

National Guideline Alliance

Support for reasonable adjustments policy

1. Supporting reasonable adjustments

The definition of a disability used by the National Guideline Alliance (NGA) is that used in the Equality Act (2010), which defines a disabled person as someone who "...has a physical or mental impairment" that "has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities".

The NGA aims to ensure equal access to committee activity for all committee members and as such delivers a process for enabling reasonable adjustments to standard procedures or policies associated with committee arrangements, for example the NGA expenses policy.

Requests for reasonable adjustments will be considered on an individual basis and decisions may vary according to the exact nature of the requestor's everyday needs.

2. Limitations

It should be noted that whilst the NGA actively supports the implementation of reasonable adjustments for committee members with a disability, such implementation may not always be possible. Limitations may be imposed by the facilities available at the venues used, unforeseen events and available resources. Unforeseen events include, but are not limited to, unanticipated building works, strike actions and other limiting factors on venue or travel arrangements.

3. Requesting a reasonable adjustment

All requests for an adjustment to a standard process or policy, in relation to a disability, should be made via email to NGAConfidentialEnquiries@RCOG.ORG.UK

This inbox is managed by a restricted number of senior NGA staff, who will consider the request, inform the requestor of the outcome and if agreed, work with the appropriate NGA staff members to enable the adjustment.

It is recognised that in some instances, committee members may make a request for an adjustment via other means, for example directly to a Guideline Lead or Project Manager. In such instances, the committee member will be directed to the Confidential Enquiries service. This is to ensure the NGA considers and actions requests in a holistic, consistent manner and is able to monitor and review adjustments in place to ensure they remain suitable for committee members.

Upon making a request to the Confidential Enquiries service, the NGA will acknowledge receipt within two working days. Normally, a decision as to whether the request can be support will be confirmed within ten working days of the request being submitted. However, in some instances there may be a need for the NGA to request further information, or additional time may be required to ensure the adjustment can be enabled. In such instances, the NGA will contact the committee member to discuss.

4. Confidentiality

All requests will be managed in the strictest of confidence and information provided will only be used for the purpose of assessing the request. Information about a committee member's disability is deemed sensitive personal data and therefore the NGA are required by law under the Data Protection Act to process the information fairly and lawfully. The NGA will keep all correspondence and documentation received in accordance with the Data Protection Act, ensuring secure records management.

Committee member information will only be made available to those who need to know in order to process a request or enable the requested adjustment, based on the requirements of the Equality Act 2010.

5. Data retention

Logged data pertaining to notifications of requests, consisting of committee member's names as well as a broad classification system of the requests in question, is kept on active file for 24 months or for the duration of the required adjustment if longer than 24 months. It is then destroyed.

January 2020