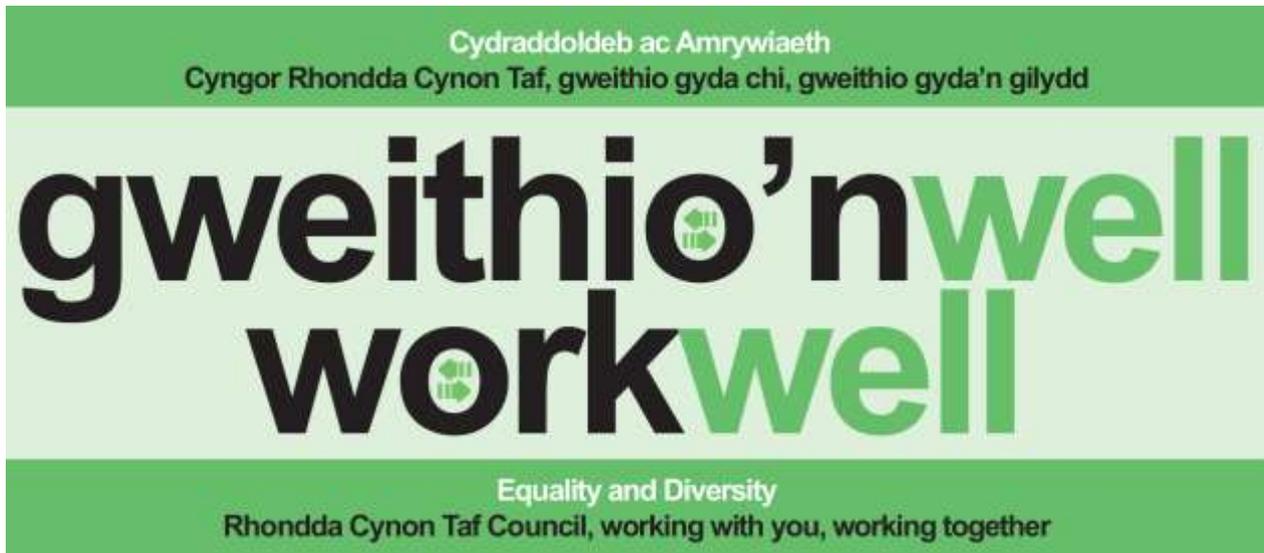


Version	EN3
Last Revision Date	September 2020



Reasonable Adjustments **Scheme**

This document is available in Welsh please see Cynllun Addasiadau Rhesymol

DOCUMENT CONTROL	
POLICY NAME	Reasonable Adjustments Scheme
Department	Human Resources
Telephone Number	01443 424170
Initial Policy Launch Date	January 2010
Reviewing Officer	Policy Review Group
Review Date	September 2016
Date of Equality Impact Assessment	September 2016
REVISION HISTORY	
Date	Revised By
November 2009	Dilys Jouvenat
January 2011	Dilys Jouvenat
May 2015	Dilys Jouvenat
September 2016	Policy Review Group
September 2020	HR Welsh Language Standards Group
DOCUMENT APPROVAL	
This document has received approval from:	Date of Approval
HR Senior Management Team	September 2016
Corporate Management Team	
Cabinet	

This document is available in Welsh or English and other formats are available on request.

CONTENTS

Introduction	4
Tailored Adjustments Agreement	5
Reasonable Adjustments Assessment Form.....	5
Record Keeping	5
Appendix A.....	6-7
Tailored Adjustment Agreement – Individually Tailored Reasonable Adjustments.....	5
Tailored Adjustment Agreement	5
Wellness at Work – Employees Who Have Fluctuating Mental or Physical Disabilities	8
Emergency Contacts	10
Keeping In Touch.....	11
Return to Work.....	11
Appendix B.....	12
Reasonable Adjustments Assessment Form.....	13
Procedure for Making Reasonable Adjustments	13
Useful Contacts.....	14

1. **INTRODUCTION**

Under the Equality Act 2010 the Council has a duty to make reasonable adjustments (which includes providing auxiliary aids such as a support worker or information in alternative formats) to prevent an employee with a disability or long term condition from being placed at a substantial disadvantage by our premises, policies or practices.

This duty applies to all aspects of employment including training, transfer, career development and retention and redundancy.

For the purpose of this scheme 'disabled' is as defined under the Equality Act 2010.

Many adjustments cost little or nothing, are quite straightforward to arrange 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.

Reasonable adjustments can be supported by an Occupational Health and Wellbeing report. The employee may be referred for an assessment with Occupational Health, and as much factual information as possible should be provided.

Factual Information provided should include the following:

- Details of the reasonable adjustment discussion with the employee e.g. the areas the employee is having difficulty with, any barriers to the adjustments being made and possible options.
- Job details

Where managers are unsure of what adjustments are appropriate given the individuals medical condition the Occupational Health and Wellbeing team can provide advice.

