Appendix 3 Supporting disabled Staff: Flowchart for Managers

1. Appoint disabled person/beome aware team member is/has become disabled
2. Arrange meeting with team member (prior to start date for new recruit) to establish what, if any, actions need to be taken
3. Team member to contact Access to Work (ATW) if appropriate
4. If package not agreed on the phone with ATW, arrange Workplace Assessment. Ensure involvement of Estates and OH if needed
5. Implement any adjustments that do not require/will not be funded through ATW. (e.g. changes to work pattern, standard equipment purchases)
6. Receive ATW report detailing suggested support and grant.
7. Assess suggested support and discuss any issues with team member. Agree adjustments to be implemented.
8. Purchase agreed equipment, following purchasing policy. Implement other adjustments such as training, job re-design, source support workers.
9. Claim back appropriate amount from ATW. Remaining cost of adjustment to be made from Department/School budget
10. Review support at least annually, including where adjustments have not been needed previously.