



Foreign &  
Commonwealth  
Office



**Wilton Park**  
Harnessing the power of dialogue

20 November 2014

#### **FREEDOM OF INFORMATION ACT 2000 REQUEST REF: FOI 1037-14**

I am writing in response to your email of 23 October asking for information under the Freedom of Information Act (FOIA) 2000. You specifically asked:

*Please can you provide me with the answers to the following questions.*

1. *How many FTE (full time equivalent) work days of staff absence were there in your department in 2010, 2011, 2012 and 2013?*
2. *How many of these staff absence days are recorded as being due to a form of either long-term or short-term disability?*
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?*
4. *What is the average amount of time within your department/agency that it takes to complete a workplace adjustment case?*
5. *Budgets for workplace adjustments:*
  - a. *Does your department/agency have a centralised budget for workplace adjustment?*
  - 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?*
  - c. *If your department/agency does have a centralised budget for workplace adjustments, who is currently responsible for managing this?*
6. *How many workplace assessments were conducted in your department/agency in each of the following years? 2010, 2011, 2012 and 2013.*
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.*

I am writing to confirm that we have now completed the search for the information which you requested. I can confirm that Wilton Park does hold information relevant to your request as follows.

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

There were the following FTE work days of staff absence at Wilton Park in the following years:

Year	No. of FTE work days of staff absence
2010-11	63
2011-12	63
2012-13	67
2013-14	70

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

None of these staff absence days are recorded as being due to a form of either long-term or short-term disability.

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?*

Wilton Park has not received any workplace adjustment cases in the years 2010-2013.

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

Wilton Park has not carried out any workplace adjustments in 2010-2013. Each adjustment would be looked at on a case by case basis however we expect on average that it would take approx. 3days to carry out an adjustment but this would depend on individual needs.

5. *Budgets for workplace adjustments:*

*a. Does your department/agency have a centralised budget for workplace adjustment?*  
Wilton Park does not have a centralised budget for workplace adjustment.

*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?*

Wilton Park does not have a centralised budget for workplace adjustment.

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

Wilton Park does not have a centralised budget for workplace adjustment.

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

Wilton Park conducts on average 10 workplace assessments each year.

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.*

Wilton Park does have a Sickness Absence Management Policy, and a pdf copy of this is attached.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless it is exempt. The information we have supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

Yours sincerely



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities