Workplace Adjustment Passport
NHS England and NHS Improvement
September 2019

Do you require support or adjustments to manage a long-term condition or impairment at work? This document is designed to help you capture a record of the adjustments you need and what has been agreed with your line manager. You can take this record with you as you move around the organisation.

How to use the Adjustment Passport

• This is basically a template to help you agree and record support and access adjustments with your line manager. Using it is optional.
• Use in 1:1s during your time working with the organisation, and throughout the Phase 3 change programme.
• Review together as needed to check adjustments are effective.
• Take the passport with you as you move from role to role; if your line manager changes; as you travel; or change base.
• Generally, line managers have a role to play in agreeing what is reasonable.
• Under the Equality Act 2010 and our Public Sector Equality Duty, the employer must provide reasonable adjustments for disabilities:
  o On request, when an individual asks for an adjustment.
  o In advance, for example if it is clear that adjustments are required, the employer should not wait to be asked.
• Further guidance is available to help ensure adjustments happen promptly when required:
  o Steps for NHS Improvement colleagues and for NHS England colleagues.
  o Contact your HR team for specific advice
  o New Reasonable Adjustments Resource from the Equality and Human Rights Commission which has lots of examples.
**Section 1: Current arrangements**

1. Employee details
   - Name
   - Job title
   - Job role and responsibilities

2. Line Manager details
   - Name
   - Job title

3. Details of requirements and adjustments identified or agreed
   - For example, day to day
   - For example, when travelling for work?
   - For example, to manage routine, immovable health appointments?
   - For example, during a flare-up or bad day?
   - ......
   - ......

4. Employee signature

5. Line manager signature

6. Date agreed

**Section 2: Record of previous arrangements**

The following headings are used to keep a written record of when the Passport is reviewed or updated.

1. Most recent update
   - Review Date
   - Updates made
   - Reasons for updates
   - Employee signature
   - Line manager signature
2. Previous update
   • Review Date
   • Updates made
   • Reasons for updates
   • Employee signature
   • Line manager signature

Section 3: Supporting information

1. Has outside guidance been sought?
   • List with outcome and date
   • What further action needs to be taken to progress the above?

2. Has a Display Screen Equipment assessment been carried out on ESR?
   • List with outcome and date
   • What further action needs to be taken to progress the above?

3. Personal Emergency and Evacuation Plan (or PEEP) in place if required?
   • Employees must follow their respective employer’s instruction with regards to PEEPs
   • List with outcome and date
   • What further action needs to be taken to progress the above as soon as possible? By who and when?

4. If the requirements relate to Flexible Working, has your organisational policy been followed?
   • List with outcome and date
   • What further action needs to be taken to progress the above?

Note

The agreements enclosed are confidential between the employee and line manager.

Records are to be kept by the employee. It is their choice to share the completed Passport with any new line manager.

Use of this template is voluntary; it is not a legal document.

Further sources of support

• Your wellbeing while at work
• Wellness Action Plan from Mind to support mental health at work
• Diversity and Inclusion offer
• HR and Organisation Development

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