Reasonable Adjustments Passport Print Version

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# Introduction

We have a dedicated Adjustment SharePoint page (available online at uniofnottm.sharepoint.com/sites/UoNWorkplaceAdjustments) that provides information on the different needs for adjustments, support with navigating the process and case studies to support you in deciding what adjustments might be appropriate.

Please use this document in conjunction with the University's Adjustment Passport guidance that can be found on the Adjustments Process SharePoint page (available online at uniofnottm.sharepoint.com/sites/UoNWorkplaceAdjustments).

Completion and implementation of this passport can require significant time and action from line managers and disabled staff. Line managers should be mindful of the potential impact on disabled staff of participating in the process. Support and advice is available by contacting the Human Resources Employee Relations team (HRER@nottingham.ac.uk).

This template is designed for those who would prefer to print the passport and hand-write their responses. We recommend printing the document double-sided. If you need additional writing space for any section, additional space is available on pages 18 and 19. If you run out of space on a particular section, make a note of the page number where the additional information can be found (page 18 or 19) and then on page 18 or 19 make a short note of the relevant section heading that the information refers to.

Please adapt this template as best suits you.

# The Reasonable Adjustments Passport

## Section 1: Personal information

Name:

Line Manager:

Department/School/Faculty/Service:

Summary of disability/health conditions:

### Existing documents about your disability/condition/circumstance(s) and the impacts

Whilst it isn’t necessary to have medical documentation or diagnosis to explore adjustments, you may have some existing documents you wish to share with your line manager to help them understand your disability, other health condition or circumstance(s) and the adjustments needed.

Has any external written advice been given or requested, for example from your GP, Occupational Health, DSE Assessor etc.? (indicate as appropriate)

a) Yes
b) No
c) I am currently awaiting written advice (please detail in the space that follows)

If yes, please include a copy of these documents where possible. You may find it helpful to number the document, make a note of the number below and insert the copy at the end of this document.

E.g. Document 1 – Physiotherapist report

### Personal Emergency Evacuation Plan (PEEP)

Staff and line managers should discuss together whether a Personal Emergency Evacuation Plan may be required. Learn more about Personal Emergency Evacuation Plans on the University's Fire Safety webpage (available online at nottingham.ac.uk/safety/policies-and-guidance/fire/fire.aspx).

Do you need a Personal Emergency Evacuation Plan (PEEP)?
a) Yes
b) No

Do you have a Personal Emergency Evacuation Plan (PEEP)?
a) Yes
b) No
c) Not applicable

If no, please let your line manager know and they will contact the Health and Safety coordinator to resolve this.

If yes, please include a copy of this document. You may find it helpful to number the document, make a note of the number below and insert the copy at the end of this document.

E.g. Document 2 – Personal Emergency Evacuation Plan

## Section 2: Adjustment details

The University's adjustments case studies (available online at uniofnottm.sharepoint.com/sites/UoNWorkplaceAdjustments) provides guidance on some types of adjustments that could be considered. Please include as much or as little detail as may be relevant or helpful to share.

a) Please explain how your disability, health condition or circumstance(s) impacts you within the workplace:

b) Please suggest what adjustments are likely to be effective in addressing these. It is important to remember that not every adjustment will have the desired impact immediately and may need to be trialled for an agreed amount of time and then reviewed by both the line manager and staff member.

Suggestions might be based on your own experiences, case studies, information from other people with similar disabilities or conditions, Occupational Health, Human Resources Employee Relations or other sources.

## Section 3: Fluctuating conditions, circumstances and impacts

When considering adjustments, it may also be helpful to reflect on whether you experience a fluctuating condition, circumstance or fluctuating impact(s). Fluctuating conditions are not specific ‘conditions’; instead, they are features of some health conditions and disabilities. A fluctuating condition is one that is always present but will vary in severity, the frequency of flare-ups, and sometimes the symptoms. Likewise, a fluctuating circumstance could be present such as caring responsibilities at certain times of the week.

You may have some reflections around how your condition, circumstance and/or the impact(s) fluctuate that you wish to share with your line manager to help them understand your lived experience and the possible temporary adjustments that might help when things are not so good.

You may wish to consider the following prompts when reflecting on your condition(s) and/or the impact(s).

a) When things are good, my condition/circumstance(s) may create the following impacts at work:

b) When things are not so good, my condition/circumstance(s) may create the following impacts at work:

c) What temporary adjustment(s), if any, may support you when things are not so good?

## Section 4: Agreed adjustments

This section is for staff and line managers to document agreed adjustments, stating the time period if the adjustment is temporary, for example due to a short-term condition. As mentioned previously, not every adjustment will have the desired impact immediately and may need to be trialled for an agreed amount of time and then reviewed by both the line manager and staff member. Please add as many adjustments as are agreed.

### Adjustment 1

Summary of agreed adjustment:

Open-ended/permanent: Yes / No
Temporary: Yes / No
Start date:
End date:

### Adjustment 2

Summary of agreed adjustment:

Open-ended/permanent: Yes / No

Temporary: Yes / No

Start date:

End date:

### Adjustment 3

Summary of agreed adjustment:

Open-ended/permanent: Yes / No

Temporary: Yes / No

Start date:

End date:

### Adjustment 4

Summary of agreed adjustment:

Open-ended/permanent: Yes / No

Temporary: Yes / No

Start date:

End date:

### Adjustment 5

Summary of agreed adjustment:

Open-ended/permanent: Yes / No

Temporary: Yes / No

Start date:

End date:

Signature of line manager:

Date:

Signature of staff member:

Date:

## Section 5: Review

As previously stated, not every adjustment will have the desired impact immediately and may need to be trialled for an agreed amount of time and then informally reviewed to assess the impact. Line managers should work with the employee to agree appropriate dates for any necessary informal reviews to ensure adjustments are working for the individual. Adjustments must have been reviewed within a twelve-month period. Additional reviews may be requested by the staff member or line manager, for example, if there are changes to the condition, role, or working practices, advances in technological adjustments, and/or if the agreed adjustments are not working.

Use the following page to either confirm that the previously agreed adjustments remain in place and/or that new adjustments have been agreed. Each time a review takes place, sign and date the agreement (you will need to either print additional copies of page 17 when needed or you can write out the headings below on a piece of A4 paper). Information about storage of the passport (including reviews) can be found in the passport storage section on page 20.

### Review template

Date of review:

Any comments:

Signature of line manager:

Signature of staff member:

## Additional writing space

## Additional writing space

# Next steps

The date of the next review should be noted, and steps taken to ensure that this takes place at the appropriate time.

If adjustments may impact on any other colleagues, the staff member and line manager must discuss how this will be communicated to them. Private information about the staff member’s condition or circumstance will not be shared without their explicit consent. Both the staff member or line manager can contact Human Resources Employee Relations (HRER@nottingham.ac.uk) for further advice and guidance if required.

## Passport storage

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.

When a review is due to take place, the review page (page 17) can be printed and then scanned and saved back to the secure Microsoft 365 location alongside the full passport document. When saving any reviews, it would be helpful to name the document clearly e.g. ‘Review 1 – 17.05.2024’.

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.

# GDPR Privacy Notice

The University processes the personal and special category data provided in this Passport to offer any assistance, support or reasonable adjustments staff may need in their role. We recommend that staff following the Passport storage instructions on page 20 to ensure GDPR compliance.

You can find information on your rights as a data subject and how to contact the University’s Data Protection Officer can be found at the University of Nottingham's Data Privacy webpage (available online at nottingham.ac.uk/utilities/privacy/privacy.aspx). Further details on how your information as an employee is processed can also be found there.