WORKFORCE DISABILITY EQUALITY STANDARD (WDES)-ACTION PLAN 2022-23

WDES Indicators	Action to be Taken/Considered	By Whom	Outcome and Completion Date	RAG Rating
1. Percentage of staff in AfC bands or medical and dental subgroups and VSM (including executive board members) compared with the percentage of staff in the overall workforce. Organisations should undertake this calculation separately for clinical and non-medical staff. **Note:** Definitions for these categories are based on ESR occupation codes with the exception of medical and dental staff, which are based upon grade codes.	1. Identify the number of staff at 8A and above who have declared in ESR that that they have a disability 2. Review recruitment processes to ensure that reasonable adjustments can be made to enable staff with a disability are able to apply for new roles or promotion 3. Ensure succession planning and talent management activities are inclusive processes 4. Monitor the number of staff who have declared a disability in ESR who are promoted 5. Encourage staff to update ESR with the disability status and ask the Communications Team to help raise awareness of the need to declare status on ESR 6. Appoint an WDES Executive Sponsor	HR & OD Management team	1. Staff at 8a who have declared a disability in ESR identified and appropriate action plans put in place 2. Recruitment process reviewed to ensure staff with a disability are able to apply for new roles or promotions 3. Increase in the number of staff who have declared a disability in ESR who are promoted 4. An Executive Sponsor for the WDES is identified	A

| 2. Relative likelihood of Disabled staff compared to that of non-disabled staff being appointed from shortlisting across all posts.

Note:
i) This refers to both external and internal posts.
ii) If your organisation implements a guaranteed interview scheme, the data may not be comparable with organisations that do not operate such a scheme. This information will be collected on the WDES return form to ensure comparability between organisations. | 1. Audit of the recruitment process
2. Review reasons for non-appointment/appointment of Disabled applicants
3. Investigate if any difference between professions in relation to the success of Disabled applicants.
4. Are there any barriers preventing Disabled applicants attending interview?
5. E&D training, to include unconscious bias for interview panels.
6. Link in with engagement events with local Disability Groups to encourage applications.
7. Closer working with the local Disability Organisations to improve the levels of Disabled staff in employed.
8. Review wording on adverts for Band 8-9 and VSM to include clear statement encouraging applicants with a Disability to apply.
9. Identify if there are any barriers preventing Disabled applicants attending interview.
10. Monitor applications to identify any differences between professions in relation to the success of Disabled applicants.
11. Improve recruiting managers awareness of employing people with a disability or long term health condition
12. Work with the Project Search Team to identify suitable candidates for vacancies
13. Review all job adverts and where advertised
14. Ensure recruitment processes are accessible to those with a Disability – test process with 'mystery shopper' | LT & Talent Acquisition Team | 1.TRAC system has auditable information and data is regularly reviewed to ensure the process is fair to all applicants.
2. Improved support for all candidates if they require alternative arrangements for interview i.e. an all task based interview, using SKYPE to facilitate interviews.
3. Increased number of staff with a disability employed across the Trust.
4. Trust signed the NHS Learning Disability Employment Pledge (LDEP) and working with Blackpool Council Project Search Team to help people with a LD gain permanent employment.
5. Trust selected by NHSE LDEP Team to be one of the pilot sites for the Easy Read Application form.
8. Improved engagement with local Disabled communities/schools to encourage applications.
9. Alternative interview processes e.g. work based assessments; video/skype interviews to reduce stress and stay in familiar surroundings.

Recruitment work is ongoing as we are constantly trying to reach out to new possible candidates. | |

	15. Improve recruitment managers awareness of employing people with a long-term health condition and disability 16. Provide work experience/work trials for disabled people and promote the work done across the Trust 17. Promote what support is available for manager to facilitate placements/ workers			
3. Relative likelihood of Disabled staff compared to non-disabled staff entering the formal disciplinary process, as measured by entry into a formal capability investigation*	1. Identify if any common themes across disciplinary cases involving Disabled staff. 2. Check for significant differences between the Disabled staff entering the disciplinary process and those receiving sanctions. 3. Arrange 'Big Conversation' style meetings for Disabled staff to discuss issues and find potential solutions 4. Develop a communications campaign to inform staff what the WDES is, what is a disability – mental, physical hidden or seen, and information about reasonable adjustments; promote the positive work of the Staff ED&I Ambassadors	HRBP & HR Team/ Divisional input	1. Action plan created to address common themes found. 2. Reviewed disciplinary process 3. Once in place the outcomes from Big Conversation meetings to be included as part of the action plan 4. Increased number of reasonable adjustments impacts on disciplinary and sickness absence figures	
4a. (Q13a-c) Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from: a) Patients/Service Users, their relatives or other members of the public.	1. Improve completion rate for National Staff Survey (NSS) 2021 to improve validity of data 2. Engage with staff who have declared a disability in ESR to understand key issues	SA & OD Team	1. Staff survey completion rate for NSS 2020 was 49.5% which is higher than the same period in 2019 2. Detailed analysis of bullying and harassment and actions take to explore further resolution options. 3. Staff engagement action plan in place by division and also Trust wide. These will be updated to address any specific issues highlighted in the NSS 4. Big Conversation have been rolled out across the organisation to help identify actions needed to improve engagement	G

