



**Your ref:**  
**Our ref:** RFI 6970  
**Date:** 27 November 2014

Dear

## REQUEST FOR INFORMATION: STAFF ABSENCES AND WORKPLACE ADJUSTMENTS

Thank you for your request for information about staff absences and workplace adjustments, which we received on 23 October 2014. We have handled your request under the Freedom of Information Act 2000 (FOIA).

The information you requested is 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?*

The FTE days lost through sickness absence in core Defra were as follows:

<b>Sick absence days lost (FTE)</b>	<b>Defra</b>
<b>2010</b>	14393
<b>2011</b>	10331
<b>2012</b>	8694
<b>2013</b>	7567

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

Defra does not record whether absences are related to any form of disability and, therefore, this data is not held.

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?*

Defra does not have central records for the total number of workplace adjustment cases (i.e. all requests made by all individuals) but does have records for requests that required financial support costing £100 or more.

<b>Workplace adjustments (core Defra only)</b>	<b>Adjustments</b>	<b>Total cost</b>
<b>2010/2011</b>	27	£23,844.77
<b>2011/2012</b>	9	£32,436.46
<b>2012/2013</b>	9	£40,785.00
<b>2013/2014</b>	11	£62,116.00
<b>2014/2015 (to-date)</b>	7	£33,811.74

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

This information is not held.

5. *Budgets for workplace adjustments:*

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

There is a centralised budget for core Defra.

- 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?*

<b>Core Defra</b>	<b>Budget</b>
<b>2010/2011</b>	Information not held
<b>2011/2012</b>	Information not held
<b>2012/2013</b>	£ 50,000
<b>2013/2014</b>	£ 50,000

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

Defra HR is responsible for managing the centralised budget for core Defra.

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

Defra does not maintain records for the total number of workplace assessment made in each year as workplace adjustments that require no financial support, or support costing less than £100, are managed for locally and no central records are kept. Workplace adjustments that required financial support of more than £100 in core Defra are listed at the answer to question 3.

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.*

The core Defra Reasonable Adjustments guidance is enclosed.

We have redacted names and email addresses of Defra staff from this guidance. We have decided that the information should be withheld under section 40(2) (third party personal data) of the FOIA, as the information constitutes personal data relating to third parties. Section 40(2) of the FOIA provides that personal data relating to third parties is exempt information if disclosure would breach the Data Protection Act 1998 (DPA).

We consider that disclosure of this information is likely to breach the first data protection principle in Schedule 1 to the DPA, which relates to the fair and lawful processing of personal data, in two ways. First, disclosure would not constitute 'fair' processing of the personal data, and second, disclosure would not satisfy any of the conditions for data processing set out in Schedule 2 to the DPA. Therefore, we have concluded that this information is exempt from disclosure under section 40(2) of the FOIA.

In keeping with the spirit and effect of the FOIA, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on our website together with any related information that will provide a key to its wider context.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours sincerely,

**Defra FOIA and EIRs Team**

[InformationRequests@defra.gsi.gov.uk](mailto:InformationRequests@defra.gsi.gov.uk)

## Annex A

### Copyright

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## Annex B

### Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: [requestforinfo@defra.gsi.gov.uk](mailto:requestforinfo@defra.gsi.gov.uk)) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF