



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

## **Disability Passport – Guidance Tailored Adjustment Agreements**

A Disability Passport is a record of the reasonable adjustments that have been agreed between an employee and their line manager. The purpose of the passport is to provide a framework for discussions between employees and managers in order to agree adjustments required, record the outcome of these discussions and to provide any new manager with details of agreed adjustments.

### **When the agreement should be used**

The agreement should be used when any employee requests adjustments as they have a disability that affects them at work. The employee may make the request following medical advice from the GP or WDC's Occupational Health adviser. The arrangements may be short term – e.g. in the case of a phased return to work following absence, or can be a longer term arrangement.

There may be an existing arrangement, not formally recorded and this agreement provides an opportunity to formally record adjustments. Managers should also consider that new employees may require a reasonable adjustment at work, as advised by WDC's Occupational Health as part of the Joint Board's pre-employment health screening process, and should use the agreement to record this. Managers should seek advice from WDC's Human Resources as required.

### **Advice and Support**

Advice and guidance to support the Disability Passport can be sought from Occupational Health and WDC's HR.

There should be an initial meeting between the employee and the manager to discuss and agree required adjustments. The Disability Passport is used as a framework for the discussion. Primarily the discussion takes place between the employee and their current line manager. If necessary WDC HR can attend the initial meeting to provide advice on what may be considered reasonable adjustments. If they so wish, employees may be supported at any meetings by a colleague or trade union representative.

### **Meeting to discuss the Disability Passport**

At the meeting full consideration will be given to the adjustments requested by the employee taking into account the advice provided by medical professionals, WDC's Human Resources and the exigencies of the service. This will include exploration of all alternative options, length of time that tailored adjustments will be required, timescales for review, etc.

## **Recording the Outcome**

Once the adjustments have been agreed they should be recorded on the form and the form signed by the manager and the employee.

Once the form has been signed, the employee should retain a copy and ensure it is made available to any new manager or if they change jobs. A copy of the form will be recorded in the employee's personnel file.

## **What happens if there are changes to the agreement?**

It is the employee's responsibility to discuss and agree with their manager any change to the adjustments. This may be due to a change in their condition, work location or working arrangements.

The Disability Passport travels with an employee throughout the employment cycle and should be reviewed as part of any changes to their current role or if an employee transfers to another role. When a Disability Passport is updated a copy should be placed in the employee's personal file.

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