Personal Adjustment Passport.

Introduction

Short and long-term health conditions will sometimes require an adjustment at work, especially those conditions which may fall under the Equality Act 2010.

Coventry City Council are committed to supporting those with health conditions and remove or reduce barriers in the workplace that disabled people face.

This adjustment passport is a record of the agreed adjustments between the manager and the employee to support the employee at work due to a health condition, impairment or disability. It is for the employee to keep and pass on to those who need to know about any impact or issue arising from their condition that can affect them at work.

Aim

* To make sure that everyone is clear and has a record of what adjustments have been agreed, for which job role and when.
* To have an agreed format for the employee to share with their manager and to ensure new managers are aware of the adjustments
* To make it easier to reassess adjustments on change of job or relocation
* To provide the employee and their manager with the basis for future conversations about adjustments.
* This passport should be reviewed regularly to check if the adjustments are still appropriate and effective for the employee (at least every twelve months, or sooner if there is any changes to the job or their condition)

**It is the employee's responsibility to keep a copy of the Adjustment Passports and provide it when necessary.  
A copy of the Passport will also be kept by the manager.  
A copy may need to be provided to the Occupational Health Service and/or Human Resources where required, to effectively support the employee in the workplace.**

**To understand how to use the PAP, please join on the PAP webinar 11th July 2024. To book on contact adam.munslow@coventry.gov.uk .**