

Reasonable Adjustment Request Form	Cyngor Cyllido Addysg Uwch Cymru Higher Education Funding Council for Wales	
Guidance Notes		

Title	Reasonable Adjustment Request Form Guidance Notes
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Author	HR
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Version	Date	Description
0.1	17/12/2007	Draft agreed by HR & Disability & Diversity Co-ordinator
0.2	04/03/2008	Amended in line with EOSG comments
0.3	09/04/2008	Amended following EIA
0.4	June 2008	Amended in light of OD and change of responsibility
0.5	08/09/08	Management Board Approval
0.6	11/09/08	Works Council Endorsement
0.7	17/09/08	HR Committee approval
1.0	March 09	Policy reviewed by Policy Changes group – no amendments

Making request for a reasonable adjustment

The attached form has been developed to provide a mechanism for an employee to formally request a reasonable adjustment under the Disability Discrimination Act 2005.

For the purposes of this policy, the term 'line manager' can also be substituted by the HR & Training Manager.

The process below will need to be followed when making such a request via this route:

1. The employee identifies a potential reasonable adjustment

2. The employee raises this potential requirement with his/her line manager. Should an employee not wish to make their line manager aware of any such issues they may seek advice from the HR & Training Manager and request help to complete the form. However, where a line manager is not aware of these issues it can be very difficult to offer all the required support to the employee.
3. The employee arranges a discussion with a member of HR.
4. The employee completes as much of the form as possible to request the potential reasonable adjustment.
5. The employee signs the form and submits it to HR.
6. Depending on the adjustment required, expert advice and/or an assessment may be necessary. This may be by reference to:
 - an Occupational Health Adviser;
 - GP/Specialist;
 - Jobcentre Plus Adviser;
 - Access to Work; and/or
 - other (as specified).
7. If advice or assessment is required, then HR will update the form with the date such advice is received or expected.
8. Once this information is received, HR will arrange a meeting with the Director of Finance & Corporate Services at which the request for the adjustment will be discussed and a decision reached by both parties on whether it is reasonable. This decision will be made on the basis of the information available. The employee's name will not be passed onto the Director of Finance & Corporate Services.
9. HR will feed back to the employee on the outcome of the discussion and decision made.
10. If agreed, the reasonable adjustment will be planned and implemented.
11. If not agreed, the employee has the right to request (normally within five working days of the outcome) a meeting with HR & the Director of Finance & Corporate Services to further discuss their request. The employee has the right to be accompanied at this meeting by a colleague or Works Council or Union representative.

Further Advice

Employer's Forum on Disability

Nutmeg House
60 Gainsford Street
London SE1 2NY
Tel/Text: 020 7403 3020
Minicom: 020 7403 0040
Fax: 020 7403 0404
Email: enquiries@employers-forum.co.uk
Website: www.employers-forum.co.uk

The Equality Challenge Unit

7th Floor, Queens House,
55/56 Lincoln's Inn Fields,
London, WC2A 3LJ
Tel: 020 7438 1010
Fax: 020 7438 1011
Email: disability@ecu.ac.uk
Website: www.ecu.ac.uk/guidance/disability/

The Health and Safety Executive (HSE)

Rose Court
2 Southwark Bridge
London SE1
Tel: 020 7717 6000
Fax: 020 7717 6717
Email: hseinformationservices@natbrit.com
Website: www.hse.gov.uk

This form is to be completed by the employee requiring the adjustment following a discussion with HR.

Employee Name	
Condition / disability*	
How does your condition affect you?	
How long has the condition been present?	

*You are not obliged to give details about your disability, impairment or health condition, only how it affects you in your working life. To enable HEFCW to make reasonable adjustments, it has to understand what the condition or disability is. HEFCW also has an obligation to ensure the health and safety of all employees, which we are only able to do when provided with full details. This information will be kept confidential and only disclosed in confidence to another individual with your prior consent, we therefore encourage employees to provide us with as much information as possible.

Date adjustment requested or identified as necessary	
Description of disadvantage experienced	
Nature of adjustment sought	

Has advice been sought from anyone else? (Please as appropriate). If so, indicate when advice was received or provide a date when this is expected

Occupational Health Adviser		Report received or expected	
GP/Specialist		Report received or expected	
Jobcentre Plus Adviser		Report received or expected	
Other (Please specify)			

How is the disadvantage affecting your ability to work?

How effective will the adjustment be in preventing the disadvantage?

What, if any, remedial actions have been taken?

Employee comments :

I understand that further information may be needed from me and that expert advice or an assessment may be necessary. The views of other colleagues may also be sought where appropriate and I understand that my prior consent to this will be sought.

I confirm that the information I have provided is accurate and that this reasonable adjustment request has been fully explained to me.

Signature

Date

For completion by HR:

How practical is it to make this adjustment? E.g., how long will it take to implement the adjustment; will additional training be needed for the disabled employee or anyone else?

What are the financial and other costs, if any, of the adjustment?

Is financial or other assistance available to help make an adjustment?

What, if any, disruption will be caused by making the adjustment?

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

What adjustments, if any, have been made or are required for other employees in the team?

Would making the particular adjustment result in unacceptable risks to the Health & Safety of any individual (including the employee)?

Factors to be taken into account in assessing “reasonable cost”

Recommendations from appropriate experts, i.e. occupational health, medical and/or workplace assessment

Comments:

The financial and other resources of the organisation

Comments:

The employee's level of skills, knowledge and experience

Comments:

Any other relevant factors

Comments:

HR comments:

The adjustment(s) requested have been discussed with the employee and his/her views on the questions above have been sought and accurately recorded. The information contained in this form has been provided to help the organisation decide whether the adjustment requested is reasonable. The reasonable adjustment request has been fully explained to the employee.

Signature

Date