



# Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

## Information Governance Department

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Ref: FOI/2024/10103

Date Received: 3<sup>rd</sup> September 2024

Response Due: 1<sup>st</sup> October 2024

Date: 23<sup>rd</sup> September 2024

Dear Sir/Madam

With reference to your request for information received on 3<sup>rd</sup> September 2024, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request 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?**

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)**

Please see attached policy.

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

No.

### 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?**

No. The Trust has a Special Leave Policy which covers healthcare appointments for all staff. Paid time off is provided for staff to attend hospital / consultant appointments where evidence of the appointment is supplied, and it is agreed in advance with the line manager

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

N/A.

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

No. The Trust offers paid special leave in line with the above answer.

**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 \***

The Trust has an executive sponsor which is the Director of Communications and Stakeholder Engagement.

- **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?**

No.

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

N/A.

**4. Reasonable adjustments process**

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

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

The Trust does not have a specific policy for this as it is covered in the Attendance Management Policy (attached).

**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)**

This would be done via line manager.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we

will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Juliette Tait  
Chief People Officer

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

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

Helpline number: 0303 123 111