



Reasonable Adjustments Policy



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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 1	2021	<ul style="list-style-type: none">• This is a new procedural document, please read in full.	Adam Evans

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1 INTRODUCTION

Doncaster & Bassetlaw Teaching Hospitals Trust is committed to ensuring equality for all employees and job applicants. The Trust recognises and celebrates the importance of having a diverse workforce and commits to supporting the individual needs of people so that they are able to undertake their duties to the best of their abilities and, are able to sustain their future employment. For some employees, this will require the implementation of reasonable adjustments.

Under the Equality Act 2010 the Trust has a legal duty to consider reasonable adjustments so that a person who has a disability, impairment or long-term health condition can apply for roles and maintain employment at the Trust in the same way as a person who does not have a disability, impairment, or long-term health condition. The Trust is committed to considering reasonable adjustments to an employee's job role, working practice or environment to enable the person to be employed, or remain employed by the Trust and undertake their work duties safely and effectively.

2 PURPOSE

The purpose of this policy is to provide managers and employees with guidance and information on:

- how to identify, agree and implement reasonable adjustments to support a member of staff with a disability, impairment, learning difference or long-term health condition
- the level of support that can be expected from line managers and from the Trust when a member of staff experiences a disability, impairment, or long-term health condition:
 - at the point of applying for a job.
 - upon offer of employment.
 - when a disability, impairment or long-term health condition is experienced during employment.

This policy applies to anybody employed or contracted to do work for the Trust on a permanent or temporary basis (this includes NHSP, agency workers, volunteers, and work experience placements) and job applicants. It provides specific guidance to managers on the Trust's expectations of how all employment related processes are managed with due regard to disability, impairment, learning difference and long-term health conditions.

The duty to make reasonable adjustments only applies where the worker/employee is considered disabled, not someone associated with them. As such, although the Trust must take appropriate measures, where needed, to enable a person with a disability to have access to, participate in or advance in their employment, this is limited to measures only for the assistance of disabled employees, or prospective employees of the Trust.

This policy aims to encourage staff to declare any disability, impairment, or long-term health condition to their line manager, in order that any reasonable adjustments can be identified and implemented so far as is reasonably practicable. It also aims to ensure that employees can feel confident that reasonable support will be provided by their line manager and by the Trust, so that they are able to deliver their duties safely and effectively.

Increasing confidence amongst people with disabilities, impairments, and long-term conditions to declare their conditions on the ESR system will enable improved workforce equality monitoring in order to effectively support this protected group as defined by the Equality Act 2010. This in turn will enhance the Trust's ability to provide responsive and effective support, will improve the recruitment and retention of employees with disabilities, impairments and long-term conditions and will promote the Trust as a positive and inclusive place to work.

3 GENERAL INFORMATION

For the context of this policy, reasonable adjustments are applicable to all staff who are disabled in any capacity and of any age. This policy covers those under the Equality Act 2010 where a disability is defined as:

A physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to undertake normal daily activities.

The Act defines long-term in this context as having lasted or being likely to last for at least 12 months or the rest of the person's life. Substantial is defined as more than minor or trivial.

The following disabilities are highlighted within the Act:

- Mental health conditions / illnesses.
- Learning difficulties/disabilities.
- Learning differences such as Autism Spectrum Disorder (ASD), dyslexia and dyspraxia.
- Sensory impairment.
- Physical Impairment, including those with fluctuating or recurring effects eg. Rheumatoid Arthritis.
- Progressive conditions.
- Auto-immune conditions.
- Organ-specific conditions.

Employees diagnosed with Cancer, HIV or Multiple Sclerosis are classed as having a disability from the day which they are diagnosed.

Certain conditions are not to be regarded as disabilities or impairments for the purposes of complying with the Equality Act 2010. These are:

- addiction to, or dependency on, alcohol, nicotine, or any other substance (other than in consequence of the substance being medically prescribed).
- the condition known as seasonal allergic rhinitis (eg. hay fever), except where it aggravates the effect of another condition.
- tendency to set fires.
- tendency to steal.
- tendency to physical or sexual abuse of other persons.
- Exhibitionism.
- Voyeurism.
- and any other reasonable exclusions.

