

APPENDIX 2 - WDES action plan 2021/22

Metric	Objective	Action/s	Timescales	Lead/s	Why	RAG
1	Increase the number of staff declaring their disability status via ESR.	Work with the Disabled staff network to develop a communications campaign highlighting the benefits of declaring. Hold an engagement session with colleagues to explore any challenges that they may have encountered in using ESR.	March 2022	Workforce Information Manager Head of I&WB Communications Lead Disabled staff network Lead	Necessary to improve the data quality	Amber
2	Reduce the inequality in recruitment shortlisting.	Review training offer provided to recruiting managers and interview panels. Undertake annual review of recruitment equal opportunities activity and present analysis to People & Engagement Group. Scope the work required to upgrade our accreditation to 'Disability Confident Leader' organisation.	July 2022	HR Resourcing Manager Head of I&WB	To improve recruitment prospects for Disabled staff	Amber
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	Continue to monitor if Disabled staff enter formal capability process/reference workplace adjustment guidance for managers	July 2022	HR Resourcing Manager Head of I&WB	To prevent Disabled staff from entering formal capability because of disability.	Amber
4	Reduce the incidence of Disabled colleagues experiencing harassment, bullying and abuse from patients, managers and colleagues.	Hold workshops with 'Creating a Positive Workplace Culture' Group to explore what further work can be done to build an inclusive, compassionate and culturally sensitive workplace that supports a zero tolerance policy of harassment, bullying and abuse. Evaluate the effectiveness of the Equality & Diversity, Bullying & Harassment Passport to Management Training Course to deliver the required manager skills and capabilities	May 2022	Creating a Positive Workplace Culture Working Group Chair Head of I&WB HRBP	Part of the overall organisational goal to create an inclusive culture	Amber
5	Percentage of Disabled staff compared to non-disabled staff believing that the trust provides equal opportunities for career progression or promotion.	Create more visibility of disabled staff with career progression or promotion	May 2022	Creating a Positive Workplace Culture Working Group Chair Head of I&WB Comms Lead	To increase percentage of staff believing trust provides equal opportunities for career progression or promotion.	Amber
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	More communication and training for managers on presenteeism/guidance for managers updated	March 2022	Head of I&WB HRBP	To reduce the gap between disabled staff and non disabled staff feeling pressure from managers to come in when not feeling well enough.	Amber

	feeling well enough to perform their duties.					
7	Increase percentage of Disabled staff satisfaction rate and actions to facilitate the voices of Disabled staff in the organisation to be heard.	Work with Disabled staff network to produce a staff stories Comms Hub highlighting staff who are positive about working in the trust and feel valued. Explore staff sharing their stories at Trust Board of lived experiences of working with long term conditions and disability.	June 2022	Head of I&WB Communications Lead Disabled staff network Lead	See action 4 above	Amber
8	Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	Communications to managers and staff re workplace adjustments	April 2022	Head of I&WB Communications Lead Disabled staff network Lead HRBP	Disabled staff will be able to carry out their role with workplace adjustments in place	Amber
9(a)	The staff engagement score for Disabled staff, compared to non-disabled staff.	Disabled Staff network TORs drafted/ H&WB champions encouraged to engage with Disabled staff.	April 2022	Head of I&WB Communications Lead Disabled staff network Lead	Disabled staff will feel more heard	Amber
9(b)	Action to facilitate the voices to be heard of Disabled staff in the organisation	Publish Disabled staff stories/patient experiences at Board	June 2022	Head of I&WB Communications Lead Disabled staff network Lead	Disabled staff will view the organisation as a caring organisation	Amber
10	Reduce the gap between Board representation and overall representation of Disabled staff in the workforce	Invite board members to check and refresh their personal details recorded in ESR including their disability data, since it was last recorded on their appointment into post. Undertake gap analysis and action planning following the data cleansing exercise.	January 2022	Workforce Information Manager Head of I&WB	To demonstrate visible leadership in this area at senior levels	Amber
Metric	Objective	Action/s	Timescales	Lead/s	Why	
Applies to all	To offer support to staff identified as suffering with Long Covid (LC) symptoms	Promote LC Peer Support Group in partnership with Communications Department Identify staff with diagnosis of LC Signpost staff to further sources of information / support Raise awareness across the Trust of LC and its symptoms Ensure info/support is updated in line with national and local guidance	October 2021	Head of I&WB Communications Lead HWB Coordinator Occupational Health Managers	To ensure staff feel supported & access relevant services	Amber

