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Our ref: FOI 2014/08176
Your ref:

12 January 2015

Dear _____

Thank you for your email of 10 December 2014 requesting the following information:

Please can you provide me with information for the following (7) questions regarding full time equivalent work days and workplace adjustment cases received in the years 2010 – 2013?

We are treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and we can confirm that some of the information in scope of your request is held.

For ease of reference, our responses are provided against each of your seven questions in turn, below:

1. How many FTE (full time equivalent) work days of staff absence were there in your department in 2010, 2011, 2012 and 2013?

The details below are the number of days of staff absence recorded in each of the required periods. Please note that a full day of absence is recorded as one day regardless of the hours an individual is required to work on that day.

<u>Calendar Year</u>	<u>Total days of sick absence</u>
2010	18,052
2011	20,162
2012	22,531
2013	22,509

2. How many of these staff absence days are recorded as being due to a form of either long-term or short-term disability?

Information relating to absences due to a form of either long-term or short-term disability, workplace adjustment cases or workplace assessments, is managed within departments and functions at Dstl and on a case-by-case basis. Therefore, we are unable to provide responses containing the detail requested.

3. How many workplace adjustment cases has your department received in each of the following years, and what has the total cost been to the department for workplace adjustments in each year for 2010, 2011, 2012 and 2013?

As for question 2.

4. What is the average amount of time within your department/agency that it takes to complete a workplace adjustment case?

As for question 2 and 3.

5. Budgets for workplace adjustments:

a. Does your department/agency have a centralised budget for workplace adjustment?

Yes. This was introduced in 2014 and does not include adjustments affecting Dstl's estate.

b. If your department/agency does have a centralised budget for workplace adjustments, how much was it for the years 2010, 2011, 2012 and 2013?

Figures for these years are not available as the centralised budget was not introduced until 2014.

c. If your department/agency does have a centralised budget for workplace adjustments, who is currently responsible for managing this?

The Dstl Human Resources (HR) Department is responsible for managing the centralised budget.

6. How many workplace assessments were conducted in your department/agency in each of the following years? 2010, 2011, 2012 and 2013?

As for question 2, 3 and 4.

7. Does your department/agency have a specific written policy in place for staff and managers to follow to help staff with disabilities in the workplace? If so, could you please provide a copy of this?

Please find attached the Reasonable Adjustment Procedure and the Reasonable Adjustments Guidance and FAQs, which were updated in 2014.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal

resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>.

Yours sincerely

Dstl Secretariat