

Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ

Ref: FOI-092024-0001084

Date: 09/09/2024

Address / Email:

Dear

Request Under Freedom of Information Act 2000

Thank you for requesting information under the Freedom of Information Act 2000.

Request

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?

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?

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

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 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).

Response

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

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)

No not performance management, triggers for ill health capability are 8 working days over 2 episodes or more, 3 episodes or more, pattern of absence. Additionally, management intervention when an employee has been absent for 4 weeks continuously or more.

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

No

Disability Leave

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

No

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

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

No

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 –

Yes

- A disability champion at a senior/Board level *

Yes, our disability and long-term conditions staff network has an exec and non-exec board sponsor.

- Disability advocates/champions with lived experience

Our disability and long-term conditions staff network chair and deputy chair act in this capacity.

Q7: Do you have anyone who is employed in a paid role specifically to ensure that disabled doctors receive workplace support?

No

- If yes, please provide a brief description of the job role

Reasonable Adjustments Process

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

No

- If yes, please provide a link/copy.

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

No

Q10: Does your Trust/Board have a single point of contact/centralised process for disabled doctors/medical students to request reasonable adjustments?

No

- If no, please provide brief details of how individual employees can make requests for adjustments (e.g. via their line manager).

All staff can request through their line manager, we have a reasonable adjustment passport where this can be documented.

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager
Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ
Email: dqft.dpo@nhs.net

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team
The Dudley Group NHS Foundation Trust