b) Managers				
c) Other Colleagues				
4b. (Q13d) 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.				
5. (Q14) Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	1. Improve completion rate for NSS 2021 to improve validity of data 2. Engage with staff who have declared a disability in ESR to understand key issues 3. Promote leadership, training and development options to employees with disabilities including courses from NHS Leadership Academy 4. Get Staff Side on board with promoting WDES, declaring a disability or long term health condition, training etc. 5. The Trust currently holds the Disability Confident – Employer level of the scheme and should work towards achieving the top level of 'Leader' 6. Arrange disability awareness training sessions for staff.	SA & Staff Engagement & OD Team/ Divisions	1. Improved declaration rates on ESR 2. Breakdown data by department/profession if possible to gain better understanding of responses between Disabled and non-disabled groups. 3. Improved promotion rates for staff with a disability or long term health condition 4. Improvement in number of staff with a disability or long term health condition accessing OD and CPD courses linked to career paths 5. Visible involvement by members of Staff Side 6. Once in place look at the outcomes from Big Conversation meetings to assist in formulating an action plan	G

6. (Q11e) 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.	1. Get Staff Side on board with promoting WDES, declaring a disability or long-term health condition, training etc. 2. Introduce Job Carving where feasible to do so 3. Make reasonable adjustments in order to support the staff group stay in work 4. Short accessible training session for staff about disabilities and long-term conditions and include: o WDES information/ importance of updating ESR/ information about support available to staff	HRBP& HR Team/ OH/ Divisions	1. Staff Engagement working group monitor results of pulse check surveys and national staff survey information. 2. Absence Management Procedure includes information for managers on how to support staff with a disability or long-term health condition e.g. disability leave 3. New training course being designed to cover Deaf and disability Awareness.	
7. (Q5f) Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.	1. Improve completion rate for NSS 2021 to improve validity of data 2. Breakdown data by department/profession to see if possible, to gain a better understanding of responses from staff declaring a disability 3. Engage with staff who have declared a disability in ESR to understand key issues	SA & Engagement Team/ Divisions	1. Staff Engagement working group monitor results of pulse check surveys and national staff survey information bi-monthly. 2. Specific focus groups to address this.	
8. (Q28b) Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	1. Analyse cases to identify any common themes/issues or hot spots. 2. Identify corrective action to be taken e.g. E&D and unconscious bias training. 3. Facilitate regular management training session on reasonable adjustments and link/include with attendance management training 4. Share 'lived experience' stories of staff who have had reasonable adjustments and how these have positively supported them in work	HR & OD Teams/ E&D Lead/ Divisions	1. Staff Survey Results – use to review any themes, issues or hot spots. 2. Develop E&D and Unconscious Bias Training – particularly for all interview panel members.	
9a) The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement	1. Take positive action to encourage diverse applicants.	Directors/ Deputies of HR & OD	1. Review appointments process for Board appointments 2. Non-Executive Director timeframe for appointment have been provided to the Recruitment team so that recruitment campaigns	

score for the organisation.			can be undertaken as/when NED appointments become vacant.	
b) Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (yes) or (no) **Note:** For your response to b): If yes, please provide at least one practical example of current action being taken in the relevant section of your WDES annual report. If no, please include what action is planned to address this gap in your WDES annual report. Examples are listed in the WDES Technical Guidance.	Yes		Big Conversations will allow the voices of Disabled Staff to be heard. Share 'lived experiences' good or bad. The Trust's Staff ED&I Ambassadors Network is inclusive of all protected characteristics. Ambassadors can support and advise staff with a disability but also bring concerns to the ED&I Ambassador meetings and the FTSUG. Increased consistency for people with a disability or long-term condition e.g. Cancer, to attend appointments and given time to travel to and from their appointments. Reduced delays from Finance in authorising payments for equipment to complete a reasonable adjustment in accordance with Access to Work recommendations.	
10. Percentage difference between the organisation's Board voting membership and its overall workforce, disaggregated: • By voting membership of the Board;	1. Use Positive Action for all recruitment to vacancies at Executive level including Non-Executives and the Chair. 2. Promote the good work the Trust is doing within this action plan to support 'Great Place to Work' project.		1. Increased applications from people with a disability 2. Increased acknowledgement locally and nationally of the work carried out by the Trust	

• By Executive membership of the Board.				