While it is the Trust's aim to reduce or remove any disadvantage that could be faced by a person with a disability as far as practicably possible, the Equality and Human Rights Commission advises that various factors influence whether a particular adjustment is considered reasonable. The test of what is reasonable is ultimately an objective test and not simply a matter of what you may personally think is reasonable.

When deciding whether an adjustment is reasonable the manager must consider:

- how effective the change will be in avoiding the disadvantage the disabled person would otherwise experience.
- its practicality.
- the cost.
- your organisation's resources and size.
- the availability of financial support.
- Duty of the Trust applies to the Trust's staff members, this does not apply by association (e.g. subcontractors).

Having a disability, impairment or long-term health condition can be challenging for an employee both personally and professionally and it is important to make sure their working environment is a safe, positive, and unprejudiced place to work. It is a line manager's responsibility to ensure their team demonstrate acceptable, respectful, and supportive behaviours towards each other, fostering good relationships between each other and developing and maintaining the positive working culture for all within the team.

Any form of discrimination, bullying, victimisation, or harassment will result in the Trust Disciplinary procedures being invoked and could result in disciplinary action being taken or even dismissal of the perpetrator of any unacceptable behaviours.

4 DUTIES AND RESPONSIBILITIES

All employees are responsible for:

- Understanding that every person is an individual and some people with a disability, impairment, learning difference or long-term health condition will require reasonable

adjustments to be put in place by the Trust, wherever reasonably practicable, to ensure they are supported to thrive in our organisation

- Working within the principles and in compliance with the Equality Act 2010 and any other relevant legislation.
- Disclosing any disability that may/will impact on their ability to fulfil their role, impairment, or long-term health conditions they may have in order that any reasonable adjustments can be effectively put in place, wherever reasonably practicable
- Acting in accordance with the Fair Treatment for All policy and the Trust vision, values and aims
- Treating all staff with dignity and respect regardless of any disability, impairment, learning difference, or long-term health condition they may have, or that someone they may be associated with has
- For those with a disability, impairment, learning difference or long-term health condition, if they wish to - engaging in the Trust Dyslexia Ability, Long Term Condition and Network, to share personal experiences which will enable positive developments across the Trust based directly on feedback
- Respectfully challenging any discrimination or harassment towards people with disabilities and employees in the workplace
- Ensuring any incident relating to disability is logged on the Trust's Risk Management System and reported immediately to an appropriate manager.

Trust Board is responsible for:

- Ensuring the effective implementation and adoption of this policy.
- Trust Board is also responsible for ensuring that the Trust is free from bullying, harassment, victimisation, and discrimination towards People with disabilities by:
- Ensuring all employees are fully aware of their responsibilities and the Trust's expectations of them regarding their conduct and practice
- Enforcing a zero-tolerance approach to any form of discrimination including disability discrimination.

All managers are responsible for:

- Providing reasonable support to people who have a pre-existing, or experience a disability, impairment, or long-term health condition during their employment
- Providing reasonable support to employees experiencing a new long-term condition or those with progressive illnesses to continue working for the Trust
- Actively encouraging employees experiencing a long-term condition to consider applying for roles which will progress their career
- Not considering disability, impairment or long-term health condition as a barrier when recruiting, training, developing, and promoting our staff
- Actively seeking to employ people with disabilities and make reasonable adjustments to support them in work, to ensure that teams are made up of a diverse workforce that is representative of the community we serve and that can better meet the needs of the patient population.

- Working with the member of staff, with all available information, to consider and agree what reasonable adjustments can be put in place to support the staff member in performing the role.
- Recording any reasonable adjustments in the Reasonable Adjustment Agreement Form.

