

Workforce Disability Equality Standard (WDES) Action Plan 2019/20

	WDES Metric/Indicator	Action(s)	Timescale/milestones for delivery	Lead Responsibility
1.	Percentage of staff in AfC pay bands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.	<ul style="list-style-type: none"> Promote use of ESR self-service communication to remind staff they can update their data by launching the #Time to Declare campaign. Raise awareness of disability and long term health conditions and the benefits of declaration. 	<p>By December 2020</p> <p>September 2020 onwards</p>	<p>HRBP Workforce Analytics Manager Disability Staff Network</p> <p>HRBP Team and Disability Staff Network</p>
2.	Relative likelihood of non-Disabled staff compared to Disabled staff being appointed from shortlisting across all posts.	<ul style="list-style-type: none"> Review Recruitment & Selection Training. Develop and implement inclusion, bias and reasonable adjustments training. Provide recruitment & selection training for the Disability Staff Network members to improve the makeup of the recruitment and selection panels and ensure more diverse representation. Create a guidance document on how to complete application forms and interview techniques. 	<p>October 2020</p> <p>December 2020 onwards</p> <p>November 2020 onwards</p> <p>September 2020</p>	<p>Recruitment Manager OD/HRBP Team</p> <p>Recruitment Manager and Disability Staff Network</p> <p>Training, Education and Development</p>

		<ul style="list-style-type: none"> Roll out the Career Advisory Sessions across the Trust and deliver to the Disability Staff Network. Work with local providers with the view to reinstate work placements for local people with a disability. 	<p>October 2020 onwards</p> <p>October 2020 onwards</p>	<p>Training, Education and Development</p> <p>Training, Education and Development</p>
3.	Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.	<ul style="list-style-type: none"> To promote the Reasonable Adjustments guidance document. Review the Capability Policy to ensure it incorporates support that can be provided to disabled staff. 	<p>September 2020 onwards</p> <p>October 2020</p>	<p>HRBP Team</p> <p>Head of HR Operations</p>
4a	Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from patients/service users, relatives and other members of the public, managers and other colleagues.	<ul style="list-style-type: none"> To promote the Definitions of Discrimination & Bullying Guidance document and the Dignity at Work policy. To promote zero tolerance across the Trust via the Violence Reduction Policy. The Disability Staff Network to create posters on Zero Tolerance. Hold focus groups based on the 2020 Staff Survey results with all the staff networks to discuss discrimination within the workplace and what learning/action the Trust can take forward. Continue to promote Civility Saves Life Training 	<p>September 2020 onwards</p> <p>October 2020</p> <p>September – November 2020</p> <p>March 2021 onwards</p> <p>September 2020 onwards</p>	<p>HRBP Team/HR Op's Team</p> <p>Executive Chief Nurse</p> <p>Disability Staff Network</p> <p>OD Team</p> <p>Training, Education and Development</p>

4b	Percentage of Disabled staff compared to non-disabled staff saying that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it.	<ul style="list-style-type: none"> • Increase awareness of reporting incidents. • Promote and encourage staff to speak up with the Freedom to Speak up Guardians. 	September 2020 onwards September 2020 onwards	All managers Freedom to Speak Up Guardians
5.	Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities career progression or promotion.	<ul style="list-style-type: none"> • To continue to ensure Equality and Diversity is promoted throughout our recruitment and selection training. • Continue with Reverse Mentoring Programme. • Review and embed EDI into appraisal training, linking to Inclusion, Discrimination, Bias and Reasonable adjustments training. 	October 2020 onwards September 2020 onwards December 2020 onwards	Recruitment Manager Training, Education and Development Training, Education and Development
6.	Percentage of Disabled staff compared to non-disabled staff saying that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.	<ul style="list-style-type: none"> • To keep under review and continue to promote and advise managers on using discretion under the Sickness and Wellbeing policy. • Continue to promote disability leave. 	September 2020 onwards September 2020 onwards	HRBP Team and managers HRBP Team
7.	Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.	<ul style="list-style-type: none"> • Promote the Disability Staff Network for new members to join. • Launch the Disability Allies programme for International Day 	September 2020 onwards 3 rd December 2020	Disability Staff Network with Communication Teams HRBP/Disability Staff Network

		<p>for People with Disabilities.</p> <ul style="list-style-type: none"> Develop 'Developing and managing inclusive teams' guidance and training. 	December 2020 onwards	OD team
8.	Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	<ul style="list-style-type: none"> Continue to promote the reasonable adjustments guidance to managers. Continue to promote managers on using discretion under the Sickness and Wellbeing policy. 	September 2020 onwards	HRBP Team
			September 2020 onwards	HRBP Team
9a	The staff engagement score for disabled staff, compared to non-disabled staff.	<ul style="list-style-type: none"> Continue to promote the Disability Staff Network. Invest and promote relevant awareness days across the Trust to show support for staff members with disabilities. Launch the Disability Allies programme for International Day for People with Disabilities. 	September 2020 onwards	Disability Network Staff
			September 2020 onwards	Disability Network Staff
			3 rd December 2020	HRBP and Staff Disability Network
9b	Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard?	<ul style="list-style-type: none"> Continue to promote the Disability Staff Network. 	September 2020 onwards	Disability Network Staff
10.	Percentage difference between the organisation's Board voting membership and its organisation's overall workforce.	<ul style="list-style-type: none"> Continue to encourage staff to declare their disability on ESR. 	September 2020 onwards	HRBP Team Workforce Information Team