Reasonable Adjustments Roles and Responsibilities

This document outlines the roles and responsibilities of individuals in the reasonable adjustment process and should be followed when an individual wishes to request reasonable adjustments on medical grounds for a disability, health condition or if a temporary workplace adjustment is required.

The My Adjustment Passport (MAP) and further information can be found on the University webpages: <https://warwick.ac.uk/services/humanresources/internal/a-z/disabilityandmentalhealth/adjustments/>

# Employee:

* Completion of My Adjustment Passport (MAP) Part 1: Assessment of needs: <https://warwick.ac.uk/services/humanresources/internal/a-z/disabilityandmentalhealth/adjustments/my_adjustment_passport__april_2022.docx>
* Discuss temporary or permanent reasonable adjustments suggested with line manager/HR Business Partner.
* Complete MAP Part 2: Workplace Adjustments in conjunction with line manager.
* Liaise with Access to Work if appropriate for individual assessment and recommendations.
* Complete PEEP independent assessment tool - <https://warwick.ac.uk/services/healthsafetywellbeing/guidance/fire/assistedevacuation>

# Line Manager:

* Liaise with HR Business Partner (HRBP) if advice is required.
* Arrange meeting to consider and discuss completed My Adjustment Passport (MAP) form.
* Discuss temporary or permanent reasonable adjustments suggested with employee.
* Ensure employee has completed PEEP independent assessment tool – <https://warwick.ac.uk/services/healthsafetywellbeing/guidance/fire/assistedevacuation> and any follow up actions are completed.
* Complete referral to Occupational Health **if** medical advice and guidance is required (e.g., new diagnosis, complex requirements, if employee and line manager are unsure of support required). Your HRBP can assist as to whether a referral is required.
* Signpost to additional support that may be required e.g., Access to Work, Employee Assistance Programme (EAP).
* Complete MAP Part 2: Workplace Adjustments in conjunction with employee to agree reasonable adjustments. Wherever possible, reasonable adjustments should be agreed within **2 weeks** of the request from the staff member (<https://www.disabilityemploymentcharter.org/blank>) and implemented as soon as possible after that.
* Liaise with Departmental Administrator (DA) to order equipment related adjustments (cost code available from HR DA).
* Liaise with Departmental Administrator (DA) to arrange for support from the Estates Accessibility Team if reasonable adjustments to the built environment are being considered. DA to contact Estates Accessibility (accessibility@warwick.ac.uk) to advise on possible adjustments before registering a project.
* Keep the employee updated on progress of the implementation of reasonable adjustments.
* Line Manager/ DA to provide employee name, department, agreed adjustments, date agreed and cost (including any Access to Work funding) to HR DA.
* Line Manager/DA to raise an Estates project with central budget cost code for adjustments to the built environment to be made as recommended by the Accessibility Team.
* Ensure any Access to Work deadlines are adhered to and relevant funding is claimed back.
* Ensure the MAP is kept up to date with adjustments agreed/delivered, dates of meetings and key decisions.
* Regularly review reasonable adjustments (at least 6 monthly) to ensure they are beneficial.
* Ensure relevant equipment is returned if employee leaves University employment.
* Ensure that Space Management are made aware of any employees with MAPs/accessibility issues before any office moves and a space change request form is completed with this detail. The employee must be consulted, and their MAP reviewed if they are required to move to a different workspace. If adjustments to the built environment are required in the new workspace, these will need to be agreed as ‘reasonable’ with the employee and Estates before the employee/team is moved.

# Human Resources:

* Provide advice and guidance to employees and line managers on reasonable adjustments.
* Attend meetings with employee and line manager if required.
* Signpost to additional support that may be required e.g. Access to Work, EAP.
* Oversee the adjustments resource account and respond to queries: HRadjustments@warwick.ac.uk
* Provide central budget code to line manager/DA for procurement of adjustments.
* HR DA to record budget spend on spread sheet.
* Promote regular communications regarding reasonable adjustments to raise workplace awareness.

# Occupational Health:

* Undertake health assessment.
* Provide medical advice and guidance to employee and line manager in a report.
* Recommend suitable reasonable adjustments.
* Signpost to relevant external agencies if required.

# Estates:

* To arrange to visit the employee and their representatives if requested by DA or via a Project notification to assess potential reasonable adjustments to the built environment.
* To provide relevant furniture and/or arrange relevant reasonable adaptations to the built environment once MAP process has been completed and a project has been raised with suitable cost codes.
* Furniture webpages: <https://warwick.ac.uk/services/estates/service_centre/furniture/order/>
* Accessibility webpages: <https://warwick.ac.uk/services/estates/accessibility>
* Projects registration webpage: [Project Registration Form | Estates Office | University of Warwick](https://warwick.ac.uk/services/estates/service_centre/register_project/)

# IT Services:

* Respond to requests for software/hardware raised via the IT Service Desk: <https://warwick.service-now.com/sp>
* Install relevant software/hardware.
* Provide technical IT support and advice.

# Useful Resources:

* Social Inclusion Team: <https://warwick.ac.uk/services/socialinclusion>
* Business Disability Forum: <https://businessdisabilityforum.org.uk/>
* Approved taxi supplier for agreed transport arrangements: <https://warwick.ac.uk/services/finance/procurement_and_insurance/approved_suppliers/currentcontracts/taxi>
* Accessibility webpages: <https://warwick.ac.uk/services/estates/accessibility>
* Furniture webpages: <https://warwick.ac.uk/services/estates/service_centre/furniture/order/>
* Projects registration webpage: [Project Registration Form | Estates Office | University of Warwick](https://warwick.ac.uk/services/estates/service_centre/register_project/)
* PEEP independent assessment tool - <https://warwick.ac.uk/services/healthsafetywellbeing/guidance/fire/assistedevacuation>
* Disability Employment Charter: https://www.disabilityemploymentcharter.org/blank

**Table 1:**

# Overview of reasonable adjustment process:

1. Employee completes MAP and discusses with manager/HRBP.
2. Option to seek Occupational Health advice (manager led with support from HRBP if required) or Access to Work process (employee led) or Estates Accessibility guidance (manager led).
3. Once adjustments are agreed with costs confirmed email: HRadjustments@warwick.ac.uk
4. HR will provide central cost code and log adjustments including dates adjustments are in place.
5. Any equipment can be ordered by department’s DA and date adjustments effective should be confirmed to HR. DA should raise a project for any reasonable adjustments to the built environment.
6. Manager to ensure regular reviews take place (and consider Access to Work timeframes).