



The  
University  
Of  
Sheffield.

Human  
Resources.

## Application for Central University Funding to Support Reasonable Adjustments

The Equality Act 2010 places a duty upon the University to take reasonable steps “to reduce or remove any substantial disadvantage...” which “...a physical feature of the employer’s premises or employment arrangements...” causes a disabled employee, or job applicant compared to a non-disabled person. This is known as making a ‘reasonable adjustment’.

**To be completed by Head of Department/Supervisor, following consultation with Human Resources.**

Name of staff member/external candidate recommended for appointment (delete as applicable) for whom the proposed adjustment(s) is to be provided:	
Department:	
Job title:	
Please itemise the proposed adjustments.	
Proposed Adjustment:	Cost:
<u>Total cost of proposed adjustments</u>	£
Agreed Departmental contribution towards the total cost:	£
Account code:	
Employment Service, or other external contribution towards the total cost: £	
Amount sought from central funds:	£
Is any of this amount a recurring cost? If yes, please provide details:	Yes/No
Is the proposed adjustment supported by Human Resources/Occupational Health?	Yes/No
Name of Head of Department/Supervisor supporting the request:	
Signature:	Date:

Signature on behalf of Human Resources:

Date:

For Finance Department use only:

Signature on behalf of the Department of Finance:

Date:

**Funding will be allocated on the basis of the criteria for seeking central support for meeting the costs of making "Reasonable Adjustments" detailed below:**

1. The staff member/external candidate recommended for appointment is a disabled person (within the meaning of the Equality Act 2010).
2. The proposed adjustments will aim to reduce or remove any substantial disadvantage which a physical feature of the employer's premises or employment arrangements causes a disabled employee, or job applicant compared to a non-disabled person.
3. The proposal has been costed.
4. Appropriate advice about the proposed adjustment has been sought and obtained (from internal and, where necessary, external sources).
5. External funding has been sought.
6. The proposed adjustments are supported by Human Resources.
7. There are insufficient departmental funds available to meet the cost to the University of making the proposed adjustments.
8. The proposed adjustment does not require structural or other building work.

**Requests for central funding should be submitted to Human Resources in the financial year that the cost has been incurred.**