Appendix 2

Workforce Disability Equality Standard Action Plan 2021 – 2022

Green (G)	Yellow (Y)	Amber (A)	Red (R)
Evidence demonstrates action implemented	Evidence demonstrates the action is mostly met and within timescales	Evidence demonstrates the action is mostly met but not within timescales	Evidence in place demonstrates the action has not been met

Workforce Data and Representation – Metrics 1, 2, 3 and 10					
What actions do we need to take and why?	The actions within this section of the WDES action plan are focused on improving the workforce data, specifically staff declaration rates. These actions will also focus on supporting the organisation to understand the data which reflects the differences in experience for disabled and nondisabled staff. The data we have indicates that we need to focus on improving the disclosure rates of our disabled staff and representation of disabled staff across theorganisation. We will be using our internal governance mechanism to monitor performance and manage any identified risks.				
Reference	**Action to be taken**	**Responsible owner(s)**	**Completion date**	**Outcomes /KPI's**	**Rag Rating**
1.1	Ensure that the WDES action plan is embedded into Division Governance Meetings	Divisional Operational Leads	October 2021 – quarterly thereafter	• Quarterly progress updates to be received by Divisions, risks identified, and mitigation provided by the EDI Committee	N:\Everyone\EDI\WDES Evidence\1. Workforce Data and Representation Metrics 1, 2, 3 10 **NOTE: Although these have been discussed at Board level and at the SLT meetings, these have not filtered down to divisional meetings as a standard item.**

| 1.2 | Develop a communications and engagement plan for WDES which is monitored by the EDI Committee | Head of EDI & Head of Communications & Engagement | November 2021 | • Clear organisational messaging on equality, diversity and inclusion cascaded to all staff.
 • Increased visibility on disability equality themes – e.g., communications on Mental Health Awareness, Autism
 • Awareness and increase imagery of disabled people on internal external communications.
 • Intranet and Internet webpages update with Trust position on WDES
 • Promote through all staff briefing. | N:\Everyone\EDI\WDES Evidence\1. Workforce Data and Representation Metrics 1, 2, 3 10

 Note: Making this part of BAU |

Workforce Data and Representation – Metrics 1, 2, 3 and 10

What actions do we need to take and why?	The actions within this section of the WDES action plan are focused on improving the workforce data, specifically staff declaration rates. These actions will also focus on supporting the organisation to understand the data which reflects the differences in experience for disabled and nondisabled staff. The data we have indicates that we need to focus on improving the disclosure rates of our disabled staff and representation of disabled staff across the organisation. We will be using our internal governance mechanism to monitor performance and manage any identified risks.

Reference	Action to be taken	Responsible owner(s)	Completion date	Outcomes /KPI's	Rag Rating
1.3	Align WDES communications with ESR awareness campaign to encourage staff to update personal data	Head of Workforce Information/ ESR Head of EDI Comms team/ Head of Resourcing	January 2022	• Increased self- declaration/disclosure relating to disability • Staff experiences captured outlining positive experiences • Increased visibility and awareness of disability equality in the organisation. • Head of Resourcing, EDI Manager disabled staff, service users and organisations who represent people with a disability to undertake review of external website (through the eyes of a potential candidate) to look for ways to demonstrate our Inclusivity to encourage potential candidates to declare any disability.	N:\Everyone\EDI\WDES Evidence\1. Workforce Data and Representation Metrics 1, 2, 3 10 **NOTE: Staff declaration rate has improved, but will carry this forward into 2022 action plan to increase further**

| 1.4 | Undertake a data capture and analysis on disabled staff entering HR interventions – specific focus on capability and sickness | HR Director and Head of Employee Relations | January 2022 | • Improve organisational and divisional understanding data regarding disability and HR interventions
• Monitoring of key performance indicators for WDES.
• All recruiting managers to attend Recruitment and Selection training. At least one recruitment panel member to have completed the R and S training (including Unconscious Bias pre course e-learning)
• Review of sickness absence training for line managers to reinforce responsibilities regarding the Equality Act, Presentism, and reasonable adjustments.
• Develop a network of Wellbeing link staff within the Trust to ensure access, support and signposting is available
• WF mental health and well-being practitioner in situ to offer on-site counselling for staff via drop in 'Place to be', sessions and signposting from line managers and OH. | N:\Everyone\EDI\WDES Evidence\1. Workforce Data and Representation Metrics 1, 2, 3 10

NOTE: Carry forward, for Chanel to keep track of with Liz Taylor.
New line managers training looks at sickness absence etc.
Wellbeing links have been assigned |

