



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Reasonable Adjustments Disability Passport

## Pasbort Anabledd Addasiadau Rhesymol

Os hoffech dderbyn gohebiaeth mewn perthynas â'ch  
cyflogaeth yn Gymraeg, cysylltwch â'ch Swyddog AD  
dynodedig

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| Version 1      | October 2022 | New Policy    |
|                |              |               |

## **1. Introduction**

The policy covers the agreed approach of the Council towards our employees and new employees, who are disabled, who believe that they may be disabled or become disabled. The policy covers conditions including, but not limited to physical disability, sensory impairment, mental health conditions, and neurodiversity.

## **2. The Equality Act 2010 and reasonable adjustments**

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.

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 worker to do their job to the best of their ability.

All requests for reasonable adjustments will be fully considered by the employer and responded to within an agreed time.

If the employer refuses a request for an adjustment written reasons must be given within 10 working days.

## **3. What is a Reasonable Adjustments Disability Passport?**

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 at work in a supportive and encouraging environment.

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

Whenever a worker 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 worker.

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

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

Awareness of the passport is important. A passport should be available to all workers at any time during their employment and can be requested by the worker or proactively offered by the employer.

Stigma and fear of discrimination may deter workers from disclosing their health or other conditions so it is important they employers provide an open and supportive environment in which workers will be treated with sensitivity, respect and confidentiality.

#### **4. Control of the passport**

The passports should only be shared with the incoming line manager once the written permission of the worker has been given. Although the worker has control of the information and who it is shared with, it is usual practice for the manager to have a signed copy as well, and sometimes the organisation's HR team.

#### **5. The benefits of a reasonable adjustments disability passport**

The passport aims to support employees and their managers to ensure that up-to-date, appropriate, practical and correct reasonable adjustments are in place, and to:

- Provide the basis for discussions and an accurate record of the reasonable adjustments that may be needed and have been agreed
- End the need to renegotiate reasonable adjustments with a new manager every time the worker changes jobs or is relocated)
- Provide a clear timeline for expectations and deadlines.

The reasonable adjustments disability passport allows the employee to:

- explain the impact of your working conditions on you, given your personal circumstances
- Explain the barriers that you encounter that stop you participating fully at work suggest adjustments that you think will make it easier for you to fully participate
- Review the effectiveness of adjustment/s provided and the ongoing impact this has on your work
- Explain any change to your health or circumstances.
- Feel reassured that your manager will know what to do if you become unwell at work, when to contact emergency services and who to contact if necessary
- Know how and when your manager will keep in touch should you be absent from work due to your disability
- Consider including more information from your GP, specialist or other expert as appropriate to support your request.

## **6. Reviewing the Reasonable Adjustments Disability Passport**

The passport may be reviewed at the worker's request to ensure that any adjustments remain the right ones to support the worker to fulfil their work potential.

A worker may initiate a 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 in the working environment.

## **7. Principles**

The principles of the policy are that:-

- a. All workers deserve the opportunity to realise their full potential.
- b. All reasonable steps must be taken to ensure that policies, practices and culture do not discriminate against disabled people.

- c. Some disabled people may not have a formal diagnosis or assessment, and that a lack of diagnostic support can be a barrier in the workplace for both workers and employers.
- d. Disabled people face discrimination and stigma in wider society, and they may be unwilling to disclose a diagnosis.
- e. Each person is unique and that there can be a high degree of overlap between multiple conditions. Consequently any support needs must be identified and implemented on the basis of personal evaluation and individual need.

In addition to the principles above, the Council as an employer commits to:

- f. Proactively working to eliminate barriers (including prejudice) that disabled people face in the workplace.
- g. Raising awareness of the full range of disabilities including those that are often overlooked, for example: mental health conditions, dyslexia or other neurodivergent conditions.
- h. Considering changes made in response to requests.
- i. Take immediate steps to eliminate potentially discriminatory practices in employment that can arise throughout the course of normal day-to-day workplace activities.
- j. Ensuring workers know they have the right to be accompanied by their union rep in discussions about the passport.
- k. Support paid release for union reps, including union equality reps and disability champions, to attend union education courses on reasonable adjustment disability passports.
- l. Promote the reasonable adjustment passports to all staff.

