

Reasonable Adjustment Passport Guidance



1. Introduction

This guidance covers the agreed approach of the Council towards staff, and potential members of staff, who have a long-term health condition or are disabled, or who believe that they may be disabled or become disabled. The scope of this guidance covers conditions including, but not limited to: physical disability, sensory impairment, mental health conditions and neurodiversity.

2. Principles

It is agreed that:

- All employees deserve the opportunity to realise their full potential.
- All reasonable steps must be taken to ensure that policies, practices and culture do not discriminate against people with a health condition or disability.

It is recognised that:

- Some employees may not have a formal diagnosis or assessment, and that a lack of diagnostic support can be a barrier in the workplace for both employee and line manager.
- People with a health condition or disability may face discrimination and stigma in wider society, and they may be unwilling to disclose a diagnosis.
- Each person is unique and there can be a high degree of overlap between multiple conditions. Consequently, any support needs to be identified and implemented on the basis of personal evaluation and individual need.

We commit to:

- Proactively work to eliminate barriers (including prejudice) that people with health condition or disability may face in the workplace.
- Raise awareness of the full range of disabilities including those that are often



overlooked, for example: mental health conditions, dyslexia or other neurodivergent conditions.

- Consider changes made in response to requests.
- Take immediate steps to eliminate potentially discriminatory practices in employment that can arise throughout the course of normal day-to-day work activities.
- Ensuring employees know they have the right to be accompanied by their union representative or a representative of their choice in discussions about the passport.
- Promote the reasonable adjustments passports for all staff.

The reasonable adjustments disability passport is designed to provide a documented record of an individual's needs, which will allow them to function to their full potential in a supportive and encouraging environment.

An employee may require reasonable adjustments to remove workplace barriers because of environmental, attitudinal, or organisational issues. These barriers may prevent people with health conditions or a disability from equal participation in the workplace including people with sensory impairments, mental health conditions, long term injury or neurodivergent conditions.

Whenever an employee moves roles or changes line manager a reasonable adjustments disability passport can be used to ensure that new managers are aware of required adjustments or information relating to an individual's requirements without the need to repeat potentially difficult conversations and situations.

Completion of the reasonable adjustments disability passport is voluntary, but it should be offered to every employee.

The employee's reasonable adjustments disability passport will be 'owned' by the employee; they will decide who has a copy or can see it, although a signed copy of the passport should be held by both the employee and their manager, and, if appropriate, shared with HR.

It is also usual practice for the employee to consent to their line manager accessing their passport.

The passport should be reviewed by the employee and the manager every six months to ensure that any adjustments remain the right ones to support the employee to fulfil their work potential.



An employee may initiate an earlier review of the passport if:

- Their disability or health condition changes
- Their personal circumstances change
- Their job requirements change
- They change post
- There is a change to the working environment.

Awareness of the passport is important. A passport should be available to all employees at any time during their employment and can be requested by the employee or proactively offered by the line manager.

Stigma and fear of discrimination may deter employees from disclosing their health or other conditions so it is important that line manager's provide an open and supportive environment in which employees will be treated with sensitivity, respect and confidentiality.

3. The Equality Act 2010 and reasonable adjustments.

The Equality Act 2010 states that a person is disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities. It stipulates that employer must make reasonable adjustments to ensure disabled employees are not disadvantaged and take steps to remove, reduce or prevent obstacles a disabled employee or job applicant faces.

Reasonable adjustments should always be tailored to the individual's needs and the barriers faced. Adjustments may comprise one or more measures to enable the employee to do their job to the best of their ability.

All requests for reasonable adjustments will be fully considered by the line manager and responded to within the timeline agreed between the employee and line manager.

If the line manager refuses a request for an adjustment, written reasons must be given within 10 days.