

6 October 2025

**Our Ref:** FOI 1396

Dear

**Freedom of Information Act 2000**

**Information in Relation to Reasonable Adjustments Policy**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above, which you requested on 8 September 2025.

A response to the questions you have raised has been provided by the People and Organisational Development Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital ([informationgovernance@setrust.hscni.net](mailto:informationgovernance@setrust.hscni.net)) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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**Olivia Robinson**  
**Information Governance Officer**

**Q1. A copy of your reasonable adjustments policy.**

A1. Please see Attachment 1 for a copy of the Trust's 'Reasonable Adjustment Plan'.

**Q2. Over the past three years, how many individuals have applied for a role within your organisation and indicated that they require reasonable adjustments during the recruitment process? If possible please provide a breakdown of whether the adjustments are for physical disabilities, specific learning disabilities etc.**

**Q3. Within the same period, how many individuals who required reasonable adjustments were subsequently appointed? If possible please provide a breakdown of whether the adjustments are for physical disabilities, specific learning disabilities etc.**

Q2-3. The information requested is not captured on a manual or computerised system, therefore the Trust are unable to respond.

**Q4. How does your organisation ensure that reasonable adjustments are effectively implemented?**

A4. It is the responsibility of individual line managers within the Trust to ensure that reasonable adjustments are effectively implemented.

Each line manager is informed of reasonable adjustment requirements ahead of the employee's appointment and oversees implementation within their departments.

If, through the course of employment, workplace adjustments need re-evaluated, the line manager makes a referral to Occupational Health for support and guidance with this. Please see Attachment 2 for an overview of the 'Management Referral Process'.

**Q5. Does your HR Equality & Diversity team follow up with employees requiring reasonable adjustments? (Yes/No)**

A5. When the Equality Team is included in discussions regarding reasonable adjustments for Trust staff, follow up conversations will then be facilitated with the staff member and the line manager after the adjustment is implemented.

**Q6. Is there a process in place to periodically review and update reasonable adjustments based on employees' needs?**

- A6. It is the responsibility of individual employees and their line managers to continuously review and update reasonable adjustments based on employees' needs.

If any additional employee needs arise during the course of employment, the line manager makes a referral to Occupational Health for assessment and recommendations.

- Q7. *Within your organisation, is it the responsibility of the employee, upon appointment, to communicate their reasonable adjustments to line management and ensure they are implemented? Or is the employees needs communicated to line management before their appointment?***

- A7. The employees' needs are communicated to line manager before the employee's appointment.

- Q8. *In the past three years, how many employment tribunal claims have been filed related to the failure to implement reasonable adjustments?***

- A8. In the past three years, there have been 7 employment tribunal claims filed related to the Trust's failure to implement reasonable adjustments.

- Q9. *Does your organisation allocate specific roles or positions for individuals with disabilities to support their employment?***

- A9. The Trust does not allocate specific roles or positions for individuals with disabilities to support their employment.

However, the Trust Staff Disability Forum, as well as relevant Human Resources teams, support staff with disabilities as the need arises.