**Reasonable Adjustments Disability Passport**

The information provided in the reasonable adjustment passport is confidential to the worker and their line manager and HR. It should not be shared with anyone without the written consent of the worker.

A copy of the passport should be held by both the employee and their manager and stored securely and confidentially whether it is completed on paper or electronically. It is the responsibility of the employee and their manager to ensure this is actioned.

|                       |       |
|-----------------------|-------|
| Name:                 |       |
| Payroll number:       |       |
| Signature:            | Date: |
| Name of line manager: |       |
| Managers signature:   | Date: |
| Team/Section:         |       |
| Directorate:          |       |

## Reasonable adjustment details

**My health condition or impairment interacts with barriers within and/or outside the workplace to create the following impact(s) on me at work:**

**This could include:**

- › **Effect on co-ordination, dexterity, or mobility.**
- › **Effect on mental health.**
- › **Effect on hearing, speech or visual impairment.**
- › **Effect on my ability to interact socially with colleagues.**
- › **Effect of particular working environments (for example open-plan offices).**
- › **Attending medical or counselling appointments\***

**\*An example of this might be:**

***“If my role requires me to stand for long periods of time, then this will create a barrier for me due to my co-ordination/dexterity/mobility condition”.***



**The following reasonable adjustments have been agreed between me and my manager:**

**Has any additional advice been given or requested? If so, from whom and what date was it requested/given: (Please attach any such information to the back of this document).**

**Date of implementation:**

## **My Condition or impairment and work**

Please complete this section if you have a fluctuating condition:

**On a good day, I believe that my disability or condition interacts with barriers within or outside the workplace to have the following impact on me at work:**

**When things are not so good, I believe that my disability or condition interacts with barriers within or outside the workplace to have the following impact on me at work:**

**Therefore, I might need the following further reasonable adjustments:**

## Emergency contacts

Below is a section for **optional** emergency contact details.

You are under no obligation to provide these details but can choose to fill out contact details **for one, none or all** of the suggested boxes or provide contact details for groups not suggested here.

If I'm not well or there are any urgent concerns about my wellbeing, I'm willing for my manager/management to contact any of the following emergency contacts in the order of preference indicated below.

(Please add, amend or delete contact types as appropriate or when there are any changes).

Relative, partner or family member (preference number:

Name:

Relationship to you:

Telephone numbers:

Home:

Mobile:

Friend (preference number):

Name:

Telephone numbers:

Home:

Mobile:

Specialist/care co-ordinator/support worker/general practitioner/nurse

(preference number: .....)

Name:

.....  
.....

Relationship to you:

.....  
.....

Telephone numbers:

Home:

Mobile:

Other (please specify) (preference number: .....)

Name:

.....  
.....

Telephone numbers:

Home:

Mobile:

.....

.....



## Review

The passport and agreed reasonable adjustments should be reviewed six months after the worker's adjustments have been put in place to ensure they are removing any identified workplace barriers. Where they have not been put in place or have not proved to be useful for the worker, this meeting would ensure adjustments can be actioned or new adjustments could be agreed.

Further reviews will be at the worker's request, or if there is any change to a worker's job, which might create additional barriers, to ensure the adjustments are still appropriate and effective in eliminating workplace barriers.

The worker has the right to be accompanied by their union rep at these review meetings.

I believe there have been the following changes in my condition/impairment (and/or changes to my situation which impact on my condition/impairment) and require the following changes to be made to the current agreed adjustments:

| Review date | Line manager's signature | Worker's signature |
|-------------|--------------------------|--------------------|
|             |                          |                    |
|             |                          |                    |
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