



Kent and Medway
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

Dear Lucy Brant,

Request for Information

I write further to your request FOI ID 45335 under the Freedom of Information Act 2000 regarding: -

Sickness Absence & Disability

Your request is set out below:

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?

Yes

-If yes, what is the threshold? (either days absent or, if used, Bradford Factor score)

14 days in 12 months rolling period

3 absences in a 6-month period

Any absences that there is a visible pattern

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?

Yes

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

Please find copy attached.

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Trust Chair – Dr Jackie Craissati
Chief Executive – Sheila Stenson

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

Yes, 37.5 hours for disability leave which is paid.

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

Yes

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

Yes

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

The EDI Practitioner (Workforce) manages the Reasonable Adjustments process, liaises with the staff member to ensure that the right RA is ordered and in place.

Liaises with external companies

Liaises with internal departments such as IT, procurement and finance

Liaises with Access to Work

Manages the budget which the EDI manager approves and signs off

4. Reasonable adjustments process

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

Yes

- If yes, please provide a link/copy

Please find a copy of the Reasonable Adjustments Policy attached.

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

Yes

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

Yes

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department