



**HEDDLU
GOGLEDD CYMRU
NORTH WALES
POLICE**

Response Date:11/09/2025

2025/965 - Workplace adjustments

In response to your recent request for information regarding;

Regarding the Working with a Disability policy, I would be very grateful if you could provide copies of the workplace adjustments flowchart (paragraph 7) and workplace adjustments passport (paragraph 7.3)

Please find attached.

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST
UNDER THE FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 10/09/2025

Pencadlys yr Heddlu,
Glan-y-Don, Bae Colwyn LL29 8AW
www.heddlugogleddcymru.police.uk

Police Headquarters,
Glan-y-Don, Colwyn Bay LL29 8AW
www.northwales.police.uk

**Yn gwneud Gogledd Cymru'r lle mwyaf diogel i fyw, gweithio ac ymweld yn y DU
Making North Wales the safest place to live, work and visit in the UK**



Workplace Adjustments Passport

Name	
Payroll number	
Current role title	
Line Managers name	

The following adjustments have been agreed:

-
-
-
-

[IF APPLICABLE] The following considerations around communication will also assist me:

-
-
-
-

[IF APPLICABLE] I feel that my condition brings the following strengths to my role and the workplace:

-
-
-
-

Authorised by the HR & Training Support Officer:

Name	
Date	

To be saved as a pdf document once complete



Workplace Adjustments Passport

1. Introduction

What is a Workplace Adjustments Passport?

The Workplace Adjustments Passport is used to facilitate conversations about changes to work or working practices that support people who are experiencing barriers in the workplace.

The main functions of the Passport are:

- To provide a structure to support a conversation between an employee and their line manager;
- To act as a record of conversations and of any adjustments agreed;
- To act as a record of any adapted equipment purchased on behalf of the individual;
- To support the employee if there is a change in line manager. The passport will act as a reference point to help the new line manager understand what workplace adjustments the employee has been receiving;
- To make sure that workplace reasonable adjustments are portable. When an individual changes roles within the force, or moves to a different force, any agreed workplace adjustments should move with them.

The focus throughout should remain on what each individual **can** do, with adjustments, rather than what they cannot.

Who is it for?

Workplace reasonable adjustments are not just reserved for those with a diagnosed disability or condition. The passport can also support a conversation about less visible disabilities, such as mental health conditions.

Who owns it?

The Passport belongs to the individual for whom the adjustments are being put in place.

Working with Disability Policy

How is it used?

When a workplace adjustments passport is shared with a line manager, the manager should arrange to meet with the holder to discuss their commitments to workplace reasonable adjustments and how they will support, oversee or manage the implementation of these.

All parties to the workplace adjustments passport must treat the information in the strictest confidence. It is not to be shared with other colleagues or managers without the express permission of the holder.

If a line manager changes but the individual remains in the same role, the new manager should accept the adjustments outlined in the agreement as reasonable and ensure that they continue to be implemented. The agreement may need to be reviewed and amended at a later date but this should not happen until both parties have worked together for a reasonable period of time.

If an individual changes roles, the new manager should ensure that the adjustments outlined in the agreement are implemented as far as is reasonably practical in the new role. If the manager does not feel that all of the adjustments can be accommodated in the new role they should speak with their HR & Training Support Officer (HRTSO) in the first instance.

Adjustments should be reviewed when there is a change or at least every 12 months, and documented in section 5 at the end of this form.

2. Individual to complete this section

Name	
Payroll number	
Rank/post title	
Service Area/Department	
Line Manager name	

Details of your workplace barriers/disability/condition you currently experience

This section should include information that may help your line manager to understand the impact your barrier/disability/health condition has on your life.

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Details of how this affects you at work and the support you need

This section could include:

- *The aspects of the job where you experience barriers and require adjustments. This could include the work environment, communicating with others, working arrangements such as flexible working, flexible leave or equipment.*
- *Any specific requirements such as altered lighting, need to take personal calls, flexible working, sitting away from draughts or near to toilets. These adjustments may be in place now but this may alter if your accommodation changes.*
- *Specific adjustments you already use or know you need. For example, screen reading software to convert text to speech already installed on your laptop or flexibility in start and finish times.*
- *How the adjustments will help you or remove the barriers identified above.*

Details of the strengths and benefits you feel your disability/condition brings to your role and the workplace

This section could include, for example, attention to detail, creativity, resilience, etc.

Additional information

This section could include:

- *Details of any recent assessments for Occupational Health, Display Screen Equipment or Workstation.*
- *If you have received a communication passport, for example, from an external provider you can attach this here.*
- *Information about help you may need to evacuate a building in an emergency and whether you have a Personal Emergency Evacuation Plan. Contact details of someone to get in touch with in case of an emergency.*
- *Information about any plans you have in place such as a Wellness Recovery Action Plan or what your line manager and/or colleagues should do if you feel unwell.*
- *Details of anything else you think would be useful.*

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Individual Statement:

- I will let my line manager know if there are changes to my condition which have an effect on my work and/or if the agreed adjustments are not working. We will then meet to discuss any further adjustments or changes that should be made.
- If my line manager notices a change in my performance at work or feels these adjustments are not working I would be happy to meet with them to discuss further.

Date	
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Now submit this form to your Line Manager, who will arrange to meet with you to discuss the above.

Please also consider updating your Disability status on your HR personal record if appropriate. Further details are attached below:



Self recording
Disability status.docx

3. Line Manager to complete this section

Describe the operational impact of the requested adjustments				
If there are any possible risks to the organisation or individual, confirm that a risk assessment has been completed				
<table border="1"><tr><td>Name</td><td></td></tr><tr><td>Rank/Post title</td><td></td></tr></table>	Name		Rank/Post title	
Name				
Rank/Post title				

Working with Disability Policy

Date	
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Now submit this form to your HRTSO, who will confirm the adjustments.

If you have any uncertainty about whether the adjustments can be accommodated or not you must speak with your HRTSO.

4. HR & Training Support Officer (HRTSO) to complete this section

Review the above details and provide any comments on the proposed adjustments

This could include comments from Occupational Health or any external organisations with specialist knowledge of work based assessments and supportive equipment.

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Details of agreed workplace adjustments

Adjustment:	Date identified:	Date implemented:

Name	
Date	

- Complete the attached one page document, which confirms the adjustments agreed without the detail in the rest of this form. This can also include details of communication preferences (e.g. be clear and direct; say one thing at a time; provide warnings before any changes; etc.)



Workplace
Adjustments Passpor

- Send completed form back to individual to confirm agreed adjustments.
- Arrange for the completed form to be saved on individual's personal record.

Working with Disability Policy

5. Review

The following table is used to keep a written record of when the passport is reviewed and/or amended. The passport should be reviewed at least annually.

Review date	Amendments made	Reason for amendment	Employee signature	Line Manager signature

Line Manager: After each review please send this form back to the HRTSO, who will arrange to save on the individual's personal record.

Information provided in this document will be processed in accordance with UK GDPR Principles.

Workplace Adjustments Process Flowchart

