Ref: FOIA Reference 2024/25-365

Date: 30th September 2024

Dear Sir/Madam

I am writing to acknowledge receipt of your email dated 3rd September 2024 requesting information under the Freedom of Information Act (2000) regarding Disability Support in NHS Trusts/Boards

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1   1.   Sickness absence
The Bradford factor is a formula used by HR departments to calculate the impact of employees' absences on an organisation.

Does your Trust/Board use Bradford Factor scoring as part of monitoring sickness absence?

A1   No

Q2   Does your Trust/Board's sickness absence policy include a threshold at which sickness absence triggers performance management action?
-If yes, what is the threshold? (either days absent or, if used, Bradford Factor score)

A2   Yes, 2 episodes in 6 months or 10 working days, 4 episodes in 12 months or 10 working days, 28 days continuous absence, a pattern or trend of absence. These are due to change before the end of the year to 4 episodes in 12 months or 20 working days, 28 days continuous absence or a pattern or trend of absence.

Q3   Does your Trust/Board's record disability-related absence separately from sickness absence?

2.   Disability Leave
Disability leave is a period of time off work for a reason related to an employee's disability; for example, to attend hospital appointments or to receive treatment, usually agreed in advance.

A3   Yes

Q4 **Does your Trust/Board have a disability leave policy?**
-If yes, please provide a link to/copy of the policy.

A4 Disability Leave is covered in HR61 Special Leave Policy – attached. Note- Disability Leave is not a policy in it's own right. It is included in our Special Leave Policy and our Reasonable Adjustments Policy.

Q5 **Does your Trust/Board offer paid disability leave?**

3. **Championing disability**
Disability champions are people in roles that provide a personal lead and commitment to championing accessibility and opportunity for disabled people within their organisation.

A5 Paid and unpaid disability leave is available.

Q6 **Does your Trust/Board have the following available to doctors and medical students:**
- **A disabled staff/student network**
- **A disability champion at a senior/Board level ***
- **Disability advocates/champions with lived experience**

A6 Yes, to all. Adjustments are facilitated by the line manager. All colleagues can access a Disability Champion, contact specialist guidance via the EDI team and access our Disability and Long Term Conditions Staff Network, or utilise our resource page or the dedicated email for the network.

Q7 **Do you have anyone who is employed in a paid role specifically to ensure that disabled doctors receive workplace support?**
- If yes, please provide a brief description of the job role

4. **Reasonable adjustments process**

A7 Not specifically for doctors.   We have disability champions to support colleagues with the reasonable adjustments process, or colleagues can contact the EDI team in the People Directorate.

Q8 **Does your Trust/Board have a reasonable adjustments policy?**
-If yes, please provide a link/copy

A8 Yes HR64 Reasonable Adjustments Policy. - attached

Q9 **Does your Trust/Board have a centralised budget for making workplace adjustments for disabled doctors/medical students?**

A9 No, however adjustments are not contingent on department budgets, this is clearly specified in our Reasonable Adjustments Policy

Q10 **Does your Trust/Board have a single point of contact/centralised process for disabled doctors/medical students to request reasonable adjustments?**
-If no, please provide brief details of how individual employees can make requests for adjustments (e.g. via their line manager)

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A10   No. We encourage colleagues to have a conversation with their line manager using our
       Tailored Adjustments Plan (TAP) which is a disability passport..

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

Yours,

Rachel Montinaro
Data Security and Protection Manager - Records