

Dear xxx

Freedom of Information request: Disability Support in NHS Trusts/Boards (CORP 2024 – 176)

Thank you for your request for information which the Trust received on 3rd September 2024.

Your Request:

1. Sickness absence

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

Q1: Does your Trust/Board use Bradford Factor scoring as part of monitoring sickness absence?

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)

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.

Q4: Does your Trust/Board have a disability leave policy?

-If yes, please provide a link to/copy of the 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.

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

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

Q8: Does your Trust/Board have a reasonable adjustments policy?

-If yes, please provide a link/copy

Q9: Does your Trust/Board have a centralised budget for making workplace adjustments for

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disabled doctors/medical students?

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)

Please find the Trust's response below:

1. Sickness absence

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

Q1: Does your Trust/Board use Bradford Factor scoring as part of monitoring sickness absence? - No, this is not used by the Trust.

Q2: Does your Trust/Board's sickness absence policy include a threshold at which sickness absence triggers performance management action? - Yes, it includes a threshold.

-If yes, what is the threshold? (either days absent or, if used, Bradford Factor score)

- Three episodes of sickness absence of any length in any rolling 6-month period
- Two or more absences totalling 10 calendar days or more in a rolling 12-month period
- Recognisable patterns of absence, including any in previous years, which cause concern but may not meet other review prompts.

Q3: Does your Trust/Board's record disability-related absence separately from sickness absence? - No, they are not recorded separately.

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.

Q4: Does your Trust/Board have a disability leave policy? - There is no specific disability related policy however this is covered under the Managing Attendance at Work (MAW) Policy

-If yes, please provide a link to/copy of the policy.

<https://velindre.nhs.wales/policies/workforce-and-od/wf08-nhs-wales-managing-attendance-at-work-english/>

Q5: Does your Trust/Board offer paid disability leave? - There is no specific policy related to disability leave however reasonable adjustments are made under the MAW Policy. Staff may also apply for special leave / careers leave where their specific situation would not be considered under the MAW Policy.

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.

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Q6: Does your Trust/Board have the following available to doctors and medical students:

- **A disabled staff/student network** – The network is available to all staff
- **A disability champion at a senior/Board level** * - Yes
- **Disability advocates/champions with lived experience** - Yes

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** - Not specifically for doctors.

However, the Organisational Development Manager for Equality, Diversity and Inclusion however take a key lead in this area for all staff alongside the requirements of all managers to ensure reasonable adjustments are made.

4. Reasonable adjustments process

Q8: Does your Trust/Board have a reasonable adjustments policy? - No specific policy, this is covered in the MAW Policy

-**If yes, please provide a link/copy** – refer to Q4 for the link to the MAW Policy.

Q9: Does your Trust/Board have a centralised budget for making workplace adjustments for disabled doctors/medical students? – No centralised budget

Q10: Does your Trust/Board have a single point of contact/centralised process for disabled doctors/medical students to request reasonable adjustments? – No single point of contact.

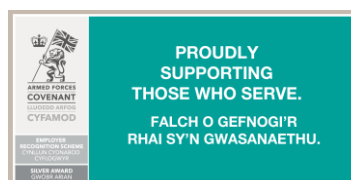
-**If no, please provide brief details of how individual employees can make requests for adjustments (e.g. via their line manager)** - As per the MAW Policy requests can be made by all staff via various routes, such as through their line manager, through occupational health (either a self-referred or management referral) or through a member of the People and OD Team.

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:

Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

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Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

Information Commissioner's Office - Wales
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH
Telephone: 0330 414 6421
email: wales@ico.org.uk

Yours sincerely

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