



ASSURING THE SAFETY, QUALITY & EFFICACY
OF VETERINARY MEDICINES

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ATI 316

Request

From: [Redacted under section 40 of the FOIA]
Sent: 23 October 2014
Subject: Freedom of Information Request 23/10/2014

Dear Sir or Madam

Please find below a Freedom of Information request for Veterinary Medicines Directorate.

The purpose of this request is to help compile an overview of workplace assessment, adjustment and disability metrics within your organisation, and ultimately Central Government.

VMD Reply

Sent: 17 November 2014
To: [Redacted under section 40 of the FOIA]
Subject: Freedom of Information Request 23/10/2014

Thank you for your email below, dated 23 October 2014.

We are dealing with it under the Freedom of Information Act 2000.

Your Request

You asked for information as set out below to help you compile an overview of workplace assessment, adjustment and disability metrics within your organisation, and ultimately Central Government.

Our Reply

It may help if I explain that the Veterinary Medicines Directorate is a small Executive Agency of the Department for Environment, Food and Rural Affairs (Defra). We have

some 160 people working for us. Our aim is to protect public health, animal health and the environment and promote animal welfare by assuring the safety, quality and efficacy of veterinary medicines.

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

Sick absence days lost (FTE)	VMD
2010	1446
2011	1065
2012	1004
2013	551

2. How many of these staff absence days are recorded as being due to a form of either long-term or short-term disability? [The VMD does not record whether absences are related to any form of disability and, therefore, we do not hold this data.](#)

3. How many workplace adjustment cases has your department received in each of the following years ([see 6 below](#)), and what has the total cost been to the department for workplace adjustments in each year for 2010, 2011, 2012 and 2013? [£412.80 for the financial year 2013/14. The VMD does not hold information for the other years](#)

4. What is the average amount of time within your department/agency that it takes to complete a workplace adjustment case? [The VMD does not hold this information but I can say as a principle that we aim to complete a workplace adjustment as quickly as is reasonably possible for the benefit of our people and our business.](#)

5. Budgets for workplace adjustments: [We don't have a budget; we assess each case on its merits.](#)

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

[No.](#)

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? [n/a](#)

c. If your department/agency does have a centralised budget for workplace adjustments, who is currently responsible for managing this? [n/a](#)

6. How many workplace assessments were conducted in your department/agency in each of the following years? 2010, 2011, 2012 and 2013. [We hold information only for 2012 and 2013. We carried out 3 workplace assessments in each of those years.](#)

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? [Yes, Defra's Reasonable Adjustment guidance](#). If so, could you please provide a copy of this? [We apply Defra's policy. I understand Defra have included a copy of the guidance in its reply.](#)

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Our Service

If you are unhappy with the service you have received in relation to your request and wish to make a complaint, you may request an internal review within two calendar months of the date of this e-mail. If you would like to request an internal review please write to [Redacted under section 40 of the FOIA] at the VMD via ati@vmd.defra.gsi.gov.uk. If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office
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