

Appendix 1

Workforce Disability Equality Standard Action Plan 2022 – 2023

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 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
1.1	Ensure that the WDES action plan is embedded into Division Governance Meetings	Divisional Operational Leads	December 2022 – quarterly thereafter	<ul style="list-style-type: none"> Quarterly progress updates to be received by Divisions, risks identified, and mitigation provided by the EDI Committee <p>NOTE: Brought forward from 2021 Action Plan</p>	
1.2	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	March 2023	<ul style="list-style-type: none"> 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 	

				<p>(through the eyes of a potential candidate) to look for ways to demonstrate our Inclusivity to encourage potential candidates to declare any disability.</p> <p>NOTE: Although staff declaration increased 2021, the Network felt it was important to continue to further increase declaration rates.</p>	
1.3	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 2023	<ul style="list-style-type: none"> • 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) • 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. <p>NOTE: Brought forward as some actions have not been completed.</p>	

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 disabled staff 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
2.1	Attain Level 2 of Disability Confident Employer.	Workforce Recruitment and retention team/ Workforce Employee relations team/ Health and wellbeing team/ EDI Network and Compliance Officer	June 2023	<ul style="list-style-type: none"> Attain Level 2 Disability Confident Employer status Quarterly update provided from the EDI Committee on progress Divisions to provide positive experiences to the EDI Committee on the recruitment and support of disabled staff. <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>	
2.2	Progress Transformational Reciprocal Mentoring and Career Coaching	Head of EDI and HR Director/ Head of Employee Relations	December 2023	<ul style="list-style-type: none"> Progress the transformational 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. 	

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 disabled staff 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
2.3	Deliver a series of Listening Events for staff to discuss equality related concerns.	Head of EDI and Head of Communications & Engagement, HR/OD/ Network Leads	June 2023	<ul style="list-style-type: none"> • Official Launch of DaD Network, re-branding to include staff with caring responsibilities • Staff events throughout the year highlighting and exploring staff experiences. 	
2.4	<p>Create process and guidance for staff and managers around supporting staff with long covid</p> <p>Place focus on reducing bullying and harassment, by offering training on micro-aggression, incivility, allyship.</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>	July 2023	<ul style="list-style-type: none"> • Clear process for making requests for reasonable adjustments regular communications provided on the definition of a reasonable adjustment 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. 	



Action plan history log	Date
Initial draft – OPR, GP-J and TMc Chair and Co-chair DaD and working carers network	18.07.2022
Update- OPR, Head of EDI and Oonagh Monkhouse Director of HR and OD	26.07.2022