Occupational Health is responsible for:

- With consent from the individual, provide line managers with a report advising if there are reasonable adjustments identified for employees for the Trust to consider putting in place.
- Advising if the employee is likely to be covered under the Equality Act 2010 due to the nature of their condition or illness.
- If an employee is absent, advising the expected length of absence and if a phased return is recommended.
- Assessing if an employee is permanently unfit for work or if redeployment may be a consideration to support continued employment.

Trust Lead for Equality, Diversity and Inclusion is responsible for:

- Seeking the employee voice of Staff members with disabilities to inform on-going equality, diversity, and inclusion work in relation to making reasonable adjustments, meeting people's individual needs and ensuring equity of access to Trust services.
- Ensuring annual return of the Workforce Disability Equality Standard and ensure any associated action plan is progressed.
- Ensuring that the leadership team has accurate and up-to-date information on the governance and compliance requirements in relation to disability.
- Providing active support for people with a disability as a protected characteristic, in partnership with People and Organisational Development and Trade Union representatives as requested.

People and Organisational Development Directorate is responsible for:

- Assisting managers and employees in disability sickness absence concerns
- Coaching and training for managers in managing disability throughout the employment pathway; recruitment and selection, training, and development, managing absence (specifically disability related sickness absence) etc.
- Ensuring that managers are aware of any applications received through the recruitment application process where applicants have identified a disability and a requirement for reasonable adjustments at the application and / or interview stage
- Ensuring that staff members with disabilities are given equal access to internal promotion opportunities across the Trust in comparison to staff members without a disability
- Ensuring that all staff are given equal opportunity to request flexible working practices and that these practices are promoted throughout the Trust
- Ensuring the regular review and improvement of internal processes, performance, and outcomes in relation to workforce equality for disabled staff

- Guarding against the use of language and behaviour that could be perceived as, or have the effect of being, demeaning or discriminatory.

Individuals may be subject to formal action under the [Trust Disciplinary Policy and Procedures](#) or where it is found that individual's actions are inconsistent with:

- the Trust values.
- this policy.
- Fair Treatment for all Policy.
- Any other associated or relevant policies or NHS constitution values.

5 TYPES OF REASONABLE ADJUSTMENTS

A reasonable adjustment can be a physical adjustment (such as a piece of equipment) or a change in the way something is required to be done (a process change). Listed below are some examples of what may constitute reasonable adjustments.

- Premise's adjustments such as a change in workstation, chair, or office.
- Flexible working / change in working hours.
- Job re-design or adjusting the current work pattern or working arrangements of the role
- Approving absence during working hours for rehabilitation, assessment, or treatment.
- Use of modified texts e.g. instruction manuals.
- Larger font / use of alternative coloured paper.
- Modified or adjustable equipment.
- Additional coaching and mentoring.
- Use of an interpreter or reader.
- Use of hearing loop or other auxiliary aids.
- Additional supervision.
- Adjusted duties.
- Relocation of work base.
- Redeployment.
- Reallocation of certain work duties.
- Role restructure/modification.
- Additional support provision for specific duties or aspects of the role.
- Modification to performance-related pay progression.

The list above is not exhaustive and will not cover every scenario where reasonable adjustments may be required. It is important to remember that any adjustment made must be specific to the employee, their job role, disability, and particular circumstances and agreed with them before being implemented. It must never be assumed that an agreed reasonable adjustment for one person would be appropriate for another person with the same *perceived* disability.

Consideration must also be given to such factors as cost, size of the team, organisation and other factors when considering whether an adjustment is reasonable.

6 DECLARING A DISABILITY, IMPAIRMENT OR LONG-TERM HEALTH CONDITION

There are continuous points in time where a member of staff may advise of the need for reasonable adjustments and declare they have a disability, impairment, or long-term health condition. Further information can be found at **Appendix 1**.

