

## Record of Officer Decision

### Reasonable Adjustments Policy

#### Decision Taker and Date Decision Taken:

Director of Corporate Services on 18 March 2024.

#### Summary of Matter or Issue Requiring Decision:

As a Disability Confident organisation, Torbay Council are committed to meeting its Public Sector Equality duties under the Equality Act. The Reasonable Adjustments Policy sets out the Council's approach to reasonable adjustments. It aims to inform Torbay Council employees, partners and customers about the steps the Council are taking to ensure that its services are accessible. It provides information about what people can expect to happen when they inform the Council about a reasonable adjustment that they require. It also includes examples of how the Council could adjust the way it delivers its services to meet the needs of its customers.

#### Decision Taken:

That the Reasonable Adjustments Policy as set out in Appendix 1 be approved.

#### Summary of Reason(s) for Decision Taken:

The Council is subject to the Equality Act which stipulates that it must ensure that reasonable adjustments are put in place where appropriate to ensure that Council services are accessible. This policy will help to communicate the process for putting in place reasonable adjustments and explains their importance.

#### Summary of Alternatives or Options considered and rejected and Background Papers:

Not applicable.

#### Details of any conflict of interest and dispensation granted to the Officer taking the decision or by any Member of the Council in delegating responsibility for any specific express delegation:

None.

#### Implementation:

This decision will be implemented immediately.

A copy of this decision and any supporting documentation considered by the Officer taking this decision may also be available for inspection by the public at the Council's offices or posted upon payment of any copying and postage charges. Any member of the public wishing to take up either of these options is asked to please ring (01803) 207087 or email [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Corporate Services)