The Reasonable Adjustment Passport  
Guidance for Staff and Line Managers

Updated: May 2024

# Introduction

## What is the University of Nottingham's approach to adjustments?

At the University of Nottingham, we adopt the social model of disability. We are committed to implementing adjustments to remove or reduce barriers, ensuring all staff can thrive and achieve their full potential. Our approach is to empower colleagues who are disabled or experiencing other limiting health conditions, to discuss potential adjustments which may support their physical workplace or working practices. This should be with their line manager as soon as they become aware of the need.

## Why do we take this approach?

In this way, we can ensure that colleagues receive the support they need and that the University’s employer obligations under the Equality Act 2010 to make reasonable adjustments for staff with a disability are met. The Equality Act 2010 makes it unlawful for an employer to discriminate against a disabled person at any point of the employee lifecycle and places a legal duty on the employer to make ‘reasonable adjustments’ to remove any barriers that an employee may face. It defines a disability as:  
“A physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.”

Whilst the Equality Act applies to those with a qualifying disability, and medical evidence is often required to help to establish the nature and effect of the health condition, the University seeks to align its approach to The Equality and Human Rights Commission Statutory Code of Practice, which states: ‘In order to avoid discrimination, it would be sensible for employers not to attempt to make a fine judgement as to whether a particular individual falls within the statutory definition of disability, but to focus instead on meeting the needs of each worker’.

We therefore believe that it is helpful to view the requirements of the Equality Act as a minimum requirement and have committed to working towards an intersectional UoN (Staff) Adjustments Framework allowing us to create the infrastructure to enable us to make workplace adjustments for non-disabled staff who are disadvantaged by other circumstances such as caring responsibilities, fertility treatment, short-term illness/injury, etc. in addition to reasonable adjustments for staff with a disability. We understand that making workplace adjustments for our employees is fundamental to creating an inclusive, safe and supportive environment where everyone can succeed. Look out for the release of the Institutional Disability Equality Plan (released in the Autumn term) for further information.

## What is the purpose of the passport?

The passport is an optional document that is intended to be a live record of any adjustments agreed between the employee and their line manager. It details any impact or issue that can arise due to the interaction between an impairment, condition or other disadvantaging circumstance and the barriers that exist in the workplace that can create a disability or disadvantage at work.

The purpose of the passport is to:

* ensure everyone has a clear record of the agreed adjustments
* reduce the need to re-assess adjustments as a result of changes to an employee’s line manager
* act as a useful template for conversations about current and future adjustments

## Guidance on making reasonable adjustments

The [University's dedicated Adjustment SharePoint site](https://uniofnottm.sharepoint.com/sites/UoNWorkplaceAdjustments) provides employees and line managers with information and advice on:

* the University’s support for disabled staff or those wishing to explore adjustments to aid them in their role
* information on different reasons why individuals might need adjustments
* knowledge of the adjustment process and relevant resources
* case studies to support discussion and decision making

# How to use the passport

## Who should use the passport?

The passport is optional and is aimed at any employee who has a disability or limiting health condition and who requires adjustments to be made in the workplace to enable them to work comfortably and effectively.

## When should the passport be used?

Any new starter or current employee with a disability or limiting health condition can complete the passport with their line manager. It can then be used when an employee moves job or location within the University, or when there is a change to line management or an employee’s role or responsibilities. The passport can also be used when there is a change to an employee’s condition. This may be a permanent change or a short-term change which may require changes to previously agreed adjustments. The passport should be used alongside other support services such as GP notes, Occupational Health Report, DSE Assessments and Personal Emergency Evacuation Plans (PEEPs).

## What if there is a change in line management or role?

If the employee is in the same role and their health condition remains the same, the employee should share their passport with their new line manager, so that the line manager can understand what reasonable adjustments are in place. If the employee’s health condition, impairment or disadvantaging circumstance changes or if they have moved to a new role, department, site, office, desk etc., or there are other changes to their job which means that the adjustments may no longer be appropriate, then the adjustments should be reviewed straight away in most cases.

## Available passport formats

If an employee has access to a computer, it is recommended that the passport is completed digitally on Microsoft Word for ease of completion, review, storage and access. However, employees can also opt to use the print version and hand write their responses if they prefer.

## Storage and access to the passport

The employee is responsible for storing the passport in a secure location. The information within the passport belongs to the employee and will only be visible to them and their line manager unless the employee chooses to share it with another party.

Staff completing the form digitally should keep a copy of the passport in a secure Microsoft 365 location and provide the line manager with a link so that all parties can access the document when necessary.

Staff completing the form by hand are recommended to scan the completed passport, save it in a secure Microsoft 365 location and provide their line manager with a link to the folder so that all parties can access the folder when necessary. Any subsequent reviews should be saved to this same location. Any physical copies should then be securely disposed of by either shredding the document or depositing it in a confidential waste bin.

If you are unsure about how to use Microsoft 365 for this purpose, please speak with your line manager and they will support you. Passport information will not be shared more widely unless staff wish it to be. If for any reason, the employee does not have access to a computer, they should speak with their line manager who will contact Human Resources to agree an alternative plan for storing the passport in line with General Data Privacy Regulations.

# Completing the passport

## Section 1: Personal details

This section asks for details about the employee and line manager and asks for copies of any relevant documents which may be helpful to the line manager in understanding an impairment or limiting health condition and the adjustments needed. This includes any external written advice that the employee is happy to share, for example, from the employee’s GP, Occupational Health Advisor, DSE Assessor, or a Personal Emergency Evacuation Plan.

## Section 2: Adjustment details

This section asks for information about the employee’s impairment or limiting health condition as well as the adjustments that are requested by the employee to be effective at work. Employees are also encouraged to record any disability or health condition that needs no action but which they wish to bring to the attention of their line manager.

## Section 3: Fluctuating conditions, circumstances and impacts

Employees with fluctuating conditions or circumstances are invited to complete this section to provide details of the impact of their health condition or circumstance when things are good and not so good and to explore any temporary adjustments that could prove supportive. This will help the line manager understand the varying impact the condition or circumstance has on an employee at work and to support them as best they can.

## Section 4: Agreed adjustments

This section asks for a record of the adjustments that are agreed by the employee and the line manager. For each adjustment, the employee should summarise the details of the adjustment and state whether the adjustment is permanent/open-ended or temporary (stating the time period if the adjustment is temporary). If more than five adjustments are agreed, employees can add additional adjustments at the end of the list. The employee and line manager are required to sign and date this section to show mutual agreement of the adjustments provided. E-signatures are acceptable for both passport formats.

## Section 5: Review

The passport and agreed adjustments should be reviewed at least annually after workplace adjustments have been put in place. Additional reviews will be at the request of the employee or line manager, for example, if there are changes to their role, impairment or health condition, or if the adjustments are not working for the team or the employee’s performance. The employee should use this section to record any changes to their impairment/health condition and to confirm that the previously agreed workplace adjustments remain appropriate or that new adjustments have been agreed. Each time a review takes place, the employee and line manager are asked to sign and date the agreement. E-signatures are acceptable for both passport formats.

# Contact

For more information or support please [contact Human Resources by email](mailto:HR@nottingham.ac.uk) or by phoning 0115 951 5206 between 9am and 5.15pm, Monday to Friday.