

Disability Passport Policy

1. Introduction

- 1.1 Sandwell Metropolitan Borough Council is fully committed to providing an inclusive working environment for every employee.
- 1.2 A disability passport is a voluntary document completed by an employee and their line manager. It provides a framework within which to discuss the employee's disability and health, and what changes can be made at work to assist them.
- 1.3 The disability passport is designed to provide a documented record of an individual's needs, which will allow them to function to their full potential in a supportive and encouraging environment.
- 1.4 This policy has been developed in accordance with the Equality Act 2010, Health and Safety at Work Act 1974, UK Employment Legislation, Home Office and ACAS Guidelines.

2.0 Key Principles

- 2.1 This policy should be read in conjunction with the Disability Passport guidance document.
- 2.2 In addition, managers should familiarise themselves with 'Employees with Disabilities, Manager's Safety Guide Checklist and Action Plan'. This is a guide produced by Sandwell Council's Health and Safety Unit.
- 2.3 That this policy supports the Council's equality policy and its commitment to equality.
- 2.4 Sandwell Council believes that all employees deserve the opportunity to realise their full potential, and that all reasonable steps must be taken to ensure that policies, practices and culture do not discriminate against employees with disabilities.
- 2.5 Sandwell Council recognises that some employees with disabilities may not have a formal diagnosis or assessment, and that a lack of diagnostic support can be a barrier in the workplace for both managers and employees.
- 2.6 Employees with disabilities may face discrimination and stigma in wider society, and they may be unwilling to disclose a diagnosis.

- 2.7 Each employee is unique and that there can be a high degree of overlap between multiple conditions. Consequently, any support needs must be identified and implemented on the basis of personal evaluation and individual need.

3. Scope

- 3.1 The policy applies to all employees of Sandwell Metropolitan Borough Council.
- 3.2 The policy applies to both employees who have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities, as defined under the Equality Act 2010, and those who may not yet have a formal diagnosis or assessment.

4. Roles and Responsibilities

- 4.1 All employees are responsible for:

- Taking a personal responsibility to look after their health;
- Being open and honest in conversations with managers, Human Resources and Occupational Health;
- Understanding any necessary adjustments their colleagues are receiving because of their symptoms.

- 4.2 All line managers should:

- Familiarise themselves with the Disability Passport Policy and guidance;
- Be ready and willing to have open discussions about an employee's disability, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally;
- Refer to the guidance before agreeing with the individual how best they can be supported, and any adjustments required;
- Record any adjustments agreed, and actions to be implemented;
- Ensure ongoing dialogue and review dates;
- Ensure that all agreed adjustments are adhered to.

- 4.3 Where adjustments are unsuccessful, or if the issues are particularly complex, the Line Manager may:

- Refer the employee to Occupational Health;
- Review the Occupational Health advice, and implement any recommendations, where reasonably practical;
- Continue to review.

4.4 The role of Human Resources is to:

- Offer guidance and support to managers and employees on the interpretation and application of this scheme.
- Monitor and evaluate the effectiveness of this scheme via the normal policy review process and best practice.

5. Implementation, Review and Termination

- 5.1 Once adaptations have been agreed the document is signed by both parties to indicate that the adjustments will be made and upheld. This means that if the employee's line manager changes they do not have to explain their requirements again and that the current arrangements will not be withdrawn.
- 5.2 The disability passport will be 'owned' by the employee, although a copy of the passport should be held by both the individual and their line manager. It will also be available to HR employees and any new managers who they report to in the future, as appropriate.
- 5.3 The document will be reviewed every 12 months, or if the employee initiates an earlier review. Examples could include:
- The disability or health condition changes
 - Personal circumstances change
 - Job requirements change
 - A change of post
 - A change to the working environment
- 5.4 Employees have the right to withdraw their disability passport at any time during their employment.

This policy was developed in conjunction with Sandwell Council's Occupational Health Unit, the Health & Safety Unit and its recognised Trade Union colleagues.