

13 September 2019

Information Rights & Compliance Team
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Our Ref: FOI/03378

Thank you for your request concerning reasonable adjustments for staff.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

- 1. The average amount of time it takes from a staff member requesting any reasonable adjustments to the point these are put in place, for example any equipment they may require like a large screen monitor or grab rails. This information should span the last 5 years (from 2014-2019) if reasonably possible.**

Unfortunately we are unable to provide this information as it is not held centrally. Adjustments for staff are made locally by the individuals manager and to provide this information would exceed the appropriate limit of £450¹.

We have approximately 3,960 employees (2018/19) and to provide you with this information would involve our Managers manually going through every personnel record. It is estimated that it would take approximately 5 minutes to manually review each individual record to extract the information for the past 5 years, i.e. 330 hours @ £25ph = £8,250.

- 2. The percentage of those who have additional needs/disabilities who have to take time off work waiting for reasonable adjustments to be put in place and whether this time is paid or unpaid. This information should span the last 5 years (from 2014-2019) if reasonably possible.**

Please see the answer to question 1. We do not collate this information.

Should you require further clarification or like to discuss payment, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click here



¹ Section 12 - Cost of compliance exceeds the appropriate limit has been applied