



Reasonable Adjustment Policy

1. Introduction

The Pegasus Scholarship Trust is committed to making reasonable adjustments to ensure its activities are accessible and provide support and fair opportunity to all.

This policy sets out the approach that the Trust take to identifying where reasonable adjustments are required and how the Trust respond proactively to this. The scope of this policy includes the Council of Management meetings, events, interviews and placements organised by the Trust.

2. Purpose

The purpose of this policy is to:

- Describe how to request a reasonable adjustment and how it will be responded to,
- enable staff at the Inn to comply with relevant equality legislation,
- Outline the necessary steps for the effective implementation of reasonable adjustments,
- Inform applicants how to appeal a decision made in relation to a reasonable adjustment for interviews.

3. Definitions

What is a disability?

The Equality Act (2010) provides protection against discrimination, harassment, and victimisation on the grounds of disability and other protected characteristics.

A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This encompasses individuals with physical or sensory impairments, mental ill health, specific learning difficulties, and a range of chronic or fluctuating conditions.

It is unlawful to discriminate against a disabled person in relation to the provision of education and related services. However, it is lawful to treat a disabled person more favourably because of their disability.

What is a reasonable adjustment?

A reasonable adjustment is a reasonable change to a process, practice, procedure or environment that helps remove, reduce or prevent the obstacles faced by a disabled person. This could include adjustments made to enable an individual to participate in an interview process and to enable a person to attend an event or placement.

We recognise two categories of disability which may lead to the provision of reasonable adjustments:

- (i) Permanent or long-standing disability, illness, mental health condition or special educational need, e.g. sight impairment, diabetes, anxiety, dyslexia.
- (ii) Temporary disability, illness or indisposition, e.g. broken limb, chronic pain.



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We take an anticipatory approach to reasonable adjustments. We design our events and assessments with inclusion. We are mindful that adjustments may still be required, and our policy and procedures set out how these will be considered with the aim of removing any barriers for those with disabilities. In the case of interviews, we can only make adjustments to the assessment arrangements and not the standard being assessed.

4. Applying for a reasonable adjustment

The table below outlines how reasonable adjustments should be requested for each programme and activity:

Programme/Activity	How to request a reasonable adjustment	When to request a reasonable adjustment?	Is evidence required? (If yes, see evidence section below)	When will a decision be made?
Council of Management Meetings	Submit request to the Council Secretary (Scholarships Manager)	On appointment for four weeks prior to the next meeting.	No	Within 2 weeks of receipt
Pegasus Scholarship Trust Events	Submit a request as part of the RSVP form.	By the deadline set to submit the RSVP form.	No	Within 2 weeks of the RSVP deadline
Outgoing Placement Interviews	Indicate that you will be requesting a reasonable adjustment on your application form. A reasonable adjustments form will then be sent to you after the application deadline for you to submit details of your reasonable adjustment.	By the deadline provided on the reasonable adjustments form.	Yes	Within 2 weeks of the reasonable adjustment form deadline.
Incoming and Outgoing Placements	Complete the Reasonable Adjustment Form	By the deadline provided on the reasonable adjustments form.	No	Within 2 weeks of the reasonable adjustment form deadline.



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5. Examples of Reasonable Adjustments

The list below includes some examples of reasonable adjustments though this list is not exhaustive. Please note that not all adjustments listed will be relevant to the programme or activity you are participating in, and you are advised to check the format of the relevant activity programme or event before making a request.

- closed captions on zoom meetings or interviews
- moving the meeting to a more suitable room if one is available e.g. one with elevator access
- recorded minutes
- accessible access/venues
- providing materials in an alternative format e.g. printed/ in large font size/ in PDF format

6. Requests for Reasonable Adjustments outside of the stated timescales

If you have a new reasonable adjustment request after the deadline, you must contact the Pegasus Scholarship Trust Team in writing via email as soon as possible. Later notification may mean we are unable to accommodate the reasonable adjustments as there is insufficient time to put your requirements in place; however, we will always endeavour to do so, following the decision making process set out in Section 8.

