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Ref: FOI2014/08344

[REDACTED]

6 January 2015

Dear [REDACTED],

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

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 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 and I can confirm that some information in scope of your request is held.

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

2010 = 8550
2011 = 7781
2012 = 8236
2013 = 9492

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

This information is not recorded.

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?

This information is not recorded.

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 recorded.

5. Budgets for workplace adjustments:

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?

Not applicable

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

Not applicable

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

We do not record Display Screen Equipment workplace assessments.

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 UKHO does not have a specific policy.

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,



Deputy Communications Manager