

Version	3
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Reasonable Adjustments **Policy**



STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
TREFTADAETH GADARN | DYFODOL SŴR

DOCUMENT CONTROL	
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DOCUMENT APPROVAL	
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HR Senior Management Team	27 th January 2010
Corporate Management Team	
Cabinet	

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1. **INTRODUCTION**

The Council has a legal responsibility under the Disability Discrimination Act 1995 (DDA) as replaced by the Equality Act 2010, to provide reasonable adjustments to remove the barriers identified at appointment stage or that prevent disabled employees from carrying out their job. For the purpose of this policy 'disabled' is as defined under the Equality Act 2010.

Many adjustments cost little or nothing and are often a matter of flexibility and developing a creative approach to working practice, such as: enabling an individual to work flexible hours, taking food breaks to manage diabetes, or allowing time off to attend doctors' appointments. The in house Occupational Health and Wellbeing team can advise managers on these.

There are also a number of schemes and government programmes, which will help at no cost or part cost. Information about these is available from Job Centre Plus Disability Employment Advisers. Some disabled employees may already have a Disability Employment Adviser assisting them.

The Work Choice Programme, operated by Elite Supported Employment Agency in Rhondda Cynon Taf, can also provide extra support for both current employees and future employees. The Work Choice Programme enables disabled people to access and maintain paid employment via a tested system of support and training. This can include employees who become disabled whilst in employment or employees before they commence employment. More information is available from Elite Supported Employment Agency. Contact details can be found, later in this documentation.

Access to Work is a scheme that can help employees if their health or disability affects the way they do their job. It provides advice and support with extra costs that may arise because of their needs. Access to Work might pay towards the equipment needed at work, adapting premises to meet an employees needs, or a support worker. It can also pay towards the cost of getting to work if an employee can't use trains or buses, and for a communicator at job interviews, if needed. Contact details can be found later in this documentation.

2. **PROCEDURE**

The attached form should be completed whenever the need for reasonable adjustments is identified for an employee. These must be substantiated by an Occupational Health & Wellbeing report, or an Access to Work report.

There may be occasions when it is not practicable to make the adjustments identified, if this impacts on contractual or equality issues then advice should be sought from Human Resources.

One copy should be kept on the individual's file and another sent to the Equality & Diversity Team based at Clydach (e-mail: <mailto:equality@rctcbc.gov.uk>) to enable monitoring to take place

REASONABLE ADJUSTMENTS REQUEST FORM

Completed by:				
Position:				
Department:				
Date:				
Employee Details:				
Name				
Position				
Department				
Salary/grade				
Date adjustment/s requested:				
Adjustment/s supported by	Occupational Health Report	<input type="checkbox"/>		
	Access to Work Report	<input type="checkbox"/>		
New or existing employee?	New	<input type="checkbox"/>	Existing	<input type="checkbox"/>

Please complete the following section in as much detail as possible.

Description of disability experienced by the employee and nature of adjustment/s requested:		
Has advice been sought from the	Yes	No
Occupational Health Adviser	<input type="checkbox"/>	<input type="checkbox"/>
GP/Specialist	<input type="checkbox"/>	<input type="checkbox"/>
Job Centre Plus Adviser	<input type="checkbox"/>	<input type="checkbox"/>
Work Choice Programme	<input type="checkbox"/>	<input type="checkbox"/>
How practical is it to make the adjustment/s? For example how long will it take to implement, will additional training be needed for the disabled employee or anyone else?		
Has this led to any changes to their or other employees working practices as a result?		

Are there financial and other costs, if any, of the reasonable adjustment/s?
What if any, structural/service delivery disruption will be caused by making the adjustment/s?
Is financial or other assistance available to help make the adjustment/s e.g. Access to Work or Work Choice?
Has the employee been consulted on the adjustment/s and agreed that it/they are needed?
Would making the particular adjustment/s result in unacceptable risks to the health and safety of any person?
Would making the adjustment/s reduce a health and safety risk for anyone?
Any other relevant factors?
Line Managers recommendation Accept/Not Accept (please delete as appropriate)

Signature _____

Date _____

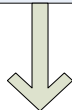
REASONABLE ADJUSTMENTS FLOWCHART

Pre-Employment

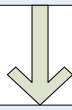
Reasonable adjustments identified at pre-employment stage by Occupational Health



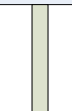
Fitness declaration sent to Manager who advises employee of opportunity for support from Work Choice or Access to Work



Employee to contact Work Choice and they will contact Access to Work if relevant



Employee to advise manager of Work Choice involvement



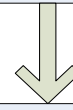
Adjustments should be agreed with the employee and manager based on the reports available and put in place within an appropriate time scale

Existing Employee

Existing Employee or Occupational Health identifies disability under the Equality Act and requires reasonable adjustments



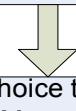
Occupational Health to provide appropriate advice and if adjustments are needed send report to Manager with recommendations



Manager to advise employee of support available from Work Choice and refers employee if agreed



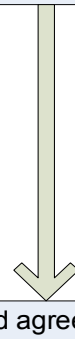
Agreed



Work Choice to contact Manager to arrange an assessment and help fill in form



Not Agreed



Employee and Manager should agree adjustments and put in place as soon as possible

A copy of the reasonable adjustment form must be sent to the Equality , Diversity & Social Justice Team (e.mail equality@rhondda-cynon-taf.gov.uk) to enable monitoring to take place.

If reasonable adjustments cannot be made for existing employees resulting in contractual or equality issues , contact Human Resources for further advice

3. USEFUL CONTACTS

Equality & Diversity Team
The Pavilions
Cambrian Park
Clydach
Rhondda
CF40 2XX

Tel: 01443 424075

E-mail: equality@rhondda-cynon-taf.gov.uk

Occupational Health & Wellbeing Unit
Municipal Buildings
Gelliwastad Road
Pontypridd
CF37 2DP

Tel: 01443 494003

Elite Supported Employment Agency Limited
Unit 8
Magden Park
Greenmeadows
Llantrisant
CF72 8XN]

Tel: 01443 226664

Jobcentre Plus
Access to Work Operational Support Unit
Alexandra House
377 Cowbridge Road East
Cardiff CF5 1WU

Tel: 02920 423 291
Textphone: 02920 644 886
Fax: 02920 423 342
E-mail: atw-team-wales@jobcentreplus.gsi.gov.uk