



UNIVERSITY^{OF}
WINCHESTER

Staff Reasonable Adjustments Policy and Procedure

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Description	
This policy provides the principles and process that apply to reasonable adjustments for staff and job applicants.	

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1 INTRODUCTION

The University of Winchester is committed to providing a supportive, clear, and transparent process for ensuring reasonable adjustment provision for our colleagues with disabilities. We recognise that each case is individual and so this policy does not outline every adjustment that may apply but is a general statement outlining the principles and processes that guide it. While applicants and colleagues are under no obligation to disclose a disability, as a Disability Confident Employer, we hope that that you will feel comfortable to disclose and talk to us at any point when you feel you may need this support.

2 SCOPE

This policy applies to all employees and workers employed by the University.

3 PRINCIPLES

3.1 What is a reasonable adjustment?

A reasonable adjustment is a legal term defined in the Equality Act 2010 that applies to people with a disability. The Act defines a disability as a physical or mental impairment that has a substantial, long term (i.e., has lasted or is expected to last at least 12 months, or is recurring), unfavourable effect on their ability to do normal, day-to-day activities.

The purpose of a reasonable adjustment is to ensure that colleagues who are suffering a disadvantage in their role because of a disability can access the workplace and perform their role at as close to the level required by the role as possible. This might mean making a change to the working environment, or way of working, to remove or reduce a disadvantage associated with a person's disability.

Reasonable adjustments also relate to applicants to roles in order to remove any disadvantage in the application process. Disclosing information about a disability will not affect the decision the University makes in relation to any offer of employment made; however, the University may withdraw an offer if the University cannot accommodate the applicant's needs, despite making all reasonable adjustments.

3.2 General (anticipatory) reasonable adjustments

As a public sector provider, the University also has a duty to anticipate and mitigate against disadvantage. While it is not possible to anticipate every adjustment as these are often very individual, we give consideration to this on an ongoing basis through identifying and mitigating possible barriers experienced by colleagues with disabilities. This includes general accessibility modifications to our buildings where reasonably possible, consideration of accessibility requirements in our procurement and new buildings processes, availability of forms in alternative formats, review of our policies and processes for impact, hearing loops,

quiet spaces, inclusion of options to request individual reasonable adjustments, and other such measures.

3.3 When should a reasonable adjustment be considered?

This policy is triggered if a colleague or job applicant requests a reasonable adjustment because of difficulties they are experiencing.

If a manager considers that a colleague who has not declared a disability or requested a reasonable adjustment is experiencing difficulties which might relate to a disability, they should initiate a conversation to understand if there are issues that might mean that reasonable adjustments are required. Reasons to initiate a conversation might include where a disability might reasonably be linked to a change in a colleague's attendance or usual performance levels, or where a manager is aware of an appearance of pain or discomfort while working. The HR team are available to support managers with these conversations if required.

3.4 What is reasonable?

Reasonable adjustments are always individual and will normally be decided by the line-manager, on a case-by-case basis.

What is reasonable will depend on several factors, including:

- whether the adjustment is likely to prevent or sufficiently reduce the disadvantage
- whether it is reasonable in all the circumstances to implement the adjustment, including considerations of practicality, cyber compatibility, business disruption, and health and safety issues for the colleague and others.
- the cost of the adjustment, given the University's size and financial means

Each of these factors should be considered. Adjustments are considered reasonable when they are both effective at enabling the colleague to perform their role, and sustainable and affordable for the University. Appendix A assists managers in preparing for a reasonable adjustment meeting.

An Occupational Health referral may be sought where reasonable adjustments are being considered, and any recommendations will be considered in addition to business considerations to determine reasonableness.

The University will always seek to make reasonable adjustments in-line with the factors above. If adjustments are not possible, we will provide reasons for this, and the manager will contact the colleague seeking the adjustment to discuss next steps.

3.5 Confidentiality

You are under no obligation to disclose a disability or health condition but are encouraged to do so to assist your manager in offering adjustments and support. If a reasonable adjustment is requested or indicated this information will be available to your line manager (and/or the manager directly responsible for agreeing the adjustment) and the HR department. If there is any need to inform any other colleague (for example because an adjustment/disability may have a health and safety aspect or require budgetary or resource approval beyond the manager), you will be informed of this in advance.

If you have an agreed reasonable adjustment and your manager changes, it is your responsibility to bring your Adjustment Passport to your new manager. If your role has changed, you may need a different reasonable adjustment or you may no longer need the adjustment previously agreed.

In all other situations, your disability is a matter confidential to you unless you choose to disclose to others.

4 I AM A JOB APPLICANT OR STAFF MEMBER, WHO SHOULD I CONTACT?

If you are a job applicant, you should contact HR for support and guidance.

If you are an existing colleague and have a disability that is affecting your ability to perform your role, you should inform your manager and ask that a reasonable adjustment is considered. You can do this in writing, verbally or via the HR team. Your manager will then arrange a conversation with you to understand your needs and how best to support you. You should read this policy carefully in advance of this meeting. You may find that providing information on an [Adjustment Passport](#) is a useful way of preparing for your meeting. If any reasonable adjustments are agreed, the Adjustment Passport will reflect this and act as a record for you, your manager, and the HR department.

Employees who are or were previously students with a Learning Agreement, should inform their manager that reasonable adjustments should be considered if needed to undertake their work. Learning Agreements will not transfer to the work environment.

5 PROCEDURE AT A GLANCE

You can view a map of the process applied to reasonable adjustments via [this link](#).

APPENDIX A - MANAGER INFORMATION FOR REASONABLE ADJUSTMENT MEETING

- Read this policy carefully.
- You should convene a meeting with your colleague if you have been informed either by that colleague or HR that they require a reasonable adjustment. Send them this policy and a link to the Adjustment Passport for them to fill-out in advance if they

choose. The purpose of the meeting is to listen, understand their needs and find ways to support them.

- Explain the process to them at the outset of the meeting.
- Engage with them to understand the disadvantage they need to overcome. Listen to the adjustments they consider would help; this will be one factor in determining which adjustments are reasonable in all the circumstances.
- Consider whether there are arrangements from a manager's perspective that might help.
- Consider whether an occupational health referral is needed.
- Consider whether there is support available from the Access to Work scheme - Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK (www.gov.uk)
- Most adjustments are simple and low cost, if possible, agree these by the end of the meeting and complete the Adjustment Passport.
- If the matter is likely to require more input or consideration, let the colleague know and convene another meeting with HR colleagues in attendance if needed.
- Record and act on this conversation in a reasonable timeframe.
- Be open to considering suggestions and, if necessary and practicable, trial an adjustment. If a trial is not possible, record the reasons why this is the case. Decisions should be based on available data, including business data. Care should be taken not to make assumptions about what a colleague can and cannot do. Be very clear, record and communicate your reasons for either adopting or refusing an adjustment. Your reasons should be evidenced, detailed, and based on the factors at section 3.4 above.
- If an adjustment is agreed or adoption is reasonably anticipated, it should be implemented without undue delay, an Adjustment Passport should be completed and sent to the colleague and HR (for filing), and a date set to review effectiveness.
- If a suggested adjustment is not suitable, consider alternatives. In some cases, alternatives might include consideration of reduced hours, part-time working or a suitable alternative vacancy.
- Reasonable adjustments should be reviewed on a regular basis, as reasonable in the circumstances. Requirements may change over time because the nature of the work or working environment changes or because of changes in the nature of the disability. If an adjustment is no longer required, it should not be removed without discussion with the individual.
- If you need support or if adjustments are difficult to identify, please contact your HR Business Partner.