



Keeping our communities
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New Workplace Adjustment Policy and Reasonable Adjustment Passport (RAP)



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Background and History

Produced by Staffordshire
for FOI 23088



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Why is this important?

Disability Facts;

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal day-to-day activities.

What 'substantial', 'long-term' and 'day-to-day activities' mean:

- 'Substantial' is more than minor or trivial, eg it takes much longer than it usually would to complete a daily task like getting dressed.
- 'Long-term' means 12 months or more, eg a breathing condition that develops as a result of a lung infection.
- 'Normal day-to-day activities' is defined as something you do regularly in a normal day. This includes things like using a computer, working set times or interacting with people.



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Why is this important?

Disability Facts;

- There are around 13.3 million people living with a disability or long-term condition in the UK (that's 1 in 5 people); 19% are of working-age.
- 83% of disabilities are acquired, with the average age of acquiring a disability being 53.
- Over 90% of disabilities are not immediately visible. Staffordshire Police almost certainly already employ more disabled people than you may think we do.
- People with a disability are more likely to experience discrimination at work than non-disabled people, 19% compared to 13%.
- 1 in 4 people experience mental ill health each year. Suicide is the leading cause of death for men aged 15-49.



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Why is this important?

Carers Facts;

- If you're looking after someone who is elderly or disabled, the law will protect you against direct discrimination or harassment because of your caring responsibilities. This is because you're counted as being '**associated**' with someone who is protected by the law because of their age or disability.
- **Direct discrimination:** This is where you're treated less favourably than someone else because you're caring for an elderly or disabled person. At work this could include your employer:
 - *refusing to offer you a job because of your caring responsibilities*
 - *treating you less favourably because of your caring responsibilities*



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Why is this important?

Carers Facts;

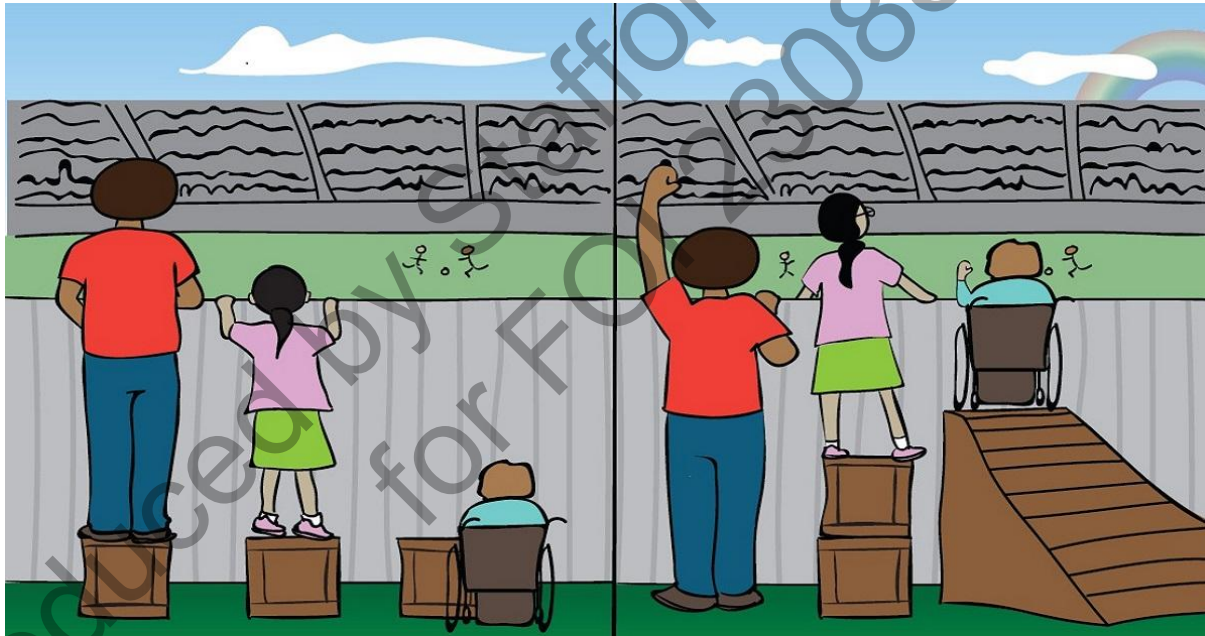
- 1 in 8 adults are carers (6.5million people) and will increase to 9 million by 2037.
- 58% of carers are women and 42% are men.
- Over 1 million people care for more than one person.
- Over 3 million people juggle caring with work, however the significant demands of caring mean that 1 in 5 people have to give up working altogether.
- People providing high levels of care are twice as likely to be permanently sick or disabled.
- 72% of carers said they had suffered mental ill health as a result of being a carer and 61% said they had suffered physical ill health.



