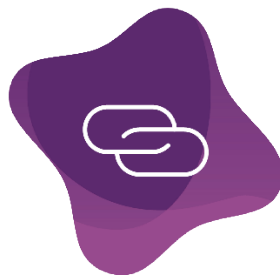




# Reasonable Adjustment Passport



**Pride in Charnwood**



**Working Together**



**Customer Focused**

The reasonable adjustment passport has been designed to provide a documented record of your individual needs and agreed reasonable adjustments. This is intended to support you to function to your full potential in a supportive and encouraging environment.

The information provided in the reasonable adjustment passport is confidential to you and your manager. In addition, a copy of the passport will be held on your HR record. The passport will not be shared with anyone else without your express written consent.

If during the course of your employment you have a new line manager, you are advised to share the reasonable adjustment passport with them. This will ensure that they have awareness of your required adjustments and individual circumstances. You can do this by sharing the passport or meeting with the manager to discuss this and the passport further.

If you undertake a new role at any point during your employment with the Council, it may be necessary to review the agreed reasonable adjustments to determine if they are still adequate to remove any barriers in the new position.

Please complete the table below and sign to confirm your agreement to the information outlined within the passport.

Name:	
Signature:	
Date:	
Line Manager:	
Signature:	
Service Area:	
Directorate:	

Please complete the sections below and discuss with your manager. Your manager will need to consider the information provided and requests for any reasonable adjustment. Agreed reasonable adjustments should be set out in this final version of the reasonable adjustment passport.

## 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

An example of a response 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 coordination/dexterity/mobility condition.*

If any additional advice has been given in relation to your disability, please outline the details (ex, occupational health). Please attach any such information to this document.

Advice Provider Details	Date of Advice	Summary of Advice and any Implementation Date

## Agreed Reasonable Adjustments

Work Activity	Adjustment Needed Y/N	Nature of Adjustment	Comments

## Review

The passport and agreed reasonable adjustments should be reviewed six months after your 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 as useful to you as initially anticipated, this meeting would ensure adjustments can be actioned or new adjustments could be considered.

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

You may be accompanied by your trade union representative at the 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.**

<b>Proposed Adjustment</b>	<b>Agreed Y/N</b>	<b>Your Signature</b>	<b>Workers Signature</b>