

Reference:	FOI.15179.24
Subject:	Disability support
Date of Request:	3 September 2024

Requested:

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

1. Does your Trust/Board use Bradford Factor scoring as part of monitoring sickness absence?
2. 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)
3. 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.

4. Does your Trust/Board have a disability leave policy?
If yes, please provide a link to/copy of the policy.
5. 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.

6. 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
7. 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

8. Does your Trust/Board have a reasonable adjustments policy?
If yes, please provide a link/copy
9. Does your Trust/Board have a centralised budget for making workplace adjustments for disabled doctors/medical students?
10. 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. Hywel Dda University Health Board (UHB) confirms that it does not use Bradford Factor scoring to monitor sickness absence.
2. The UHB confirms that its sickness absence policy does include thresholds that trigger performance management action. The trigger thresholds are as follows:
 - Three (3) episodes of sickness absence of any length in any rolling six (6) month period.
 - Two (2) or more absences totalling ten (10) calendar days or more in a rolling twelve (12) month period.
 - Recognisable patterns of absence, including any in previous years, which cause concern but may not meet other review prompts.
3. The UHB confirms that it does not record disability-related absences separately. However, for monitoring and escalation of frequent short term sickness progression purposes, reasonable adjustments are made to prompts/triggers for disability related absences, which will be taken into consideration.
4. The UHB does not hold a specific disability leave policy. However, the UHB does have a Time Off for Medical/Dental Appointments During Normal Working Hours Policy. Additionally, the UHB adheres to the NHS Wales Managing Attendance at Work Policy, which covers managing attendance at work.

As the two (2) policies referred to above, are already within the public domain, the UHB has applied an exemption under Section 21 of the Freedom of Information Act 2000 (FoIA), as they are accessible by another means. The following policies are available on the UHB's website:

- Policy 129 – Time Off for Medical/Dental Appointments During Normal Working Hours Policy
- Policy 768 – Managing Attendance at Work All Wales Policy

For ease of reference, please click on the link provided below, which will take you directly to the policies and written control documents webpage:

[Policies and written control documents - Hywel Dda University Health Board \(nhs.wales\)](https://www.nhs.uk/healthcare-employees/policies-and-written-control-documents)

5. Please see response to question 4.
6. The UHB confirms that it has two (2) Respectability Staff Networks; one (1) for staff with any disability or long-term condition and one (1) for staff who are neurodivergent. The Respectability Networks were established to provide a pathway of support and assistance to staff in the workplace. The networks meet quarterly online, to share, learn and connect with others.
7. The UHB confirms that it does not have a specific staff member to ensure disabled doctors receive workplace support.

8. Reasonable adjustments are covered in the Managing Attendance at Work All Wales Policy. Please see link provided in response to question 4.

9. The UHB confirms that it does not have a specific budget for workplace adjustments for disabled doctors/medical students. However, its Occupational Health (OH) service signposts disabled employees to the UK Government 'Access to Work' website and other networks depending on an individual's needs. A link to the Access to Work: get support if you have a disability or health condition has been provided below:

[Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK \(www.gov.uk\)](https://www.gov.uk/access-to-work)

10. For new staff members with disabilities, the UHB's OH service provides advice to the recruiting manager from day one (1). Additionally, advice and support for staff with disabilities is available from OH through a referral process or discussion with their manager.