

Response ID ANON-EERG-78UQ-R

Submitted to **Workforce Disability Equality Standard (WDES) online reporting form 2020**

Submitted on **2020-08-27 09:43:14**

Trust information

1 Name of organisation:

Name of organisation::

Sherwood Forest Hospitals NHS Foundation Trust

2 Date of completing this report:

Day/month/year::

26/08/2020

3 Name, job title and email address of the lead compiling this report:

Name::

Rajdeep Basra-Mann

Job title::

HR Business Partner

Email address::

rajdeep.basra-mann@nhs.net

4 Name of the clinical commissioning group (CCG) that the trust's 2020 WDES annual report (metrics data and action plan) will be sent to:

Name of the clinical commissioning group (CCG) that the trust's 2020 WDES annual report (metrics data and action plan) will be sent to::

Mansfield and Ashfield CCG, Newark & Sherwood CCG, Bassetlaw CCG and Nottingham & Nottinghamshire CCG

5 Unique URL link or existing web page on which the trust's 2020 WDES annual report (metrics data and action plan) will be published:

Unique URL link or existing web page on which the trust' 2020 WDES annual report (metrics data and action plan) will be published:

<https://www.sfh-tr.nhs.uk/work-for-us/equality-diversity-and-inclusivity/>

6 Date of board meeting at which the trust's 2020 WDES annual report (metrics data and action plan) were, or will be, ratified

Day/month/year::

01/10/2020

7 Does your trust participate in any programmes or initiatives that are focused on disability equality and inclusion?

Yes

If yes, please provide details::

Mindful Employer, Disability Confident Employer, Dying to Work Charter (TUC), EDS3 Pilot Site as part of the Nottinghamshire ICS, and Time to Change Champaign.

Metric 1 - Workforce representation

8 Did your trust's 2020 data for WDES Metric 1 include any of the following groups of staff? 1) Bank staff, 2) Agency staff, 3) Apprentices

4) Subsidiary group staff:

Yes

If yes, please detail which staff groups::

Apprentices only

9 Do your staff have access to the ESR self-service portal?

Yes

10 Please share any examples of actions taken in the last 12 months to increase the disability declaration rates in your trust:

Please share any examples of actions taken in the last 12 months to increase the disability declaration rates in your trust::

On International Disabilities Day on the 3.12.2019 the Trust launched a campaign to encourage staff to declare disabilities and long term condition on their ESR records.

We are also planning another campaign to take place within the next 4-6 months for staff to update their staff records on ESR and to encourage staff to declare a long term condition/disability, and update their ethnicity.

Metric 2 - Shortlisting

11 What level of Disability Confident accreditation does your trust currently hold? (Level 1, 2 or 3):

Level 2

12 Does your trust use the Guaranteed Interview Scheme?

Yes

13 Please share any examples of actions that the trust has taken in the past 12 months to improve the recruitment of Disabled staff:

Please share any examples of actions that the trust has taken in the past 12 months to improve the recruitment of Disabled staff :

Contact was made with a local college (Portland College) to look at work experience for disabled students and to consider supporting them for when they were ready to pursue a career. However due to COVID-19 this was put on hold however this will be picked back up when the college re-opens for the academic year.

Metric 3 - Capability

14 Did your trust experience any issues with providing the data for Metric 3, which was voluntary last year and mandatory this year?

No

If yes, please provide details::

No challenges as all casework is on ESR.

Metric 4 - Harassment, bullying and abuse

15 Please summarise any actions taken in the last 12 months to reduce harassment, bullying and abuse in relation to Disabled staff:

Please summarise any actions taken in the last 12 months to reduce harassment, bullying and abuse in relation to Disabled staff:

The Chief Executive includes within his weekly blogs the contact details of our Freedom to Speak Up Guardian. The Trust has also updated its guidance document on the definitions of Discrimination and bullying in January 2020.

We have also rolled out Civility Saves Lives training across the Trust over the last 12 months.

Metric 5 - Career promotion and progression

16 Does your trust provide any targeted career development opportunities for Disabled staff?

No

If yes, or planned, please provide further details::

No, however we share training opportunities for development with all our networks including our Disability Network. We are also planning on introducing a reverse mentoring programme, and the disability network along with the other networks will be encouraged to participate in this.

Metric 6 - Presenteeism

17 Has your trust planned any targeted actions to reduce presenteeism?

Yes

If yes, or planned, please provide examples::

We are planning on updating our discretion e-learning package for managers and the discretion in sickness absence and wellbeing policy online. This will encourage managers to use their discretion when applying the Trust's sickness absence and wellbeing policy.

In addition the Trust has introduced a number of wellbeing initiatives during COVID-19 to support staff and managers health and wellbeing/prevention and support that is available to them. In addition we continue to promote the Trust's Occupational Health service, staff counselling, VIVUP programme (Employee Assistance Programme) and the MSK service which is available via Occupational Health.

Metric 7 - Staff satisfaction

18 Has your trust planned any targeted actions to increase the workplace satisfaction of Disabled staff?

Yes

If yes, or planned, please provide examples::

We plan to discuss this with the newly formed disability staff network. In addition we have a Non-Executive and Executive Director who support the Trust's Disability Staff Network and are keen to support workplace satisfaction for staff.

We held a question and answer session with the disability staff network and other staff across the Trust to join. The panel consisted of the Chief Executive, Director of People, and the interim chair of the disability staff network. Staff were also to join the session online. The session was an opportunity for staff to ask the panel questions, and allow the Trust to receive feedback from our staff who have a disability in order to make positive changes and improvements where needed. This feedback will be discussed with the disability network and at the People, Diversity and Inclusion Sub Cabinet to take forward and form part of our WDES action plan.

We were also planning on holding focus group sessions with all our staff networks, including the disability network on the staff survey results focussing on the EDI element of the results. However due to COVID-19 this did not take place. We plan to do this with the staff survey results for 2020.

Metric 8 - Reasonable adjustments

19 Does your organisation have a reasonable adjustments policy?

Yes

20 Are costs for reasonable adjustments met through centralised or local budgets within the trust?

Local

21 Please summarise any actions taken in the last 12 months to improve the reasonable adjustments process?

Please summarise any actions taken in the last 12 months to improve the reasonable adjustments process:

We updated our Reasonable Adjustment Guidance in January 2020 and plan to update the Dyslexia guidance document this year as well.

Metric 9 - Disabled staff engagement

22 Does your trust have a Disabled Staff Network (or similar)?

Yes

Not Answered

23 Was your trust's 2019/20 WDES action plan co-developed with Disabled staff?

Yes

If yes, please provide details on how Disabled staff were involved::

The action plan was co-produced with the Trust's Disability Staff Network, with actions based on discussions on the data and staff's personal experiences.

Metric 10 - Board representation

24 Please describe any challenges that your organisation has experienced in collecting and reporting data for this metric:

Please describe any challenges that your organisation has experienced in collecting and reporting data for this Metric::

None as this is easily available via ESR.

25 Name and job title of the Board lead for the Workforce Disability Equality Standard:

Name and title of Board lead for the Workforce Disability Equality Standard::

Clare Teeney - Executive Director People

26 Please summarise any actions taken in the last 12 months to improve Board representation:

Please summarise any actions taken in the last 12 months to improve Board representation::

We now have a newly formed staff Disability network which is supported by a Non-Executive and Executive Director.

Supplementary

27 Are there plans for your trust to merge with another trust in the next 12 months?

No

If yes, please provide details::

28 Do you have any further comments about the WDES data collection 2020?

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No