



East London

**NHS Foundation Trust
Information Governance**

Robert Dolan House
9 Alie Street
London
E1 8DE

Email elft.foi@nhs.net

Website: <https://www.elft.nhs.uk>

27 September 2024

Our reference: FOI DA5578

I am responding to your request for information received 3 September 2024. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Web: www.ico.org.uk

Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention



We promise to work together creatively to: learn 'what matters' to everyone, achieve a better quality of life and continuously improve our services.
We care . We respect . We are inclusive

Chief Executive Officer: Lorraine Sunduza
Chair: Eileen Taylor

Request:

Sickness absence

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

Question 1: Does your Trust/Board use Bradford Factor scoring as part of monitoring sickness absence?

Answer: Yes.

Question 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)

Answer: Yes, for short term sickness, the trigger point is four episodes of sickness within a rolling 12 months, or a Bradford Factor of 200 within a rolling 12 months. For long term sickness, a single episode of sickness of 28 calendar days is the trigger point.

Question 3: Does your Trust/Board's record disability-related absence separately from sickness absence?

Answer: No. The Trust does not 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.

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

Answer: Yes.

The Trust has reviewed question 4 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

<https://www.elft.nhs.uk/intranet/documents/managing-sickness-absence-policy-90>

Question 5: Does your Trust/Board offer paid disability leave?

Answer: No, the Trust does not 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.



We promise to work together creatively to: learn 'what matters' to everyone, achieve a better quality of life and continuously improve our services.
We care . We respect . We are inclusive

Chief Executive Officer: Lorraine Sunduza
Chair: Eileen Taylor

Question 6: Does your Trust/Board have the following available to doctors and medical students:

a) A disabled staff/student network

Answer: Yes. ELFT-Ability.

b) A disability champion at a senior/Board level

Answer: Yes. Claire McKenna, Chief Nurse.

c) Disability advocates/champions with lived experience

Answer: Yes. Advocates with lived experience exist within the networks and also as part of the people participation team.

Question 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

Answer: Yes. A Workforce Adjustments Project Manager specifically working on workforce adjustment process for the Trust (Rather than individual cases).

Reasonable adjustments process

Question 8: Does your Trust/Board have a reasonable adjustments policy?

- If yes, please provide a link/copy

Answer: The Trust has reviewed question 8 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

<https://www.elft.nhs.uk/sites/default/files/2022-03/Workplace%20Adjustment%20Guidance%20Dec%202019.docx>

Question 9: Does your Trust/Board have a centralised budget for making workplace adjustments for disabled doctors/medical students?

Answer: No. The Trust's reasonable adjustments for disabled doctors/ medical students is adjusted from the locality budget (if reasonable) by cost adjustment.

Question 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)

Answer: Yes. Occupational Health Services.



We promise to work together creatively to: learn 'what matters' to everyone, achieve a better quality of life and continuously improve our services.
We care . We respect . We are inclusive

Chief Executive Officer: Lorraine Sunduza
Chair: Eileen Taylor