

Guidance on Reasonable Adjustments for Candidates and Employees with Learning Disabilities

As an equal opportunities employer WCC will, on occasions, be required to make reasonable adjustments for candidates with learning disabilities both at interview and in their jobs if they are successful at interview.

Although individuals vary greatly in their needs our [Guide to Learning Difficulties](#) describes some of the more common Specific Learning Difficulties and what they may mean for individuals in practice.

This Guide provides an overview of the common adjustments that can be made for candidates and employees in meeting these needs. This list is not exhaustive and further assistance in determining appropriate support is available from [Team Prevent](#).

Interview

Where a candidate or member of staff has identified themselves as Dyslexic or Dyspraxic, they may need a range of support. In an interview:

- They may need the option of extra time for tasks and interviews. As a guide 25% extra time would be considered reasonable. It will depend on the severity of the disability as to whether further time is required
- The candidate may ask for the question to be repeated more than your average candidate. This should not be viewed as evidence of poor preparation and it may not replicate in an actual work situation
- It would be reasonable for the interview panel to be made aware of the candidate's learning disability. They should ensure that questions are phrased clearly and kept to one question at a time. Where a question would normally involve multiple aspects these parts could be asked individually
- Where a candidate uses assistive software they should be allowed to use a computer for any written tasks, unless the job requires substantial handwriting
- With certain conditions such as Multiple Sclerosis and ME the candidate may need extra breaks.

Working Environment

Specialist equipment

An employee may require specialist equipment to support them in their working environment. Where this is needed the employee will be referred to Occupational Health ([Team Prevent](#)) by HR. Occupational Health will arrange an assessment and may make recommendations such as;

- Assistive software
- Modified computer technology
- Specialist desks or chairs

This may be provided through individual Cost Centre Manager budgets or, for items over £1,000, through Access to Work.

Minute taking

Some employees may find note taking difficult. Where this is a minor part of their role it may be reasonable for them not to take minutes. However, if it is a major part of their role, which cannot be resolved by applying reasonable adjustments, redeployment to a more appropriate position may be considered.

Sickness Absence

There are no special arrangements for managing the sickness absence of disabled employees. As with other cases of sickness absence, Occupational Health may be asked to make recommendations as part of a back to work strategy.

Please see the [Sickness Absence](#) pages of the HR Intranet for more information.

Flexible Working

The Equality Act requires WCC to consider any requests for flexible working. Each case should be considered individually, balancing the needs of the individual with those of the service. For example:

- An employer insists that all workers have to be in the office by 9am or face disciplinary action. A worker has a mobility impairment that makes travelling in the rush hour difficult. Unless the employer can objectively justify the requirement to be in at that time, this may be discrimination arising from disability, because the disabled worker would be treated unfavourably (being disciplined) for something connected to their disability (the inability to travel in the rush hour). This may also be a failure to make reasonable adjustments.
- A worker who has a learning disability has a contract to work from 9am to 5.30pm but wishes to change these hours. This is because the friend who accompanies the worker to work is no longer available before 9am. Allowing the worker to start later is likely to be a reasonable adjustment for that employer to make.

In some instances it may not be possible to make reasonable adjustments that meet the needs of the individual. In these cases, there may be a need to redeploy the member of staff.

Working from Home

There may occasionally be a need for a disabled member of staff to work from home. This should not be different to any other member of staff. However, in some instances Occupational Health may make recommendations based upon the individual needs of the employee and the requirements of the job.

Further Information

Anyone who needs any further information should contact the Corporate Equalities Team either by phone: 01926 418017 or email equalities@warwickshire.gov.uk