7. Evidence

Where evidence is required (please refer to table above) we will ask you to provide supporting evidence as part of our Reasonable Adjustments processes. This could be in the form of a Learning Support Plan from an education provider or a statement of need from your specialist consultant, your GP, an occupational health adviser, an educational specialist or another specialist with appropriate qualifications. The purpose of this is to assist our team in making appropriate adjustments for you. If you do not have suitable evidence to support your request, please indicate this in your request for adjustments and we will work with you to explore how your needs can be best met.

Evidence must be:

- Written by independent and appropriately qualified professionals.
- On headed paper, signed (e signature is acceptable) and dated by the author/practitioner
- Written in English¹.
- Unaltered by the applicant. Documentation that has been amended for any reason will be deemed inadmissible.

8. Decision making process

When a request is considered to be straightforward and there is a clear basis for the request, approval will be granted by the relevant manager and adjustments put in place. The level of

¹ It is the applicant's responsibility to provide supporting documentation, and any translation should be undertaken by an accredited translator (e.g. be a member of the Association of Translation Companies – <https://www.atc.org.uk>). The responsibility, and any potential costs, rest entirely with the applicant.



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involvement of the Chair of the Pegasus Scholarship Trust Council in straightforward cases will be agreed collaboratively at the programme or function level. However, in the following instances a Reasonable Adjustments Panel will be convened:

- An adjustment or the type/amount of support requested is not considered by the relevant manager to be reasonable.
- The request is unclear or sufficiently complex that the manager and the Committee Chair do not feel confident to make a decision.
- The cost of the reasonable adjustment requested has significant cost implications for the Trust.

The purpose of the Panel is to consider:

- The type/amount of support requested.
- Whether this is reasonable or not.
- Whether the requested support (or suitable alternative adjustments) should be offered.

Membership of the Panel will comprise:

- Member of the Inner Temple Equality, Diversity and Inclusivity (EDI) Sub-Committee.
- Senior member of the Inner Temple Education & Training Department.
- Member of the Pegasus Scholarship Trust Council
- Relevant Operational Manager .

Normally the EDI Sub-Committee member will chair the Panel.

Depending on the nature of the request, specialist advice may be co-opted onto the Panel. The individual making the request may also be invited by the Chair to attend part of the meeting to provide supplementary information directly to the Panel.

9. Outcomes

The outcomes available to the panel are:

- To offer support as requested by the applicant or recommended in their supporting evidence.
- To decline to offer any support as requested by the applicant on the basis that the associated adjustments are unreasonable and that no reasonable alternatives are available.
- To offer an alternative version of the support requested by an applicant on the basis that the requested adjustments are unreasonable but alternative adjustments are considered reasonable and will provide a broadly equivalent level of support or access.

Not everyone on the panel has to agree to the final panel decision – the panel can issue a majority decision. In circumstances where the panel decision is evenly split, the Chair will make the final decision.



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You will be notified in writing (usually via email) of the decision regarding adjustments. Wherever possible, we would aim to notify you of the decision within two weeks of receipt of an application. If a reasonable adjustment request is declined, the reasons for this will be provided.

10. Appealing a decision

You are entitled to challenge a decision to decline an application for a reasonable adjustment, or the decision to offer an alternative version of the support you requested, provided you submit your appeal in writing (including by email) to the Inn within two weeks of receiving notification of the original decision.

A review panel will normally be convened within two weeks of receipt of your appeal. The panel will comprise:

- The Inner Temple Master of Wellbeing or Assistant Master of Wellbeing, who shall act as Chair.
- Inner Temple EDI Sub-Committee representative (this must not be the same representative as on the relevant Reasonable Adjustments Panel).
- Director of Education, Director of the Treasury Office or Sub-Treasurer (Inner Temple).

Members of the review panel will not have been directly involved in the original decision.

You will be asked to provide evidence to support your reasons for challenging the decision.

You will be notified in writing (usually via email) of the final decision regarding adjustments as soon as possible and usually within four weeks of submitting your appeal. The timing of events may mean that there will be insufficient time to process an appeal before an event takes place. In these situations, the outcome will be recorded to inform future decisions but cannot retrospectively be implemented.

Should you disagree with the decision of the review panel, you have the right to express your dissatisfaction through our complaints procedure, which is available on our [website](#).