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Why is this new policy important?



Diverse teams perform better!



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Why is this new policy important?

- This is Staffordshire's first Workplace Adjustment Policy.
- It is about adjustments for colleagues with disabilities or long-term conditions as well as those with caring responsibilities.
- Sets out clearly what the organisations', line manager's and individual's responsibilities are.
- Communicates the process for requesting adjustments.



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What does this new policy say?

- Strongly recommends that individuals complete a Reasonable Adjustment Passport (RAP).
- The policy provides awareness and information about what a reasonable adjustment is and legal entitlement.
- Communicates how to request adjustments – flowcharts to show process.
- States action to provide adjustment needs to be started within 7 working days and concluded as soon as possible and without unnecessary delay.
- Self-referral as well as manager referral into new service.



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What does this new policy say?

- Asks relevant questions to determine needs of individual.
- Ensure that both parties, the individual and the employer, have an accurate record of what has been agreed.
- Minimise the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located or assigned a new manager within the organisation.
- Considers impact of adjustments on manager and team.
- Requires review at least every 12 months and sooner if needed if circumstances change.



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What are YOUR responsibilities?

- As the employee, the agreement allows you to:
 - Explain the impact of your disability/condition/caring responsibilities on you at work.
 - Suggest adjustments that will make it easier for you to do your job.
 - Offer further information from your doctor, specialist or other expert.
 - Request an assessment by Occupational Health (OH), Access to Work (AtW) or another expert.
 - Review the effectiveness of the adjustments agreed.
 - Explain any changes in your condition or circumstances.
 - Be reassured that your manager knows what to do if you become unwell at work and who to contact if necessary.
 - Know how and when your manager will keep in touch with you if you are absent from work because of illness or a disability related reason.



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What are YOUR responsibilities?

- As the manager, the agreement allows you to:
 - Understand how a particular employee's disability/condition/caring responsibilities impact them at work.
 - Explain the needs of the business within the Force.
 - Explain the Force attendance policy and reasonable adjustments.
 - Recognise signs that an employee might be unwell and know what the employee wants you to do in these circumstances including who to contact for help.
 - Know how and when to stay in touch if the employee is off sick.
 - Consider whether or not the employee needs to be referred for an assessment by Access To Work (preferred), Occupational Health or another expert.
 - Review the effectiveness of the adjustments already agreed and explain any change in the employer's circumstances.



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Sections within the new Reasonable Adjustment Passport

Part 1 – Employee Wellness at Work

Part 2 – Absence from work

Part 3 – Return to Work

Part 4 – Declaration

Part 5 – Emergency Contacts

Part 6 – Managers Supplemental



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Dyslexia Assessors Network and Access to Dyslexia Assessments

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What is Dyslexia?

- Common learning difficulty that causes problems with reading, writing and spelling.
- 1 in every 10 people in the UK has some degree of Dyslexia, with 4% having it severely.
- It is protected by the Equality Act 2010 as it can inhibit individuals in fulfilling their potential.
- Legal obligation on employers to put in place reasonable adjustments to overcome barriers and support individuals to effectively undertake their role.
- It isn't a learning disability – intelligence and aptitude are not impacted by Dyslexia.



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Common signs and symptoms of Dyslexia;

- Challenges around presentation of written work which can lead to lack of expression in their work.
- Challenges around writing reports.
- Difficulties revising for examinations.
- Difficulty taking notes or copying due to their way of processing information.
- Struggling to remember things such as a password or telephone number.
- Struggling to meet deadlines.



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Strengths of Dyslexia;

- **Seeing the bigger picture.** People with dyslexia often see things more holistically. They miss the trees but see the forest.
- **Improved pattern recognition.** People with dyslexia have the ability to see how things connect to form complex systems, and to identify similarities among multiple things. Such strengths are likely to be of particular significance for fields in policing, science and mathematics, where visual representations are key
- **Thinking outside the box – problem solving.** Those with dyslexia are well known for having sudden leaps of insight that solve problems with an unorthodox approach. This is an intuitive approach to problem solving that can seem like daydreaming.



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What do all these famous
people have in common?

