Process Diagram – Support for Disabled & Neurodivergent Colleagues

Colleague updates disability information in HR Self Service (email issued to signpost to support portal)

Colleague requires further support (Yes/No)?

Consider referral to 'Access to Work' (Colleague-led)

Box ticked in self-service to request support discussion? (Optional)

Record created to track discussion progress

Colleague approaches manager through other means

Discussion managed 'offline' utilising existing guidance framework

Record created in the UofG Helpdesk system (and People & OD oversight assigned)

Alert sent to manager to arrange discussion

Discussion on adjustments takes place/adjustments implemented

Record updated accordingly

Review date set

Review reminder sent

Adjustments reviewed

System awaits review date

Further advice sought (if required)

E.g. Occupational Health, Access to Work, People & OD

Colleague requires further support (Yes/No)?

Optional referral to external Government service – best made early where applicable

Record created to track discussion progress

No further action required

Repeats periodically as required

No