is the employee's responsibility to discuss and agree with their manager any change to the adjustments. This may be due to a change in their condition, work location or working arrangements. If the employee changes job and/or line manager they should make their new line manager aware of the adjustments in place, as detailed on the form. A formal meeting is only required if there is a need to change the adjustments in place. Any new adjustments should be recorded on a separate form and processed as stated previously.

A change in line management does not require the existing adjustments to be renegotiated as they have previously been agreed.

Sources of further information

Further information and advice relating to reasonable adjustments is available from a number of sources including:

Human Resources

Health and Safety Officers

Access to Work <https://www.gov.uk/access-to-work/overview> can also help with the costs of providing reasonable adjustments. It is particularly important for new disabled employees to get in touch with Access to Work within 6 weeks of commencing employment.

Training for managers on disability equality and reasonable adjustments is also available by contacting the Talent & Organisational Development Team.

Tailored Adjustment Agreement Form

Employee Name		Employee Number	
Manager Name / Position			
Date of Request		Date of Agreement	
		Date of first Review	

With the aim of supporting you, this agreement may be reviewed and amended as necessary, but at the very least once a year:-

- At any regular one-to-one meeting / supervision.
- At a return to work or attendance review meeting, following a period of sickness absence.
- At six monthly and/or annual PRD meetings.
- Before a change of job or duties or introduction of new technology or ways of working.
- Before or after any change in circumstances for either party.
- On request

This agreement may be put in place before an employee commences working with the Council.

The agreement

Describe what it is that puts you at a substantial disadvantage	
Is it a workplace rule, policy, procedure, arrangement, decision? For instance the start time is not flexible and medication in morning causes drowsiness; if off sick requirement to contact by phone and employee is Deaf etc.	
Is it a workplace physical barrier? For example background noise makes it hard to hear; heavy doors make it hard to move about freely; no colour contrast in the office to define physical objects , no dedicated disabled parking bay etc.	

Is it a lack of auxiliary aids or service not in place? For example there is no loop system, no screen reader etc.	
The following details what colleagues should be made aware of about my disability and how they should be informed.	

Is a personal emergency evacuation plan (PEEP) required? Yes No

The following reasonable adjustments have been agreed	Comments	Date Implemented	Date ended (if appropriate)

Emergency contacts

If I am not well at work I am happy for the following people to be contacted in the order of preference indicated below

Please add, amend or delete types of contacts as appropriate

Emergency contact 1
Name:
Address
Telephone:
Mobile:
Emergency contact 2
Name:
Address
Telephone:
Mobile:

I will let my line manager know if there are changes to my condition which have an effect on my work and/or if the agreed adjustments are not working. We will then meet privately to discuss any further reasonable adjustments or changes that could be made

Employee Signature		Date	
--------------------	--	------	--

Manager Signature		Date	
-------------------	--	------	--

An up to date copy of this form will be retained by the employee, the line manager and human resources.

A copy of this form may also be given to a new or prospective line manager with the prior consent of the employee.

Date Sent to People & Organisational Development	
Receiving ER Representative	
Date Recorded by Employee Relations	