7 OCCUPATIONAL HEALTH REFERRALS

When a member of staff acquires and / or declares a disability, impairment, or long-term health condition their line manager should consider making a referral to Occupational Health with the individual's input and agreement, where appropriate. This will ensure that professional advice and information is provided to the line manager in order to identify the most appropriate ways of supporting an employee's needs, which may include advice on reasonable adjustments being made to their working environment and / or process and practices.

8 REASONABLE ADJUSTMENTS AGREEMENT

The **Reasonable Adjustments Agreement** is a living record of reasonable adjustments agreed between the employee and their line manager. The agreement ensures that both the employee and the Trust have an accurate record of what has been agreed so that this can be monitored and implemented effectively. It also provides employees and their line managers with the basis for discussions about reasonable adjustments at future meetings where the adjustments are reviewed and further amended if necessary.

All reasonable adjustments must be recorded on the Reasonable Adjustments Agreement Form (Appendix 3). This includes agreements arranged locally between the individual and the line manager, and with other parties such as Occupational Health, People and Organisational Development or another appropriately trained professional.

The Reasonable Adjustments Agreement Form must be signed by the individual and the line manager and a copy kept on the staff personal file and a copy sent to Occupational Health via dbth.occhealth@nhs.net.

A review date should be arranged which both parties are in agreement with. Any review of the Reasonable Adjustments Agreement Form should enable the individual to advise if the adjustments continue to meet their needs, or if changes are required. Where changes are required these should be arranged via the routes set out in this policy.

Not all reasonable adjustments need to be made permanently and can be utilised to support a member of staff to resume their usual duties. For instance, certain disabilities may cause times when temporary adjustments are needed, however outside of these times, adjustments may not be needed.

Guidance on the implementation of reasonable adjustments can be found at **Appendix 2**.

8.1 Access to Work

Where a new or current employee finds that any reasonable adjustment's they need are not readily available or accessible via the Trust, they may be entitled to receive help from Access to Work. Support received from Access to Work could include a grant to help cover costs of practical support while in work. Help could be in the form of support worker services, support in getting to and from work, adaptations, and specialist equipment.

Staff must meet certain criteria to apply for support from Access to Work and **must self-refer to access support**. Further information can be found here:

[Standard format Access to Work guidance](#)

[Easy read format Access to Work guidance](#)

9 APPEALS PROCESS

In the event that an employee is dissatisfied with the existing reasonable adjustments that have been put in place and/or where the employee and line manager's opinions of the adjustments being reasonable and practicable are in conflict, the employee has the right to appeal the decision made by management.

The appeal should be made in writing within 14 days of the written receipt of the outcome of the meeting regarding reasonable adjustments, the appeal should be made to the next level of management. The manager will make the necessary arrangements to hear and consider the basis of the appeal, ideally within 28 days of receipt. The manager will confirm the outcome of the appeal in writing to the employee and their decision is final. However, if you feel the procedure outlined in the policy has not been followed, you have access to the Trust's Grievance and Disputes Procedure.

10 ACCESSIBILITY TO BUILDINGS

The Trust is committed to continually improving access and facilities for employees with a disability across our premises. Where there are plans being made, for example, for:

- new buildings or alterations to existing buildings.
- changes to parking access/layout.
- access routes and methods to and from buildings.
- development, adjustment, or relocation of toilet facilities.

These will be explored to ensure access for people with a range of disabilities and impairments.

11 TRAINING/SUPPORT

The Trust requires that Equality, Diversity, and Inclusion E-Learning is undertaken annually by all staff as an essential requirement.

To ensure all staff can fully participate in learning and development activities, every effort will be made to make the reasonable adjustments required for staff to ensure their attendance, engagement, contribution to and benefit from learning and development opportunities. Staff must be proactive in notifying the relevant training or events lead of their requirements so that these can be met wherever possible prior to the activity taking place.