There are also a number of schemes and government programmes, which will help at no cost or part cost. Information about these are available from Job Centre Plus Advisers.

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.

It should be noted that initial contact with Access to work can only be made by the employee.

2. TAILORED ADJUSTMENTS AGREEMENT

The attached Tailored Adjustment Agreement (Appendix A) should be completed when agreeing any adjustments with an employee, and is available in Welsh and English.

It is designed to allow discussions to take place between an employee and their manager to identify appropriate adjustments that will provide support for the employee to carry out their role effectively, and without barriers. Adjustments may be required at any time during the employment process; an employee does not have to have had a period of sickness in order for adjustments to be considered.

If a manager is unsure what adjustment may be appropriate they should contact Human Resources or the Occupational Health & Wellbeing Unit for advice and support.

Managers who need help in deciding whether or not an adjustment is **reasonable** will find it helpful to use the Reasonable Adjustments Assessment Form attached at Appendix B.

3. REASONABLE ADJUSTMENTS ASSESSMENT FORM

The attached Reasonable Adjustments Assessment Form (Appendix B) should be completed by the manager and has been designed to assist managers who may be unsure whether adjustments being requested are reasonable.

The questions are formulated to assist the manager in coming to a decision on whether or not an adjustment is reasonable.

If the adjustment is deemed to be reasonable after completion of this form a Tailored Adjustment Agreement should be completed and recorded.

There may be occasions when a manager feels it is not reasonable to make the adjustments identified, particularly if this impacts on contractual, equality or health and safety issues. On these occasions advice should be sought from Human Resources.

4. RECORD KEEPING

Details of adjustments agreed should be recorded on the personal record of the employee on the Vision, HR and Payroll system.

A copy of the Tailored Adjustments Form should be provided to the employee.

**TAILORED ADJUSTMENT AGREEMENT – INDIVIDUALLY TAILORED
REASONABLE ADJUSTMENTS**

This 'Tailored adjustment agreement' is a living record of reasonable adjustments agreed between a disabled employee and their line manager.

The purpose of this agreement is to

- Ensure that both parties, the individual and the manager acting on behalf of the employer, have an accurate record of what has been agreed
- Minimise the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located or assigned a new manager within the Council
- Provide employees and their line managers with the basis for discussions about reasonable adjustments at future meetings

This is a live document and should be reviewed regularly by both the employee and manager and amended as appropriate. Remember, however, that expert advice from third parties, such as occupational health advisers, Access to Work or I.T. specialists may be needed before changes can be agreed and implemented.

Managers who need help in deciding whether or not an adjustment is reasonable will find it helpful to use the Reasonable Adjustments Assessment Form in Appendix B

Email: equality@rctcbc.gov.uk

Phone: 01443 424170

Where management responsibility for an employee with a 'Tailored adjustment agreement' changes then the new manager should accept the adjustments outlined in the agreement as reasonable and ensure that they continue to be implemented. The agreement may need to be reviewed and amended at a later date but this should not happen until both parties have worked together for a reasonable period of time.

The agreement allows the employee to:

- Explain the impact of your disability on you at work
- Suggest adjustments that will make it easier for you to do your job
- Offer further information from your doctor, specialist or other expert
- Request an assessment by occupational health, Access to Work or another expert
- Review the effectiveness of the adjustments agreed
- Explain any change in your circumstances

- Be reassured that your manager knows what to do if you become unwell at work and who to contact if necessary
- Know how and when your manager will keep in touch with you if you are absent from work because of illness or a disability related reason

The agreement allows the line manager to:

- Understand how a particular employee's disability affects them at work
- Explain the needs of the business or organisation
- Explain the organisation's attendance and reasonable adjustment policy
- Recognise signs that an employee might be unwell and know what the employee wants you to do in these circumstances including who to contact for help
- Know how and when to stay in touch if the employee is off sick
- Consider whether or not the employee needs to be referred for an assessment by an occupational health or another adviser to help both parties understand what adjustments are needed
- Review the effectiveness of the adjustments already agreed
- Explain any change in the employer's circumstances

Tailored Adjustment Agreement

This is a record of the reasonable adjustments agreed between [*employee's name*] and [*line manager name*]

This agreement should be reviewed regularly and amended as necessary with the agreement of both parties:

- At any regular one-to-one meeting
- At a return to work meeting following a period of sickness absence
- At six monthly and/or annual appraisals
- 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

Employee

My disability in the workplace

My disability has the following impact on me at work

I need the following adjustments (refer to Access to Work agreement and/or Occupational Health guidance if relevant)	Date implemented:

Wellness at work – employees who have fluctuating mental or physical disabilities

On a 'good day' my disability has the following impact on me at work

--

When things are breaking down. The following symptoms are indications that I am not well enough to be at work

--

Emergency contacts

If I am not well enough to be at work I am happy for my line manager to contact any of the following emergency contacts in the order of preference indicated below

Please add, amend or delete types of contacts as appropriate

Relative (preference X)	Care co-ordinator (preference X)
Name: Relation to me: Telephone: Mobile: Address:	Name: Telephone: Mobile: Address:
Friend (preference X)	Other (preference X)
Name: Telephone: Mobile: Address:	Name: Telephone: Mobile: Address:

I will let you 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 adjustments or changes that should be made.

