



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board



Freedom of Information Request: Our Reference CTMUHB_443_24

You asked:

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?

CTM UHB does not use the Bradford factor to calculate the impact of employees' absences.

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)

NHS Wales Managing Attendance at Work Policy sets out the following prompts:

- Three episodes of sickness absence of any length in any rolling 6-month period
- Two or more absences totalling 10 calendar days or more in a rolling 12-month period
- Recognisable patterns of absence, including any in previous years, which cause concern but may not meet other review prompts

Q3: Does your Trust/Board's record disability-related absence separately from sickness absence?

The Health Board does not record disability-related absence separately from sickness absence. However, any such absences are managed in line with the Managing Attendance at work Policy.

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.

The Managing Attendance at Work Policy sets out the below:

3.0 Disability / Health and Wellbeing Condition Leave Disability / Health and Wellbeing Condition leave is reasonable paid time off for a reason related to someone's known health and wellbeing condition and /or disability as part of a programme of care. Disability / Health and wellbeing condition leave is not

disability related sickness absence. Effectively, it is a form of special leave and will usually be requested by the employee and approved by the manager in advance. Disability/ Health and wellbeing condition leave should be recorded on ESR. Typical examples of Disability / Health and wellbeing condition leave may include regular hospital and medical appointments / treatments / follow up assessments in respect of a known disability / health and wellbeing condition. Disability leave will typically apply to part, or the whole, of one working day.

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

Please see response above.

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**

The Health Board has a disability staff network called ACCESS which can offer peer to peer support and guidance as well as helping to affect policy and organisational change.

We have an Executive sponsor of our ACCESS Network and an Executive champion of Equality, Diversity & Inclusion (ED&I).

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**

The Health Board has an Organisational Development & Inclusion (OD&I) team with a Strategic Lead in ED&I.

CTM UHB also has Wellbeing and Occupational Health teams who ensure staff receive workplace support, as well as SharePoint pages provide online signposting to further support groups.

4. Reasonable adjustments process

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

-If yes, please provide a link/copy

The Managing Attendance at Work Policy covers Reasonable Adjustments.

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

Making workplace adjustments is funded via local budgets.

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)

Adjustments would be discussed and agreed with the individual's line manager.

For medical students information is provided to the Health Board by the university where reasonable adjustments are required.