12 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Suitability of Policy	Deputy Director of P&OD	At least every 3 years, or if legislation changes	Monitor best practice and legal updates
Effectiveness of the arrangements	Deputy Director of P&OD, in partnership with Staff side	Annually	Monitoring information should be analysed and used to review and revise policies and procedures to ensure continuing effectiveness.
Non-compliance of policy by Divisions and Directorates	People & Organisational Development	On-going	Issues to be reported to respective Division and Directorate management teams.
Number of reasonable adjustment agreements in place	People & Organisational Development	Quarterly	EDI team to review to help inform WDES information

13 DEFINITIONS

Access to work - Access to Work is a disability scheme which provides practical advice, support, and funding to disabled people and their employers to help overcome work-related obstacles resulting from a disability (as defined by the Equality Act 2010).

Disability - A disability is a physical or mental impairment or progressive condition which has a substantial and long-term adverse effect on that person's ability to carry out day to day activities. A person meets the disability definition under the Equality Act 2010 where they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to carry out daily activities

Under the Equality Act 2010 '**substantial**' means:

More than minor or trivial, for example it takes much longer than it usually would to complete a daily task such as getting dressed.

Under the Equality Act 2010 '**long-term**' means:

Lasting 12 months or more, for example a breathing condition that develops as a result of a lung infection.

Disability leave - Disability leave is time off work due to a reason related to the rehabilitation, assessment or treatment relating to an individual's disability. This is a type of reasonable adjustment under the Equality Act 2010.

Discrimination arising from disability - Discrimination arising from disability is where a person is treated less favourably due to anything connected to their disability, where there is no justifiable reason.

Discrimination - It is unlawful to discriminate against an employee due to a physical or mental impairment. Main forms of discrimination are direct, indirect, perceived and by association (see the [Equality, Diversity & Inclusion policy](#))

Reasonable Adjustments - A reasonable adjustment is a change to an environment, process, or equipment to enable a person to work or to receive care and treatment, where without the reasonable adjustment, they might experience barriers or challenges to this.

14 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment for All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible, remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation, or religious belief. No detriment was identified. (See Appendix 5)

15 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Equality Analysis Policy – CORP/EMP 27

Fair Treatment for All - CORP/EMP 4

Grievance and Dispute Procedure - CORP/EMP 3

Restructure, Reorganisation, Redeployment and Redundancy Policy – CORP/EMP 9

Retirement Policy - CORP/EMP 12

Roster Policy - Nursing and Midwifery – CORP/EMP 35

Recruitment and Selection Policy - CORP/EMP 36

Special Leave Policy - CORP/EMP 47

Sickness Absence Policy – CORP/EMP 1

16 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under ‘Current data protection legislation’ as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016).

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/uk-data-protection-legislation-eu-general-data-protection-regulation-gdpr/>

17 REFERENCES

ACAS rights and Responsibilities at work

Agenda for Change: terms and conditions of service handbook

Equality Act (2010)

Employment Statutory Code of practice

APPENDIX 1 – DECLARING A DISABILITY, IMPAIRMENT OR LONG TERM HEALTH CONDITION

There are continuous points in time where a member of staff may advise of the need for reasonable adjustments and declare they have a disability, impairment, or long-term health condition, these include:

Job application – All applicants will be asked if they require any reasonable adjustments to enable them to attend and complete an interview. It is the applicant’s personal decision as to whether they disclose this information or not; there is no legal obligation for them to share this information with the Trust.

On appointment - The Trust will ask all new employees if they have any additional needs as a result of a disability, impairment or long-term health condition that need to be considered at the commencement of their employment. Information will be provided to explain clearly why we request this, who else has access to information provided, where the information will be stored and what the information will be used for.

Supervision / Return to work – Staff may wish to raise in their supervision if they feel reasonable adjustments are required in their current job role and this may be recorded in the notes taken. Equally, after a period of absence staff may wish to raise the need for reasonable adjustments in order to reduce future absences. The line manager can also suggest an Occupational Health referral after a discussion regarding adjustments or following a period of absence if they believe that this is required to improve the working environment for an employee. If reasonable adjustments are agreed, these will be recorded within the employee’s personal file.