If you notice a change in my performance at work or feel these adjustments are not working I would be happy to meet you privately to discuss what needs to be done.

Keeping in touch

If you are absent from work on sick leave or for a reason relating to your disability for more than 14 days and have followed the usual procedures for notifying the Council of your absence we will keep in contact in line with the Council Sickness Absence Procedures and the relevant guides.

Return to work

When you are ready to return to work after a period of sickness or disability related absence of more than 14 days in your Return to Work Interview we will review this agreement and make any necessary amendments.

At this return to work meeting we will also discuss:

For example:

- Current work issues.
- A phased return/back to work plan.
- What to tell the team.
- Assessments to review existing reasonable adjustments (Access to Work, GP, occupational health) and identify new adjustments that might be needed etc.

Unauthorised absences from work

If you are absent from work and have not followed usual procedures for notifying us that you are sick or absent for a reason relating to your disability we have agreed that I will do the following:

For example;

- Try to contact you on your mobile and/or notify your emergency contact whose up to date details are as follows:

An up to date copy of this form will be retained by employee/line manager/HR.

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

Employee signature:

Date:

Manager signature:

Date:

REASONABLE ADJUSTMENTS ASSESSMENT 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"/>

The adjustment (s) requested have been discussed with (insert employee name) and her/his views on the questions below have been sought and accurately recorded.

The information contained in this form has been provided to help the Council decide whether the adjustment requested is **reasonable**. It is as accurate and complete as within my knowledge and remit and has been submitted in good faith.

I understand that further information may be needed from (insert employee name) and/or myself as her/his line manager and that expert advice or an assessment may be necessary. The views of other colleagues may also be sought where appropriate.

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

Description of difficulties being 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"/>
Access to Work	<input type="checkbox"/>	<input type="checkbox"/>
If so please attach a copy of the advice/assessment or provide a date by when this is expected		
How effective will the adjustment be in preventing the disadvantage?		
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?		
What are the 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?		

What effect, if any, will the adjustments have on other employees?

What adjustments have been made or are required for other employees in your team?

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 (including the disabled person)?

Would making the adjustment/s reduce a health and safety risk for anyone (including the disabled person)?

Factors to be taken into account in assessing 'reasonable' cost

Recommendations from appropriate experts, i.e. medical, occupational health and/or workplace assessment (to be obtained if not attached)

The financial and other resources of the Council (the whole Council must be taken into account not just the departmental or service area budgets).

Resources such as training that have been invested in the employee by the Council.

The employee's length of service.

The employee's level of skill and knowledge.

The value of the employee's knowledge and relationships with service users and/or partners.

The employees' salary and grade.

Any other relevant factors?

Line Managers recommendation

Accept/Not Accept (please delete as appropriate)

If Accepted has a Tailored Adjustment Agreement been put in place?

Yes No

If Not Accepted please take advice from Human Resources that your decision is robust.

Signature

Date

PROCEDURE FOR MAKING REASONABLE ADJUSTMENTS

- 1** Employee experiences difficulty at work due to disability or long term illness
- 2** Line manager talks with employee to identify possible adjustments to overcome difficulty
- 3** If solution is straightforward, manager makes the adjustment, records it and sets a time for review in a Tailored Adjustment Agreement
- 4** If adjustments are difficult to identify manager contacts Human Resources or Occupational Health & Wellbeing Unit for advice
- 5** Manager, employee and Human Resources or Occupational Health & Wellbeing Unit work together to identify a solution
- 6** Solution is found manager makes the adjustment, records it and sets a time for review in a Tailored Adjustment Agreement
- 7** If no solution is available, Human Resources will look for suitable alternative roles (with or without adjustments)
- 8** If there is no suitable alternative employment then employees' contract may be terminated.
- 9** If manager is unsure whether adjustments are reasonable she/he completes the Reasonable Adjustments Assessment Form to aid decision making
- 10** If adjustment is reasonable, Manager makes the adjustment, records it and sets a time for review in a Tailored Adjustment Agreement
- 11** If manager decides adjustment is not reasonable she/he contacts Human Resources for advice
- 12** If there are no reasonable adjustments Human Resources will look for suitable alternative employment
- 13** If there is no suitable alternative employment then employees contract may be terminated

5. **USEFUL CONTACTS**

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

Tel: 01443 424170

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

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

Tel: 01443 494003

Access to Work applications

Applications are made online- https://www.get-disability-work-support.service.gov.uk/apply/?t=L2DeL1anMneSSv2LdtL0wpb0XIQfwL_06QSLmZpygd4

Telephone 0113 823 0614

Email harrow.atwdigitalapplications@dwp.gsi.gov.uk