

## PERSONNEL COMMITTEE - TUESDAY, 10 OCTOBER 2023

### Report of the Director Finance, Governance and Contracts

#### Part A

##### REASONABLE ADJUSTMENT PASSPORT

##### Purpose of Report

Personnel Committee to agree to the introduction of the Reasonable Adjustment Passport and Reasonable Adjustment Summary Document and the associated proposed amendments to the Attendance Management Policy and the Attendance Management Guidance.

##### Recommendation

That Personnel Committee agree to the introduction of the Reasonable Adjustment Passport and Reasonable Adjustment summary and the associated proposed amendments to the Attendance Management Policy and the Attendance Management Guidance.

##### Reason

To provide managers and employees with a clear document to accurately consider and reflect any agreed reasonable adjustments to support an employee in the workplace.

##### Policy Justification and Previous Decisions

The Reasonable Adjustment Passport and Reasonable Adjustment Summary are new documents to be introduced to enable reasonable adjustments to be clearly considered, discussed and agreed as appropriate. The Attendance Management Policy and Attendance Management Guidance will need to be updated to reflect the introduction of the Reasonable Adjustment Passport.

##### Implementation Timetable including Future Decisions

The decision will come into effect immediately following agreement at Personnel Committee and be published on the Council's intranet.

##### Report Implications

##### ***Financial Implications***

There are no financial implications with this decision.

##### ***Risk Management***

There are no specific risks associated with this decision.

### ***Equality and Diversity***

None identified.

### **Climate Change and Carbon Impact**

None identified.

### ***Crime and Disorder***

None identified.

### **Wards Affected**

Not applicable.

### ***Consultations***

Not applicable.

### **Links to the Corporate Strategy**

Caring for the Environment	No
Healthy Communities	No
A Thriving Economy	No
Your Council	No

Background Papers:

Retirement Policy and Procedure.

Officers to contact:

Sally Dobrowolska  
Charnwood HR Manager, Senior HR Advisor  
Tel: 01509 634605, Tel: 0116 3058355  
sally.dobrowolska@leics.gov.uk

## **Part B**

### Background

1. The Reasonable Adjustment Passport was raised at a Joint Trade Union Management (JMTUM) meeting by the GMB union as it is a tool they have developed and encourage employees to consider. A commitment was made to review this document and it was agreed that it would provide the Council with a supportive tool for employees to discuss and agree reasonable adjustments with their manager, should they choose to do so.
2. A Reasonable Adjustment Summary document has also been produced to offer further guidance to all employees when considering any reasonable adjustments. It is proposed that this be available on the Councils HR policy page of the intranet.
3. The Reasonable Adjustment passport has been designed to provide a documented record of an employees individual need and agreed reasonable adjustments. It is intended to be a supportive document with the aim of helping employees to work to their full potential.
4. The information provided in the reasonable adjustment passport is confidential to the employee and manager, with a copy being held on the employees HR record. Completion of the passport is voluntary.
5. Employees are advised to share the passport with any new line manager so that they have awareness of the required adjustments and individual circumstances.
6. If an employee undertakes a new role at any point during their employment it may be necessary to review the reasonable adjustments to determine if they are still adequate to remove any barriers in the new position.
4. Alongside gaining agreement at JMTUM, the Equalities Group were also asked to consider both documents and were supportive of the approach being proposed. They asked that further consideration be given to including a link in the Personal Review process in the health and wellbeing section and, subject to agreement at Personnel Committee, this will be developed further.
5. To reflect the introduction of the proposed passport the Attendance Management Policy has been updated on page 3 and the Attendance Management Guidance has been updated on page 5.

### Appendices

- A. Reasonable Adjustment Passport
- B. Reasonable Adjustment Summary
- C. Attendance Management Policy
- D. Attendance Management Guidance