Annual Workforce Equality Monitoring – Each year staff will be prompted to update their ESR record to advise if there have been any changes to their personal information, which includes disability. At this point, staff may have acquired a disability, impairment, or long-term health condition that they did not previously have, which should be recorded on their record. Staff should also ensure they inform their line manager at this time in order that advice can be sought from Occupational Health and People and Organisational Development as required.

The Trust will review and report on workforce disability equality monitoring information annually through the Workforce Disability Equality Standard return, as well as more routinely as part of the Workforce and Organisational Development Assurance reporting cycles. Information reported will be anonymous and identify numbers of staff affected, rather than identifying individuals and information on their disability.

Ad-hoc as required – Staff also have the opportunity to raise with their line manager when they feel reasonable adjustments are required in their current role due to a mental or physical health condition. Staff can and should be encouraged to update their ESR record to reflect changes at any point in time during their employment, and should inform their line manager if they choose to do so; this can be done through ESR Self Service.

APPENDIX 2 – IMPLEMENTING REASONABLE ADJUSTMENTS

While Occupational Health may make recommendations regarding potential reasonable adjustments, the most proactive way of agreeing a reasonable adjustment is through discussion with the employee to determine the options that they believe might be most appropriate and effective. Discussions may be between the line manager and the employee. Where appropriate, input from People and Organisation Development can be requested.

The final decision as to whether an adjustment is reasonable or not is a management decision. In the event of a decision being taken not to implement a reasonable adjustment, this must always be objectively justified and evidenced.

Implementation Factors - There are a number of factors for a line manager to consider which may have bearing on whether a reasonable adjustment can be made. These include:

- Practicability of the adjustment/s
- Effectiveness of the steps being taken in preventing the disadvantage being experienced
- Financial and budgetary costs of the adjustment/s
- The extent of the level of disruption caused to the employee themselves
- Availability of finances (or other assistance) to make the adjustment/s
- Impact on service delivery and people using services
- Impact on other members of staff

Job Interview – Some applicants will require reasonable adjustments in order to attend a job interview. Where an applicant has advised the Trust through the application process that they have reasonable adjustment requirements, the recruitment team will inform the recruiting manager of the need for these reasonable adjustments to be made to facilitate the applicant's effective attendance and engagement in the interview process. **It is the appointing manager's responsibility to put these arrangements in place.**

Examples of reasonable adjustments at interview stage could be:

- Making changes to the location of the interview or adapting the environment, for example to enable wheelchair access (ground floor only or with lift access to upper floors) or to place the interview panel in positions that enable a person with a hearing or sight impairment to engage properly with them
- Dimming down the lights for someone with epilepsy.
- Providing an interpreter for a candidate that communicates with sign language
- Provision of information in advance of the interview to help support the applicant's preparation for the interview questioning
- Provision of additional time for a candidate that has a learning difficulty or disability and for example wishes to review written information they have prepared during the interview as prompts.

- Arranging the interview at a particular time, for example if they have a condition that causes tiredness at certain times of the day, they need to take medication or eat at specific times.

Ill Health Redeployment - On occasion, reasonable adjustments will be unable to meet the needs of the employee in their existing post. In these instances, Occupational Health advice must be sought in order to establish if medical redeployment is a suitable option. In such circumstances, the process as set out in the redeployment policy will be followed to attempt to identify suitable alternative employment (subject to reasonable adjustment if necessary).

Termination of Employment - There may be occasions when the Trust must terminate an individual's employment. Any dismissal of an employee with a disability, impairment, or long-term health condition due to a reason relating to their disability must be objectively justified and evidenced, and the reason must be one which could not be overcome or sufficiently minimised by any reasonable adjustment being implemented.

Termination of employment is a last resort, and all alternatives and reasonable adjustment possibilities will be considered fully prior to the termination of the individual's employment. Consideration should also have been given as to whether early release of retirement benefits on the grounds of ill health is applicable in the individual circumstances. This is an external process separate to the Trust, which the Trust has no influence over regarding outcomes.

