

Ref. No: 1178
Date: 03/09/24
Subject: Disability Support in NHS Trusts/Boards

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 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

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)

TRIGGERS: OVER A ROLLING YEAR

Triggers: (The same triggers apply where there is a 'live' stage/level warning currently applicable)
<ul style="list-style-type: none">• 3 instances in any rolling 12 month period
<ul style="list-style-type: none">• A total of 10 days or more spanning at least 2 occasions• This will be pro-rata'ed for staff who are part time or for full-time staff who work less than 5 days per week
<ul style="list-style-type: none">• 2 instances in 13 weeks
Although in exceptional circumstances or when a trend is identified managers may consider taking action earlier, when a trigger point is reached they must do so. The triggers which will be applicable for all staff are as above:
Note: If employees with less than 9 months service with the Trust hit a trigger point they will immediately be dealt with under Stage 2 of this process after it has been confirmed that there are no underlying medical problems

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.

Disability Leave is incorporated into the Reasonable Adjustments policy – see attached.

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**

Yes

- **A disability champion at a senior/Board level ***

Yes

- **Disability advocates/champions with lived experience**

The Trust has a staff network in place “Building Abilities Network” for disabled staff and allies.

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**

Yes

Workplace Reasonable Adjustments are supported through a combination of roles and services including the Equality, Diversity & Inclusion Team, Occupational Health, and HR Business Partners.

4. Reasonable adjustments process

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

- If yes, please provide a link/copy**

Yes

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)

There is no single process through which an employee can request reasonable adjustments.

Reasonable adjustments for an onboarding employee may be identified as part of the Health Screening / Fitness to Work assessment and/or discussions with a line manager. Or an onboarding employee may contact the EDI team or HR Business Partner for advice.

Reasonable adjustments for existing staff can be raised at any time with the line manager, via 1-2-1/supervision meetings or an appraisal; or by contacting the EDI Team or the HR Business Partner.

Reasonable adjustments discussion may be triggered as part of other HR processes including

- a return-to-work process following a long-term absence related to a disability,
- where a capability issue has been identified,
- via a flexible working request route,
- A self-referral or management referral to Occupational Health,
- Risk Assessment or Stress Risk Assessment process,
- Accessible car parking registration process.

A disabled employee can also contact the Equality, Diversity and Inclusion Team for information, signposting, advice and guidance on the reasonable adjustment policy, passport, access to work and other related topics. This service is promoted via internal comms, there is a dedicated email address and extensive information on dedicated webpages. Although this is a “single point of contact” it is not a centralised process case managed by the EDI team.

Training sessions are provided for disabled staff on what disabilities and reasonable adjustments are, and the reasonable adjustment policy and passport. A similar training course is available for line managers.