

**Workforce Disability Equality Standard Action Plan 2024 – 2025**

<b>Green (G)</b>	<b>Yellow (Y)</b>	<b>Amber (A)</b>	<b>Red (R)</b>
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**

<b>What actions do we need to take and why?</b>	<b>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 staff with a disability and those who do not have a disability. The data we have indicates that we need to focus on improving the disclosure rates of our staff with a disability and representation of staff with a disability across the organisation. We will be using our internal governance mechanism to monitor performance and manage any identified risks.</b>				
Reference	Action to be taken	Responsible owner(s)	Completion date	Outcomes /KPI's	Rag Rating
1.1	Ensure that the Inclusion work and WDES action plans are shared and embedded into the Division Governance Meetings.	Divisional Operational Leads  Nursing Corporate  Digital  Estates  Clinical Directors	March 2025	<ul style="list-style-type: none"> <li>6 monthly progress updates to be received from Divisions to the EDI Committee.</li> </ul>	

<p>1.2</p>	<p>Continue to align WDES communications with ESR awareness campaign to encourage staff to update personal data</p> <p>(How declarations help the organisation)</p> <ul style="list-style-type: none"> <li>• Why is it important to declare and what do we do with the data.</li> <li>• Line managers development Programme</li> <li>• Specific training around reasonable adjustment/neurodiversity</li> </ul>	<p>Head of Workforce Information/ESR Head of EDI Comms team/ Head of Resourcing/Head of ER</p>	<p>Quarterly</p>	<ul style="list-style-type: none"> <li>• Increased self- declaration/disclosure relating to disability.</li> <li>• Staff experiences captured outlining positive experiences.</li> <li>• Flyers and videos.</li> <li>• Increased visibility and awareness of disability equality in the organisation.</li> <li>• Head of Resourcing, Head of EDI staff with a disability, 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> <p><b>NOTE: This action has been brought forward as the Network believe more work can be done within the Trust.</b></p>	
------------	---	--	------------------	--	--

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

<p><b>What actions do we need to take and why?</b></p>	<p>The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our staff with a disability through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality.</p>				
Reference	Action to be taken	Responsible owner(s)	Completion date	Outcomes /KPI's	Rag Rating
<p><b>2.1</b></p>	<p>Work towards Level 3 of Disability Confident Employer.</p>	<p>Workforce Recruitment and retention team/ Workforce Employee relations team/ Health and wellbeing team/ EDI Network and Compliance Officer</p>	<p>June 2026</p>	<ul style="list-style-type: none"> <li>• Attain Level 3 Disability Confident Employer status</li> <li>• Quarterly update provided to the EDI Committee on progress</li> <li>• Divisions to provide positive experiences to the EDI Committee on the recruitment and support of staff with a disability.</li> <li>• EDI High Impact Action 3</li> </ul> <p>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.)</p> <p>CARRIED FORWARD</p>	
<p><b>2.2</b></p>	<p>Transformational Reciprocal Mentoring for Inclusion Cohort 3 and Career Coaching</p>	<p>Head of EDI and HR Director/ Head of Employee Relations</p>	<p>January 2026</p>	<ul style="list-style-type: none"> <li>•Progress the transformational reciprocal mentoring programme modelled on STP approach. Communication/ engagement/ training and review.</li> <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.</li> </ul>	

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

<p>What actions do we need to take and why?</p>	<p>The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our staff with a disability through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality.</p>				
Reference	Action to be taken	Responsible owner(s)	Completion date	Outcomes /KPI's	Rag Rating
<p>2.3</p>	<p>Improve processes related to identifying, requesting and supporting reasonable adjustments to working arrangements.</p> <p>Reducing bullying and harassment through the Trustwide adoption and implementation of the vision for inclusive leadership and the Leadership Behaviour Framework.</p> <p>Embed line managers development Programme.</p>	<p>Head of EDI/ Head of Employee Relations/ Operational Managers</p> <p>Head of EDI Compassionate and collective Leadership</p>	<p>July 2024</p>	<ul style="list-style-type: none"> <li>• Clear process for making requests for reasonable adjustments regular communications provided on the definition of a reasonable adjustment and support.</li> <li>• Training for managers in how to support reasonable adjustments.</li> <li>• Promote participation on National NHS staff survey to help continue benchmarking.</li> <li>• Consider training offers relating to e.g., Allyship, micro-aggression, Incivility, cultural competence.</li> <li>• Continued development of the Line Managers Development Programme and associated development interventions.</li> </ul>	

Action plan history log	Date
Initial draft – OPR, Head of EDI	02.07.2024
Updated- OPR, Head of EDI, GP-J and TMc, Chair and Co-chair staff network and SH, Executive Sponsor	23.07.2024
Updated – OM, Director of Workforce and OD	23.09.2024

DRAFT