

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution [Part 4e - Overview and Scrutiny Procedure Rules](#))

Subject: Reasonable Adjustments Policy	
Staff Contact: Amanda Rogers	Cabinet Member: Conor McGrath
Tel:	Portfolio: Stronger Communities

1. **Decision**

To approve the adoption of the Reasonable Adjustments Policy.

2. **Reasons for the decision**

Stevenage Borough Council is committed to ensuring that disabled or vulnerable people seeking access to council services are not disadvantaged in doing so, and that reasonable adjustments are considered in order to remove or minimise the disadvantage in-line with the requirements of the Equality Act (2010).

In addition, under the requirements of the Public Sector Equality Duty (PSED) and as set out in the council's Equality, Diversity & Inclusion (EDI) Policy (2022), the council is committed to carrying out its functions in a way that promotes equal opportunity across the 10 protected characteristic groups¹. This includes taking action to remove barriers where it is reasonable to do so.

3. **Alternative options considered and rejected ²**

No alternative options are proposed as this policy is required to meet relevant regulations, legislation and requirements.

4. **Consultation**

(a) Comments of Cabinet Member ^{3 4}

I support the adoption of the Reasonable Adjustments Policy to ensure that the council is meeting legislative requirements and to ensure that residents seeking to access the councils services are not disadvantaged in doing so due to vulnerability or protected characteristics.

(b) Comments of other consultees ⁵

The Executive Housing Working Group was consulted on the draft Reasonable Adjustments Policy in March 2024 and endorsed its adoption and that the Strategic Director (RP) in consultation with the Portfolio Holder, approve the adoption of the Policy by way of Key Officer Decision.

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5. **Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.**

Signed:

Title: Date:

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC SERVICES FOR PUBLICATION**

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Cabinet Member consulted. If a Cabinet Member declares a conflict of interest **DO NOT PROCEED** without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.