

# Managing people with a disability or health condition



## About

This page provides leaders with guidance and resources aiming to help managing staff with a disability or health condition, in the instance you are unable to find the information you are looking for or require more in depth advice please contact the HR Advisor for your area.

As a leader, it is important to respond in the appropriate way when you recognise, or are told, that a member of staff may need additional support.

Our [Dignity at Work policy](#) clearly states that the council aims to "promote a culture where positive relationships are built and where people are allowed to develop their full potential." Depending on the needs of the person, there are several initiatives that can be explored to aid your learning and support your member of staff.



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## ^ Occupational Health and Workplace Wellbeing

### Occupational Health

If a member of staff is experiencing a change in their health, that could impact on their ability to undertake their role, it is important to consider a referral to Occupational Health.

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### Workplace Wellbeing

In partnership with the City Council, Optima offer a wide range of resources and support to enable managers to support staff with their Health and Wellbeing effectively. Optima have created a [managers toolkit](#) which contains webinars and guides on a wide range of Health and Wellbeing topics.

Here are a few of the many learning resources offered by Optima:

### Occupational Health Link



Occupational Health

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## Learning Resources



Supporting employees with hearing impairments



Supporting an employee with anxiety



Mental health and reasonable adjustments at work



How to support neurodivergent employees

## ^ Reasonable Adjustments

Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability. For example:

- finding a different way to do something
- making changes to the workplace
- changing someone's working arrangements
- providing equipment, services or support

Reasonable adjustments are specific to an individual person. They can be for physical or mental health conditions. They can cover any area of work. [ACAS](#) have produced a comprehensive and accessible guide for managers that explores examples of adjustments and how to manage any requests.

## Useful Resources



Reasonable adjustments at work for autistic people



LCC Support for employees with disabilities health conditions guidance 2024



ACAS - Reasonable adjustments at work

## ^ Health and Wellbeing Passport

The Health and Wellbeing passport is a document used to outline any reasonable adjustments that have been agreed to enable the person to manage their circumstances. The timeframe for the reasonable adjustment is dependent on individual circumstances.

Where the passport is used for long term conditions, it must be considered if the person were to change role within the Council.

### Documents



Health and wellbeing passport

## ^ Supporting Stress

If you have a member of staff who may require additional support with stress, the following resources may be useful:

- The Council Stress support plan has been created to enable staff and managers to explore the potential causes and impact of stress and develop an action plan.
- Able Futures offers up to nine months' support from a qualified professional counsellor. It is designed to help you develop skills to recognise and address the causes personal stress and introduce techniques to develop resilience.

## Resources

 Able Futures

 Stress Support Plan

## ^ Supporting staff with Dyslexia

If you are managing someone who may have dyslexia, the [Health and Wellbeing passport](#) provides an opportunity to explore any reasonable adjustments.

Managers can contact the Adult Skills and Learning Service for a dyslexia assessment to determine whether the employee has dyslexia and what reasonable adjustments are appropriate. There is a cost for the assessment, and you will need to provide a cost code.

You can contact the Leicester Adult Learning – Learning support team on 0116 454 1854

 Health and wellbeing passport

 Leicester Adult Learning - Contact Us

## ^ Display Screen Equipment (DSE)

If you have a member of staff who works regularly on a computer, it is good practise to conduct a DSE assessment on an annual basis. However, if the needs of the person change e.g a health condition that impacts on their ability to sit comfortably, then a DSE assessment should be undertaken.



## ^ Access to Work

Access to Work is a Government scheme that can help staff to get or stay in work if they have a physical or mental health condition or disability.

The support people get will depend on your needs. Access to Work is employee led and staff can apply for:

- a grant to help pay for practical support with your work
- support with managing your mental health at work
- money to pay for communication support at job interviews

*Further information can be found in the Department for Work and Pensions presentation below.*

CHILDREN EQUALITY #NEURODIVERGENT  
COORDINATION DISORDER  
EDUCATION #INVISIBLE DISABILITIES  
SUPPORT BRAIN MOTOR SKILLS INCLUSIVE  
COGNITIVE THERAPY SENSORY PROCESSING  
DYSPRAXIA  
DISORDER  
MOTOR SKILLS INCLUSIVE CHALLENGES  
EFFORT  
WORDS  
DYSPRAXIC & PROUD INHERITED  
BALANCE ISSUES  
AWARENESS  
MUSCLE CONTROL SPECIAL NEEDS DIVERSITY  
HIDDEN DISABILITY NEURODIVERSITY LEARNING