

**Appendix 2**

**Workforce Disability Equality Standard: Action Plan December 2020-2021**

Objective	Action	Responsible	By When	Progress
Improve staff disability declaration rate (currently 3%) in order to have meaningful data	<ul style="list-style-type: none"> <li>• Communication to Trust via scrolling page on the Intranet explaining the importance of updating disability status in MyESR. Follow up letters (via mail merge) encouraging staff without a declaration to update it...</li> <li>• Promote through all staff briefing</li> <li>• 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.</li> </ul>	Workforce Information Manager/ EDI Lead/ Head of Resourcing	Q4 2020-2021  Q4 2020-2021  Q4 2020-2021	
Improve Line management training in relation to Health and Wellbeing and sickness absence.	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Continue the Mental Health first aid training and Mental Health awareness (</li> <li>• Review of sickness absence training for line managers to reinforce responsibilities regarding the Equality Act, Presenteeism and reasonable adjustments.</li> <li>• Develop a network of Wellbeing link staff within the Trust to ensure access, support and signposting is available</li> <li>• 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.</li> </ul>	Head of Resourcing/ HR Partners  Occupational Health  Head of ER  Workforce Mental Health and Wellbeing Practitioner	Ongoing through 2020-2021Q4 2020-2021Q4 2020-2021-Q4  Q42019/2020	

<p>Continue to promote the Disability Network now named Disability and Difference (DaD) to drive Inclusivity and deliver on the WDES action planning. Further Engagements throughout 2020/2021.</p>	<ul style="list-style-type: none"> <li>• Improve the visibility of the Network encouraging staff with either lived experience or who has an interest to join the Network.</li> <li>• Offer staff engagements with key speakers encouraging staff and managers with no lived experience to understand and become ally's.</li> </ul>	<p>Comms Team, EDI lead</p>	<p>Q4 2020/2021</p>	
<p>Career Coaching</p>	<ul style="list-style-type: none"> <li>• 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. Review of career coaching following first supervision sessions in November 2020</li> </ul>	<p>Recruitment and retention team/ learning and development manager/ EDI Manager</p>	<p>Q4 2020/2021</p>	
<p>Reciprocal Mentoring</p>	<ul style="list-style-type: none"> <li>• Set up a reciprocal mentoring programme modelled on STP approach. Communication/ engagement/ training and review.</li> </ul>	<p>EDI Manager</p>	<p>Q4 2020/2021</p>	
<p>Ensure the Trust is Disability Confident, as per the department of works and pension every organisation should be a Disability Confident Committed, or a Disability Confident Employer or Leader.</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Workforce Recruitment and retention team/ Workforce Employee relations team/ Health and wellbeing team/ EDI Manager</p>	<p>Q4 2020/2021- Q1 2021/2022</p>	
<p>Place focus on reducing bullying and harassment.</p>	<ul style="list-style-type: none"> <li>• Promote participation on National NHS staff survey to help continue benchmarking.</li> <li>• Consider training offers relating to e.g. Allyship, dignity at work.</li> </ul>	<p>HRD/EDI Manager</p>	<p>Q4 2020/2021 Q1 2021/2022</p>	



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