



From mountain to sea

Guide to Reasonable Adjustments

This guide is intended to help managers / supervisors understand what a reasonable adjustment is and how to implement.

Under the Equality Act 2010 an employer has a duty to make reasonable adjustments to ensure disabled people are not disadvantaged in the workplace.

The Equality Act covers:

- Mental health conditions
- Learning difficulties, e.g. Dyslexia, Dyspraxia
- Significant mobility difficulties
- Respiratory conditions, e.g. asthma
- Cardiovascular diseases, e.g. heart disease
- Multiple Sclerosis, Epilepsy
- Cancer, HIV
- Hearing or sight impairments

The Council are required to make reasonable adjustments when they are aware or should reasonably be aware of an employee's disability. Failure to make 'reasonable adjustments' for disabled employees could result in a disability discrimination claim.

Reasonable adjustments can also be implemented following a period of illness where no disability exists.

When deciding whether an adjustment is reasonable you need to consider:

1. Will it be effective in overcoming or reducing the disadvantage in the workplace?
2. Is it practical to make the adjustment?
3. Can we afford to make the adjustment?
4. Will the adjustment have an adverse impact on the health & safety of others?

You also need to take into account the size of the organisation. As Aberdeenshire Council is a large organisation we are better placed to make larger adjustments than small businesses given the greater access to resources.



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Manager's responsibilities

The Line Manager should meet with the employee to discuss their condition and any reasonable adjustments which can be made to help them at work.

Recommendation for reasonable adjustments can come from a number of sources such as the employee, the employee's GP, our Occupational Health provider, or the Health and Safety Team, etc. However, it is the line manager's responsibility to decide what reasonable adjustments can be made and how these may impact on service delivery, etc.

When adjustments have been implemented it is good practice to document these using the [Tailored Adjustment Agreement](#).

It is important if you cannot accommodate the adjustment that you have a clear justification for this, which you record.

Examples of reasonable adjustments: -

1. Making adjustments to premises / practices
2. Adapted or new equipment
3. Reduction to working hours (temporary or permanent basis)
4. Different working patterns
5. Relocation of work (temporary or permanent basis)
6. Temporary light duties

This is not an exhaustive list.

It is important that reasonable adjustments are reviewed to ensure that any adjustments made continue to be relevant.

An adjustment can be permanent or temporary depending on the individual's disability /illness and service requirements.

Access to work

Employees may be able to access funding from the scheme "Access to Work" which can help contribute towards cost for things such as transportation to and from work, additional support at work and equipment. Aberdeenshire Council will be expected to contribute the initial £100 and 20% up to £10,000. It is the employee's responsibility to apply for Access to Work an up to date information can be found on <https://www.gov.uk/access-to-work> website