

Freedom of Information Request

Ref: 24-689

30 September 2024

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

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

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)

Yes.

If a prompt is met further management support may be required:

- 4 or more absences in a rolling 12-month period
- 2 or more absences totalling 2 working weeks or more in a rolling 12-month period
- A pattern of absence, that significantly impacts on your role but may not meet other review prompts

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

Yes

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.

Yes, please see the attached document.

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

Yes

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

ABLE and Staff Network

- A disability champion at a senior/Board level *

Yes

- Disability advocates/champions with lived experience

We have an EDI advocate scheme which is open to all colleagues, EDI advocates are colleagues that support their teams to learn about EDI

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

We have a support role to oversee the wellbeing of medical staff. Please see the attached job description.

4. Reasonable adjustments process

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

-If yes, please provide a link/copy

Yes, please see the attached document.

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

There is a centralised approach to complex issues including centralised funding if required – not a budget as such but a way of escalating.

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)

Workplace Adjustments & Health Passports guidance document in conjunction with Line

Manager and/or ABLE+. There is also a centralised approach to complex issues including escalation.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust