

23 September 2024

Disability Support

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 the Belfast Trust does not use the Bradford Factor.

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)

Yes - Please see the attached current Management of Attendance Protocol for triggers for management action.

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

No the Trust do not hold separate records for disability related absence. All reasons for absence are recorded on a central system.

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.

Belfast Trust does not have a disability leave policy however we have a policy relating to the employment of staff with a disability and we have a [disability toolkit](#) and Ability Passport to support staff and managers with such queries.

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

The Trust provides reasonable paid time off work for staff to utilise in the event they need to attend appointment and support related to their disability.

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

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- **A disability champion at a senior/Board level ***
- **Disability advocates/champions with lived experience**

No, the Belfast Trust currently does not have this

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 HR Improving Working Lives Team has a band 6 Senior HR Officer employed to undertake support for managers and staff to ensure that reasonable adjustments are identified and implemented in a timely, person centred manner and to date this has included supporting a range of employees including medical staff with a disability. The postholder works in partnership with staff, managers, occupational health, Trade Unions, Access To Work, Workable and a range of disability related organisations.

4. Reasonable adjustments process

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

-If yes, please provide a link/copy

Yes see above and attached. The Trust has a policy relating to the employment of staff with a disability and we have a [disability toolkit](#) and Ability Passport to support staff and managers.

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

No, all adjustments are funded locally by individual budget holders.

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)

Please see point 7 above.