

Freedom of Information Request

Ref: 25-304

14 May 2025

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 some of the information you are requesting

1. What is the organisation's ID code (ODS)

RA7

2. What is the organisation's name

University Hospitals Bristol and Weston NHS Foundation Trust

3. What is the best e-mail address to contact the organisation in the future regarding working carers.

hrservices@uhbw.nhs.uk

4. Does the organisation have a carers' staff network or peer support group

No

5. If yes, what is the network/group's e-mail address

Not applicable

6. Is the organisation a member of Carers UK/Employers for Carers (EfC)

Yes

No, but we plan to in the future

No, and we have no plans to in the future - ✓

7. If yes, has the organisation undertaken the Carer Confident Assessment.

file:///C:/Users/NM2.J4RLFC5M/Downloads/carers_confident_guidance_low-res.pdf

Yes

No - but we plan to in the future

No, and we have no plans to in the future

Not applicable

8. If yes, at which level is the organisation

Level 1 - Active

Level 2 - Accomplished

Level 3 – Ambassador

Not applicable

9. What is the organisation's employee Headcount total (Not FTE or WTE)

14,079

10. How many of the organisation's employees have formally identified (on ESR) as a working carer

We do not hold this information.

11. What is the organisation's Working Carer percentage (%), based on the latest NHS Staff Survey (Question 32b)

We do not hold this information.

12. How has the organisation communicated to staff about their rights under Carers Leave Act.

We have added carer's leave to the Family, Compassionate & Other Leave Policy and have notified staff via internal communications.

13. What training has been given to line managers about the Carers Leave Act

There has been coaching around all types of leave available.

14. How many staff have booked Carers Leave for planned events in the last 12 months

1000

15. What was the average number of days taken

1.7

16. Please attach a copy of the organisation's current Special Leave policy

Please see the attached document.

17. In the organisation's Special Leave/Leave policy, is planned Carer's leave paid, unpaid or both

Paid

Unpaid

Both - ✓

18. How many days are paid (maximum) in a 12 month period

Zero

19. How many days are unpaid (maximum) in a 12 month period

Three months

20. Are any paid days repayable to the organisation, via payroll deduction or additional time worked

Not applicable

21. Do managers have discretionary authorisation to go beyond the policy in appropriate circumstances.

Yes

22. If yes, what are they allowed to do

Varies depending on circumstances

23. In the organisation's Special Leave/Leave policy, is unplanned Carer's (Emergency Domestic / Dependant) leave paid, unpaid or both

Paid

Unpaid

Both - ✓

24. How many days are paid (maximum) in a 12 month period

Two weeks

25. How many days are unpaid (maximum) in a 12 month period

Three months

26. Does the organisation's Compassionate Leave allowance include paid Terminal Care leave

We provide up to two weeks Compassionate Leave is to help employees to come to terms with personal issues such as a serious illness or injury of a loved one, serious personal relationship problems or the death of a loved one and up to three months' unpaid leave where they are the main carer

27. If paid Terminal Care is allowed, what's the maximum number of days allowed in a 12 month period

We provide up to two weeks Compassionate Leave is to help employees to come to terms with personal issues such as a serious illness or injury of a loved one, serious personal relationship problems or the death of a loved one and up to three months' unpaid leave where they are the main carer

28. The NHS Terms and Conditions of Service Handbook (section 33.23) requires that all NHS employers have a carer's policy to address the needs of people with caring responsibilities - please confirm

The organisation has a separate carer's policy

The organisation doesn't yet have a carer's policy - ✓

29. Please attach a copy of your current carer's policy

Not applicable

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**