



Kent and Medway
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

Farm Villa
Hermitage Lane
Maidstone
Kent
ME16 9PH

Sent via email

Tel: 01795 514525

Dear [REDACTED]

Email: kmpt.infoaccess@nhs.net
Website: www.kmpt.nhs.uk

Request for Information

I write further to your request FOI ID 52044 under the Freedom of Information Act 2000 regarding: -

Carers Leave Act 2014

Your request is set out below:

Requested information	Response
1. What is the organisation's ID code (ODS)	RXY
2. What is the organisation's name	Kent and Medway NHS and Social Care Partnership Trust
3. What is the best e-mail address to contact the organisation in the future regarding working carers.	Kmpt.healthandwellbeing@nhs.net
4. Does the organisation have a carers' staff network or peer support group	No
5. If yes, what is the network/group's e-mail address	N/A
6. Is the organisation a member of Carers UK/Employers for Carers (EfC)	a. Yes b. No, but we plan to in the future c. No, and we have no plans to in the future
7. If yes, has the organisation undertaken the Carer Confident Assessment.	N/A
8. If yes, at which level is the organisation	N/A
9. What is the organisation's employee Headcount total (Not FTE or WTE)	4035
10. How many of the organisation's employees have formally identified (on ESR) as a working carer	62
11. What is the organisation's Working Carer percentage (%), based on the latest NHS Staff Survey (Question 32b)	36%
12. How has the organisation communicated to staff about their rights under Carers Leave Act.	Hold events for staff on awareness days e.g. Carer's Rights Day e.g. invited Carers UK representative to speak to staff. Also held conversation cafes on such dates.
13. What training has been given to line managers about the Carers Leave Act	Carer's awareness training has been developed to help staff understand the specific requirements / needs of carers.
14. How many staff have booked Carers Leave for planned events in the last 12 months	We cannot separate this information as Carers Leave is used for Childcare leave etc.

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Trust Chair – Dr Jackie Craissati
Chief Executive – Sheila Stenson

15. What was the average number of days taken	N/A
16. Please attach a copy of the organisation's current Special Leave policy	Caring for You Policy (replacing Special Leave Policy and Staff Support Policy)  CaringforYouPolicy KMPTHR.090.01.pdf
17. In the organisation's Special Leave/Leave policy, is planned Carer's leave paid, unpaid or both	a. Paid b. Unpaid c. Both
18. How many days are paid (maximum) in a 12-month period	Up to five days unpaid leave (37.5hours) in any twelve-month period (pro rata for part time employees).
19. How many days are unpaid (maximum) in a 12-month period	Up to five days unpaid leave (37.5hours) in any twelve-month period (pro rata for part time employees).
20. Are any paid days repayable to the organisation, via payroll deduction or additional time worked	No
21. Do managers have discretionary authorisation to go beyond the policy in appropriate circumstances.	Applications for unpaid leave that go beyond the policy must be authorised by the Head of Service or Service Director or Assistant Executive Director.
22. If yes, what are they allowed to do	This is not specified in the policy and will be considered on a case by case basis.
23. In the organisation's Special Leave/Leave policy, is unplanned Carer's (Emergency Domestic / Dependant) leave paid, unpaid or both	a. Paid b. Unpaid c. Both
24. How many days are paid (maximum) in a 12-month period	Up to three days paid leave (22.5 hours) in any twelve-month period (pro rata for part time employees).
25. How many days are unpaid (maximum) in a 12-month period	In exceptional circumstances the manager may grant a further period of leave, which would be either unpaid leave, time owing to be made up as agreed by the manager, or annual leave.
26. Does the organisation's Compassionate Leave allowance include paid Terminal Care leave	This may be considered in relation to bereavement leave in the event of the serious unexpected illness of a family member.
27. If paid Terminal Care is allowed, what's the maximum number of days allowed in a 12-month period	Employees' managers may approve up to ten days (75 hours) (per bereavement), pro rata for part time staff in the event of the death or serious unexpected illness of a family member. These ten days (75 hours) may be taken at one time or on separate dates within a reasonable timeframe.
28. The NHS Terms and Conditions of Service Handbook (section 33.23) requires that all NHS employers have a carer's policy to address the needs of people with caring responsibilities - please confirm	a. The organisation has a separate carer's policy b. The organisation doesn't yet have a carer's policy
29. Please attach a copy of your current carer's policy	N/A

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely
On Behalf of
The Information Governance Department