Staff Survey Indicators & Staff Engagement – Metrics 4, 5, 6, 7, 8, 9

What actions do we need to take and why?	The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our disabled staff through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality.				
Reference	Action to be taken	Responsible owner(s)	Completion date	Outcomes /KPI's	Rag Rating
2.1	Continue to promote DaD to drive Inclusivity and deliver on the WDES Action Plan	Head of EDI/HR Director	June 2022	• Improve the visibility of the Network encouraging staff with either lived experience or who has an interest to join the Network. • Offer staff engagements with key speakers encouraging staff and managers with no lived experience to understand and become allies	N:\Everyone\EDI\WDES Evidence\2. Staff Survey Indicators & Staff Engagement Metrics 4, 5, 6, 7, 8, 9
2.2	Identify Board level Exec or Non-Exec sponsor for Disability, to Champion WDES and support the Network,	Chief Executive and Director of HR/OD	October 2021	_____ • Senior leaders demonstrating commitment to equality – through internal and external communications	N:\Everyone\EDI\WDES Evidence\2. Staff Survey Indicators & Staff Engagement Metrics 4, 5, 6, 7, 8, 9

Staff Survey Indicators & Staff Engagement – Metrics 4, 5, 6, 7, 8, 9

What actions do we need to take and why?	The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our disabled staff through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality.				
Reference	**Action to be taken**	**Responsible owner(s)**	**Completion date**	**Outcomes /KPI's**	**Rag Rating**
2.3	Attain Level 1 of Disability Confident Employer.	Workforce Recruitment and retention team/ Workforce Employee relations team/ Health and wellbeing team/Head of EDI	June 2022	• Attain Level 1 Disability Confident Employer status • Quarterly update provided from theEDI Committee on progress • Divisions to provide positive onces to the EDI Committee on the recruitment and support of disabled staff (to share externally) (There are 3 levels: Disability Confident Committed (level 1) Disability Confident Employer (level 2) Disability Confident Leader (level 3) Each level needs to be completed before moving on to the next. Accreditation for a Disability Confident Committed employer lasts for 3 years.)	N:\Everyone\EDI\WDES Evidence\2. Staff Survey Indicators & Staff Engagement Metrics 4, 5, 6, 7, 8, 9 **NOTE: Completed**
2.4	Reciprocal Mentoring and Career Coaching	Head of EDI and HR Director/ Head of Employee Relations	May 2023	•Set up a reciprocal mentoring programme modelled on STP approach. Communication/ engagement/ training and review. •Along the current career coaching offer we will be providing practical advice for staff seeking a new role. This will involve, support with application forms and interview skills with a focus on supporting our Disabled candidates.	N:\Everyone\EDI\WDES Evidence\2. Staff Survey Indicators & Staff Engagement Metrics 4, 5, 6, 7, 8, 9 **NOTE: Carry forward as 18 month programme**

Staff Survey Indicators & Staff Engagement – Metrics 4, 5, 6, 7, 8, 9

What actions do we need to take and why?	The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our disabled staff through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality.				
Reference	**Action to be taken**	**Responsible owner(s)**	**Completion date**	**Outcomes /KPI's**	**Rag Rating**
2.5	Deliver a series of Listening Events for staff to discuss equality related concerns aligned with Freedom to Speak Up initiatives.	Freedom to Speak Up Guardian, Head of EDI and Head of Communications& Engagement, HR/OD	March 2022	• Improved staff experience and capture of staff stories toshare with Trust Board, and the EDI Committee.	N:\Everyone\EDI\WDES Evidence\2. Staff Survey Indicators & Staff Engagement Metrics 4, 5, 6, 7, 8, 9 **NOTE: Values Launch, EDI week, Board stories, Women's Network Launch**
2.6	Review process and guidance for staff and managers for making reasonable adjustments. Place focus on reducing bullying and harassment	Head of EDI/ Head of Employee Relations/ Operational Managers Head of EDI Compassionate and collective Leadership	March 2022	• Clear process for making requests for reasonable adjustments regular communications provided onthe definition of a reasonableadjustment and support. • Promote participation on National NHS staff survey to help continue benchmarking. • Consider training offers relating to e.g. Allyship, micro-aggression, Incivility, cultural competence.	N:\Everyone\EDI\WDES Evidence\2. Staff Survey Indicators & Staff Engagement Metrics 4, 5, 6, 7, 8, 9 **NOTE: Cultural Ambassadors, Purple Passports , Policy Consultations . Carry forward (microaggressions and incivility workshops)**

Action plan history log	Date
Initial draft – OPR	01.06.2021
Updated OPR following input from DaDNetwork Chair/Deputy Chair	22.06.2021
Updated OM	15.07.2021
Updated OPR and GP-J	20.01.2022
Updated OPR Evidence	07.02.2022
Updated OPR Evidence	03.06.2022
Updated OPR	18.07.2022