

ABILITY PASSPORT

This Ability Passport has been developed in partnership with UNISON and Employers for Disability NI.



Contents	Pages
Ability Passport Cover sheet	1-3
Reasonable Adjustment Duty	4
What is an Ability Passport?	5
Keeping the Passport up to date	6
Ability Passport	7
Section 1: The Barriers I Experience & Significant Effects	8
Section 2: The Adjustments Agreed	9
Section 4: Other Relevant Information	10
Section 5: Updating your Passport	11

Reasonable Adjustment Duty

The Disability Discrimination Act 1995 (DDA) as amended in Northern Ireland states that an example of how discrimination can occur is when an employer fails to comply with the duty of reasonable adjustment in relation to a disabled person.

Reasonable adjustments are practical ways to remove certain disadvantages faced by a person with a disability and enable them to carry out the duties of their job. The DDA states that the duty to make reasonable adjustments applies where any physical feature of the employer's premises, or any practice, policies or criteria or working patterns made by the employer, place a disabled person at a substantial disadvantage compared with a non-disabled person.

Considering reasonable adjustments is a legislative duty under the Disability Discrimination Act. Common misconceptions held about this requirement consider that measures are likely to be expensive and inconvenient, but this is not true. Often, very simple adjustments can make a huge difference to an individual and consequently enables them to remain in work, carrying out their job.

Aside from adhering to legislative requirements and duties placed under the legislation, there is a valid business case attached to accommodating and being proactive in the provision of reasonable adjustments. Often they are not costly but can save a great deal by preventing a staff member being off work on long-term sickness absence. Also, taking this proactive approach will undoubtedly assist how staff carry out their duties and encourage positive morale in the workplace.

We encourage employees and managers to read the Belfast Trust Disability Toolkit in conjunction with this document:

<https://view.pagetiger.com/disabilitytoolkit>

What is an Ability Passport?

An Ability passport is a document completed by an employee who is disabled and their line manager. It provides a framework within which to discuss the employee's health and what changes can be made at work to assist them.

Adjustments are made within the context of an employee's current job role. Where an adjustment is required or recommended, the employee and line manager should meet to discuss. Input or guidance may be required from Occupational Health and or Human Resources. Once any adjustments or adaptations have been agreed, the document is signed by both parties to indicate that the adjustments will be made. If there is a change of line manager, the employee should share the passport with them to ensure a shared understanding of the agreed adjustments.

The purpose of the passport: -

- To ensure that everyone is clear about what adjustments have been agreed and a record of these has been made;
- Reduces the time needed to reassess and renegotiate adjustments when a new line manager has been appointed.
- Provide an employee and their manager with the basis for future conversations about adjustments and ongoing support and awareness regarding their needs.

Where an employee applies for a new role, the adjustments for the recruitment and selection process, will need to be requested through the normal recruitment process. Where an employee changes job, the ability passport will need to be reviewed in the context of the new job role.

Keeping the Passport up to date

After the initial discussions have taken place and reasonable adjustments identified and implemented, it is recommended that the passport and the agreed reasonable adjustments should be reviewed at least six months between the employee and line manager after the adjustments have been put in place (earlier review may be required). Ongoing, periodic reviews thereafter should be agreed between the employee and line manager to reflect the nature of the adjustments required. This is mainly for two reasons:

- To ensure they remain effective in removing any identified workplace barriers.
- Where they no longer meet the employee's requirements or are no longer necessary due to a change in circumstances, to allow a timely conversation to take place to identify any changes to adjustments made.

Changes to the type of reasonable adjustments that need to be considered are not uncommon. They can change for a number of reasons, including technological advances that may mean there are better ways to overcome workplace barriers, changes to their role or changes to their condition/disability.

Further reviews will be at the employee or line manager's request, and/or when there is any change to their role or health condition that might create additional barriers. A check in these circumstances can ensure the adjustments are still appropriate and effective. Advice from HR is available throughout the process.

Ability Passport

Employee Name:

Job Title:

Place of Work:



This is your Ability Passport, which you own and take with you throughout your employment within Belfast Health & Social Care Trust.

The Passport is a document where you can store any information you would like to about your disability, long term health condition or mental health issue.

You can use this Passport to tell a new line manager about the effects of your disability and anything you have in place in the workplace, which enables you to carry out your role. For example, this could be:

- a different start and finish time
- ways of communicating at work
- more regular breaks at work
- a specific seat at your desk
- modifications to your desk
- any appointments you regularly need to attend to stay well at work.
- adjustments in the application of any Trust policy and procedure i.e. Management of Attendance Protocol.

You should discuss with your Line Manager any changes to the information within the Passport when you need to. Following this discussion record any changes or updates on the back page of the Passport.

Section 1: The Barriers I Experience

Thinking of your job and the tasks you undertake, please explain the barriers you face due to your disability.

For example:

- any tasks you need help with or cannot do easily;
- any tasks which may take longer for you to carry out;
- any diagnosis you feel would be helpful for your manager to know;

Please outline any adjustments which may be required during periods when, due to your disability, you experience more significant effects.

Section 2: The Agreed Adjustments

Please list the adjustments including advice received from Occupational Health, that you need to prevent or reduce the barriers you experience at work.

For example:

- Technology and equipment;
- Changes to working patterns including times of the day that work best for you;
- Changes to the workplace;
- Methods of communication.

Section 3 – Other Relevant Information

Please outline any other information relevant to your disability.

For example:

- Recommendations from Occupational Health;
- Things that can trigger or exacerbate the disability and how these can be minimised;
- Support from any disability organisation;
- A procedure if you become unwell.

Agreed Duration of Adjustments : _____

Your Signature: _____ **Date:** _____

Line Manager Signature: _____ **Date:** _____

Updating Your Passport

You should discuss with your Line Manager any changes to the information within the Passport when you need to. Following this discussion, record any changes or updates within the relevant section of the Passport and note the dates and signatures below.

Please ensure both you and your manager sign the Passport.

New line managers of individuals with a Passport must accept the adjustments outlined in the agreement and ensure that they continue to be implemented.

Date	Any required updates	Employee (signed)	Manager (signed)