



Our Ref: FOI 18/115

23<sup>rd</sup> August 2018

J Davies  
Request-467989-d0198dec@whatdotheyknow.com

Dear J Davies,

**Re: Freedom of Information Act 2000 (FOIA)**

Thank you for your Freedom of Information request received on 18<sup>th</sup> April 2018.

You requested the following information:

***Please can you advise how the University is able to:***

***a) Comply with all relevant legislation relating to duty of care to individuals for whom reasonable adjustments have been recommended?***

Any Occupational Health or medical advice received is managed at an individual level through meetings between the individual (and potentially their representative), their Line Manager and representative from People and Organisational Development. Adjustments are considered based on the individual's need and the requirement of their role in terms of what adjustments can be reasonably made. Advice and consultation with the Occupational Health Physician would also take place as required through this process.

***b) Ensure that the Equality act is not breached?***

Through the above approach the University ensures that it meets its requirements under the Equality Act. In addition, support is available to Line Managers and People and Organisational Development representatives from the University's Equality, Diversity and Inclusivity Manager. The University also has in place a Disability Staff Network which can offer peer support.

***c) Ensure that the recommendations have been implemented to an appropriate standard?***

This would be managed through effective line management and regular dialogue with the individual to ensure that the adjustments are meeting the needs of the individuals. In addition if an individual had concerns regarding the implementation then they could raise this either informally with their Line Manager, People and Organisational Development representative, Trade Union representative or with a member of the University's Disability

Network. The University also has in place formal procedures to allow individuals to raise concerns, e.g. the University Grievance Procedure.

The University considers it has fully complied with your request, but if you wish to seek an internal review, you should do so in writing to Professor Robin Leatherbarrow, Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer), Liverpool John Moores University, Egerton Court, 2 Rodney Street, Liverpool, L1 2UA or by email at [R.J.L Leatherbarrow@ljmu.ac.uk](mailto:R.J.L Leatherbarrow@ljmu.ac.uk) A full copy of the University's Freedom of Information Appeals Procedure is attached.

Once having appealed, if you are still not satisfied with our response, you have the right to apply to the Information Commissioner for a decision whether, in any specified respect, your request for information has not been dealt with in accordance with the requirements of Part I of the Freedom of Information Act 2000. The Information Commissioner's address is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Details on how to complain can be found on the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk)

If you require any further assistance please do not hesitate to contact me.

Yours sincerely

*Carol Swaisland*

**Carol Swaisland**  
**Executive Assistant (Governance & Records Management)**

Att.