

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

28TH NOVEMBER 2022

REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for Decision

Wards Affected: All wards

Introduction of Reasonable Adjustments – Disability Passport

1. Purpose of Report:

The purpose of this report is to seek Member approval to introduce the Reasonable Adjustments – Disability Passport to support employees who consider themselves to have a disability.

2. Executive Summary:

In order to provide a unified way of agreeing and recording what modifications workers need to be put in place to carry out their roles, the TUC and the GMB developed the Reasonable Adjustments Disability Passport which is a live record of adjustments agreed between a worker and their manager to support them at work due to a health condition, impairment or disability. Such adjustments could include: providing specially adapted equipment (like a chair, desk or computer), temporarily changing the duties of the job, changing break times or working patterns, or allowing flexible working or time off for medical appointments.

3. Background:

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

4. Reasonable Adjustments Disability Passport

The aim of the Reasonable Adjustments Disability Passport is to normalise conversations around disabilities and to provide an open and supportive environment in which workers will be treated with sensitivity, respect and confidentiality.

Currently, employees who consider themselves to have a disability have the opportunity to declare this on their application form as they are then considered as part of the Council's 'guaranteed interview' scheme, this means if they meet the essential criteria for the post, they have a guaranteed interview. When appointed, all new starters have to complete a Pre-Placement Medical Questionnaire, in confidence, which is then returned to the Council's Occupational Health Unit (OHU). The OHU then determine if the applicant is fit for the role they have applied for. For employees with a disability, the OHU then recommend reasonable adjustments for that employee in order that they can carry out the duties of their role satisfactorily.

For existing employees, who may have become disabled during their employment, it is up to the individual employee to disclose this to their line manager. If they are being seen by OHU, then it is usual that the manager will be advised of any reasonable adjustments required by the OHU, however if the employee is not being seen by OHU and they have not disclosed their disability to their line manager, then either there are no reasonable adjustments required, or the employee has not requested any be made.

It is hoped that by introducing the Reasonable Adjustments Disability Passport that employees will feel more confident to have the conversation with their manager and that adjustments can be put in place to support them in their role. In addition to this, for employees who move roles within the Council, they can take their Reasonable Adjustment Disability Passport with them and provide this to their new manager so that they are fully aware of the requirements and can provide support without the employee having to explain their situation and their requirements to the new manager (if they don't want to).

5. Development of the Policy

The introduction of a Reasonable Adjustment Disability Passport was first discussed by the joint trade unions at the Local Government Services Forum. The trade unions put forward a sample policy drafted by the Wales TUC. Using this sample policy, the attached Reasonable Adjustments Disability Passport (provided in **Appendix 1**) was developed and subsequently agreed by the trade unions.

6. Communication of the Policy

As this is a new policy, it is important that it is communicated widely across the Council. We will do this by including an article in the Council's Sway and In The Loop, we will place it on the HR Intranet and Yammer, we will send an email to all Heads of Service and Accountable Managers requesting them to cascade details of the new policy to all their service areas.

7. Financial Impacts:

There are no financial impacts associated with this report.

8. Integrated impact assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

9. Valleys Communities Impacts:

No Impacts.

10. Workforce Impacts:

The introduction of the Reasonable Adjustments Disability Passport will have a positive impact on our employees and new starters across our workforce who consider themselves to have a disability.

11. Legal Impacts:

No impact.

12. Risk Management Impacts:

No impact.

13. Crime and Disorder Impacts

No impact.

14. Counter Terrorism Impacts

No impact

15. Consultation:

There is no requirement under the Constitution for external consultation on this item. The proposed changes have been communicated with the Trade Unions via the Local Government Services Forum who were fully supportive of the introduction of the Reasonable Adjustments Disability Passport.

16. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the introduction of the Reasonable Adjustments Disability Passport.

FOR DECISION

17. Appendices:

Appendix 1 – Reasonable Adjustment Disability Passport
Appendix 2 – First Stage Integrated Impact Assessment

18. List of background papers:

None.

19. Officer Contact

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