

Workplace adjustments centralised budgets

A quick guide



Create clear processes

Engage regularly with disabled staff and staff networks.

Implement an [adjustments policy](#) and [health passport scheme](#).

Have a clear list of what you can and can't authorise.

Provide detailed guidance for managers and new starters, including process maps about Access to Work applications.

Indicate timescales and key contacts who can provide further advice.

Carry out data protection impact assessments for software where needed.

Put in place service agreements with IT and Human Resources.

Encourage staff to ask for adjustments at any stage of their employment and ask them what they need.



Consider initial resources

Gain board support for a centralised budget.

Estimate your annual budget – your finance team should have the cost of previous Access to Work applications.

Expect an increase in initial applications once a centralised budget has been advertised.

Anticipate requests such as office equipment, improved wheelchair access etc.

Evaluate staff roles, responsibilities and resources involved in the application process.

Consider communications activities and costs.

Consider training and development costs.

Be aware that cheaper alternatives may not always be fit for purpose.



Know your ongoing costs

Review existing adjustments on an annual basis for all staff.

Consider specialist office or IT equipment and assistive technology licenses.

Consider specialist support such as British Sign Language interpreters, mental health providers, workplace coaches.

Reduce costs by buying frequently requested items in bulk / setting up ongoing relationships with suppliers.

Plan for the future by storing and re-purposing any equipment that belongs to the organisation.

Review ongoing training for staff.