

Appendix B

Diversity impact assessment

TITLE
New Policy: Reasonable Adjustments
DATE
10/03/2025
LEAD OFFICER.
Nick Morgan, HR Business Partner
1 Summary description of the proposed change
What is the change to policy / service / new project that is being proposed? How does it compare with the current situation?
<p>The council has recognised the need to support employees with disabilities by providing reasonable adjustments where required to improve their working environment and reduce barriers in how individuals can work.</p> <p>The policy aims to formalise the process and ensure consistency across all departments. The background leading to this report includes feedback from employees, legal requirements, and best practices from other councils as well as research from CIPD and ACAS.</p> <p>A Reasonable Adjustment Policy is important to support employees who may need support ranging from physical support (chairs/desks) ICT support (software such as speech to text) or other support such as flexible working which impacts both organisational culture and individual and organisational performance. As a result, the new policy aims to improve and communicate:</p> <ul style="list-style-type: none"> • The council's overall commitment to supporting the health and wellbeing of employees • Elimination of discrimination • positive action towards providing support for those with disabilities <p>This policy aims to support the implemented EDI strategy and policy as well as other relevant policies such as the Managing Sickness and Absence Policy. The policy will help to embed the councils commitment to providing an equitable working environment and support any other related activities relating to EDI such as the delivery of the Council's Equality Board objectives and being compliant with relevant legislation.</p> <p>This policy will assist with compliance with the Equality Act 2010 and the Public Sector Duties regulations 2011, which sets out our general duty as a public service provider is to have due regard to consider all individuals when carrying out the council's day-to-day work, whether it is shaping policy, delivering services or in relation to our employees, to:</p>

- Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

This is a new policy which will help to improve awareness and consistency of support across the council.

2 Summary of evidence used to support this assessment

E.g. Feedback from consultation, performance information, service user.
E.g. Comparison of service user profile with Medway Community Profile

The revised policy was shared with Employee Groups and Trade Unions. Feedback provided was considered and incorporated as required.

A desktop benchmarking exercise was carried out to seek policy comparisons with other public sector organisations. In addition, ACAS, CIPD, XpertHR, GOV.UK websites were used to ascertain best practice in the workplace.

3 What is the likely impact of the proposed change?

Is it likely to:

Adversely impact on one or more of the protected characteristic groups

Advance equality of opportunity for one or more of the protected characteristic groups

Foster good relations between people who share a protected characteristic and those who don't

(insert Yes when there is an impact or No when there isn't)

Protected characteristic groups (Equality Act 2010)	Adverse impact	Advance equality	Foster good relations
Age	No	Yes	Yes
Disability	No	Yes	Yes
Gender reassignment	No	No	No
Marriage/civil partnership	No	No	No
Pregnancy/maternity	No	Yes	Yes
Race	No	No	No

Protected characteristic groups (Equality Act 2010)	Adverse impact	Advance equality	Foster good relations
Religion/belief	No	No	No
Sex	No	No	No
Sexual orientation	No	No	No
Care experience	No	No	No
Other (e.g. low income groups)	No	No	No

4 Summary of the likely impacts

Who will be affected?

How will they be affected?

This policy outlines Medway Councils commitment to promoting equality, diversity, and inclusion in all aspects of its work.

To create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

All areas of the workforce will likely be affected as EDI commitments will influence the culture of the organisation and by supporting those with protected characteristics, both in employment and as part of the recruitment process, it could be argued that with clear support for EDI this will enhance employee experience across the employee lifecycle, especially for those with protected characteristics and who those who require reasonable adjustments to assist their work.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

What alternative ways can the Council provide the service?

Are there alternative providers?

Can demand for services be managed differently?

No adverse impacts are likely from the implementation of this policy, the new policy aims to improve awareness and consistency across the council.

6 Action plan

Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence

Action	Lead	Deadline or review date
Monitor requests for reasonable adjustments through service desk requests.	HR/ H&S Lead	2028
Monitor casework relating to number of concerns/issues/patterns	ER Team	2028

7 Recommendation

The recommendation by the lead officer should be stated below. This may be: to proceed with the change, implementing the Action Plan if appropriate, consider alternatives, gather further evidence

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

It is recommended that the new Reasonable Adjustment Policy is adopted to support the councils overall commitment to health and wellbeing and supporting those who require accomodations to work effectively and in a way that does not have a detrimental impact on their health.

There are no likely adverse impacts noted as part of this DIA. Monitoring of the effectiveness of the policy will be carried out through the analysis of HR data and from any feedback received from the wider organisation. Following the launch of the policy (and through any training provided) feedback will be requested to review and amend as required.

8 Authorisation

The authorising officer is consenting that the recommendation can be implemented, sufficient evidence has been obtained and appropriate mitigation is planned, the Action Plan will be incorporated into the relevant Service Plan and monitored

Assistant Director

Sam Beck-Farley – Chief Organisational Culture Officer

Date of authorisation: