

**03 October 2025**

## **Reasonable adjustments**

### **1 - A copy of your reasonable adjustments policy.**

Please find attached our regional HSC Disability Equality Policy which details our duty as an employer to make reasonable adjustments, examples and signposting to support including HR. I have also attached our Ability Passport which disabled staff may opt to use to record agreed work place reasonable adjustments. Please click **HERE** to access the Regional HSC Disability Toolkit which also provides guidance on reasonable adjustments for staff and managers. I also enclose a copy of the BHSCT Management of Attendance Protocol which highlights the steps Managers should take regarding reasonable adjustments to support staff either remain in work or return to the workplace following a period of absence.

Please note that where redactions have been made, this information is exempt from release under S40(2) Personal Information relating to a third party and S38 Health and Safety.

With regards to Staff names, telephone numbers and email addresses, this information is exempt under Section 40(2) of the Freedom of Information Act 2000 which relates to personal information relating to a third party. Information of a personal nature is exempt from release where its disclosure would constitute a breach of the principles of the GDPR 2018.

This information is also exempt under Section S38 of the Freedom of Information Act 2000 which relates to Health and Safety. This is to protect staff from being targeted (for example on social media) and not to leave them exposed to harassment.

### **2 - Over the past three years, how many individuals have applied for a role within your organisation and indicated that they require reasonable adjustments during the recruitment process? If possible please provide a breakdown of whether the adjustments are for physical disabilities, specific learning disabilities etc.**

Applicants are asked on their application form and when invited to interview if they require reasonable adjustments during the selection process. This information is managed locally by the Chairperson of the panel. It is therefore not possible to provide this information.

### **3 - Within the same period, how many individuals who required reasonable adjustments were subsequently appointed? If possible please provide a breakdown of whether the adjustments are for physical disabilities, specific learning disabilities etc.**

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This information is not available as requested.

**4 - How does your organisation ensure that reasonable adjustments are effectively implemented?**

The HR Improving Working Lives Team and also the Attendance Management Team ensure that any adjustments are effectively implemented. This involves directly working with the member of staff or applicant, liaising with disability organisations, Occupational Health, Trade Union colleagues. HR only have oversight of those adjustments that are highlighted to them directly via the individual, service manager or Occupational Health and it should be noted that many reasonable adjustments are effectively implemented and successfully managed at local level without HR intervention.

**5 - Does your HR Equality & Diversity team follow up with employees requiring reasonable adjustments? (Yes/No)**

Yes, but only with regards those requests that we are involved in or have been advised of and guidance and support has been sought by the individual or manager.

**6 - Is there a process in place to periodically review and update reasonable adjustments based on employees' needs?**

These are managed on a case by case basis in partnership with the individual and manager. Individual cases that HR are actively supporting may have specific follow up trial periods or dates to reconvene and review

**7 - Within your organisation, is it the responsibility of the employee, upon appointment, to communicate their reasonable adjustments to line management and ensure they are implemented? Or is the employees needs communicated to line management before their appointment?**

Employees prior to their appointment to the Trust will be assessed by Occupational Health as part of the pre-employment check process. If adjustments are recommended at this stage, a discussion should then take place between the employee and the manager.

**8 - In the past three years, how many employment tribunal claims have been filed related to the failure to implement reasonable adjustments?**

The Human Resources, Employee Relations Team, Belfast Health and Social Care Trust are aware of 11 individuals who have filed Industrial Tribunal claims relating to the failure to implement reasonable adjustments within the past three years, (from the period 10 September 2022 until present).

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**9 - Does your organisation allocate specific roles or positions for individuals with disabilities to support their employment?**

Yes, the Senior HR Officer within the Improving Working Lives Team undertakes support regarding adjustments, supporting and signposting staff and managers and working in partnership with organisations including Access to Work and Employers for Disability. In addition, our Occupational Health colleagues has a number of clinical staff to support individuals and identify timely, person centred adjustments.