Terminating an individual's employment where their disability has made it impossible for them to perform the main functions of their job will only be justifiable where an adjustment, such as redeployment, was not reasonable or effective, and such circumstances will be considered in line with the Trust's policies and procedures.

Funding the implementation of reasonable adjustments

Reasonable adjustments are reviewed and agreed by the employee, their line manager and under certain circumstances, with other relevant stakeholders such as People and Organisational Development, Trade Unions, Access to Work, Occupational Health etc. **All reasonable adjustments agreed are to be funded by the service in which the employee works.**

If any employee – temporary or substantive – moves roles from one team to another, any equipment that has been purchased by the Trust to support them in their role as part of agreed reasonable adjustments must be transferred with them. This is to ensure they are supported in their next role in the same way that had been agreed and arranged for their current role.

It is not appropriate for Trust services to request reimbursement from other Trust services in the event of an employee transfer, for the equipment purchased to support them. Once reasonable adjustment equipment has been purchased and put in place for an employee, the process has been completed by the Trust as a whole.

In any event where a reasonable adjustment is unable to be met, this must always be objectively justified and evidenced by the line manager and other Trust representatives where relevant.

About the Reasonable adjustment agreement – Implementing individually tailored reasonable adjustments

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

The purpose of this agreement is to:

- Ensure that both parties, the individual and 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 organisation.
- 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 IT specialists may be needed before changes can be agreed and implemented. Managers who need help in deciding whether an adjustment is reasonable should speak to the People and Organisational Development.

New managers of employees with Reasonable Adjustment agreements in place 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 their disability, impairment, learning difference, or long-term health condition on them at work.
- Suggest adjustments that will make it easier for them to do their job.
- Offer further information from their 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 their circumstances.
- Be reassured that their manager knows what to do if they become unwell at work and who to contact if necessary.
- Know how and when their manager will keep in touch with them if they are absent from work because of illness or a disability, impairment, or long-term condition related reason.

The agreement allows the line manager to:

- Understand how a particular employee's disability, impairment or long-term health condition 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 their line manager 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.
- Understand and discuss any change in the employer's circumstances which may require review of the agreement.

APPENDIX 3 – REASONABLE ADJUSTMENTS FORM

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

This agreement may be reviewed 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, impairment, or long-term health condition in the workplace

My disability, impairment or long-term health condition has the following impact on me at work		
I need the following agreed reasonable adjustments (refer to Access to Work agreement if relevant)	Date budget holder contacted if relevant	Date implemented:

Wellness at work – employees who have fluctuating conditions

On a 'good day' my disability, impairment or long-term health condition has the following impact on me at work
When I am not feeling well the following symptoms are indications that I am not well enough to be at work

Agreed Reasonable Adjustments

The following reasonable adjustments have been agreed	Date implemented

An up-to-date copy of this form will be retained by employee/line manager, a copy saved on the employee's personal file and a copy sent to Occupational Health at dbth.occhealth@nhs.net.

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:	
Employer signature:	
Date:	

APPENDIX 4 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/ Strategy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Reasonable Adjustments Policy CORP/EMP 57	People and Organisational Development	Adam Evans	New Policy	December 2021
1) Who is responsible for this policy? P&OD (HR Services)				
2) Describe the purpose of the service / function / policy / project/ strategy? Process/guidance regarding reasonable adjustments				
3) Are there any associated objectives? Provide consistent approach to the implementation and application of reasonable adjustments				
4) What factors contribute or detract from achieving intended outcomes? – Employees/Managers may be unaware of their roles and responsibilities				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy, and religion/belief? No				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact NA 				
6) Is there any scope for new measures which would promote equality? This Policy				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function / policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
Date for next review:		December 2024		
Checked by:		Anthony Jones		Date: 9 May 2022