

Workforce Disability Equality Standard Action Plan 2023-2024

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INTRODUCTION

The rationale for the Workforce Disability Equality Standard (WDES) is founded upon the wider context of Disabled people and their experiences in employment and work which was published and launched on 1 April 2019. The WDES is underpinned by the Social Model of Disability, which proposes that people are disabled because of societal barriers, rather than a long-term health condition.

With the social model in mind, the WDES will help inform year on year improvements in reducing those barriers that impact most on the career and workplace experiences of Disabled staff, driving changes in attitudes, increasing employment and career opportunities, and implementing long-lasting change for Disabled people

Investigate commissioned by NHS England and published in January 2016, found that Disabled NHS staff were more likely to report experiences of harassment, bullying or abuse compared to non-disabled staff, were more likely to feel pressured to work when unwell, and less likely to say their organisation acted fairly with regards to career progression

The Workforce Disability Equality Standard (WDES) is a set of ten specific measures which enables the Trust to compare the workplace and career experiences of disabled and non-disabled staff.

The Trust uses the data to develop and publish an action plan.

Year on year comparison enables the Trust to demonstrate progress against the indicators of disability equality.

Three metrics are taken from Electronic Staff Record (ESR) and the remainder are taken from the staff survey. All percentages relate to those who completed the staff survey.

Metric 1: Recruitment and Promotion

Percentage of staff in AFC pay bands or medical and dental subgroups and Very Senior Managers) including Executive Board members compared with the percentage of staff in overall workforce

No.	Actions	Key performance Indicators	Owner	Deadline	Sustainability
1a	Monitor and analyse the numbers of Disabled staff across all AfC bands to identify areas of under representation in the workforce	Develop system of monitoring numbers and also a check and challenge process on failure to appoint	Recruitment Team	31 st October 2024	Data submitted every 6 months to Workforce Committee
1b	Ensure managers are aware of the Disability Guaranteed Interview Scheme, as part of the Recruitment and Selection process.	Audit process in place of applications using the Disability Guaranteed Interview Scheme	Recruitment Team	31 st October 2024	Data submitted every 6 months to Workforce Committee
1c	Contribute to engagement plans to attract and recruit more disabled candidates (including recruitment/ career days and application/ interview skills sessions). Engaging with schools, colleges, universities and local communities	Increased declaration rate of disability for applicants	Recruitment Team Workforce Development Team (Christie Education)	31 st October 2024	Data submitted every 6 months to Workforce Committee
1d	Start the process for completing the Level 2 Disability Confident Employer Standard	Action plan developed for submission for Level 2 standard achieved	EDI Team Recruitment Team	31 st October 2024	Action plan presented at EDI Programme board and Workforce Committee
1e	Increase Declaration Rates for staff already employed.	Increase ESR declaration rates	Head of Workforce Transformation and Systems EDI Team		ESR data updated every 6 months

Metric 2: Appointments

Relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts

No.	Actions	Key Performance Indicators	Owner	Deadline	Sustainability
2a	Embed EDI Statements into job description and person specification templates and guidance documents for managers	New templates and guidance developed	Head of Workforce Transformation and Systems	31 st October 2024	Ongoing programme of development
2b	Provide data on the numbers of disabled candidates appointed from shortlisting	Establish baseline data in appointment of disabled staff and audit drop off points for applicants	Recruitment Team	30 th June 2024	6 monthly reports to Workforce Committee
2c	Develop and roll-out a new Inclusive Recruitment training for hiring managers.	Training on diversity and inclusion in place and accessible to all panel members Chairs of panels trained	Head of Workforce Transformation and Systems	30 th June 2024	Feedback from participants on quality, relevance and accessibility of training

Metric 3: Capability Process

Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.

No.	Actions	Key Performance Indicators	Owner	Deadline	Sustainability
3a	Provide data on the numbers of disabled staff entering the formal capability process	Monitor and review the number of staff entering the formal capability process	Head of Operational HR Head of HR and WTS	31 st October 2024	Reports to Workforce Committee annually
3b	Provide and promote Disability Awareness training for managers, using the EDI Coordinators as appropriate.	Number of managers completed the training on the Christie Learning Zone	EDI Manager	31 st October 2024	Monitoring information from the CLZ

Metric 4a: Experiencing Bullying, Harassment, and Abuse

Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from Patients/Service users, their relatives or other members of the public, Managers, or other colleagues.

No.	Actions	Key Performance indicators	Owner	Deadline	Sustainability
4a.1	Regular review and triangulation of qualitative and quantitative data to identify emerging EDI related issues, in response to incidents on Datix, empowering disabled staff to speak up and report concerns.	Regular reports produced	Freedom to Speak Up Guardian EDI Team Partnership Officer HR Business Partner	31 st October 2024	Information monitored at Scrutiny Panel and Datix
4a.2	Map bullying, harassment, and abuse data against the following: <ul style="list-style-type: none"> ▪ Grievance data ▪ Disciplinary data ▪ Leaver's data ▪ Data held by Freedom to Speak Up Guardian 	Awareness of the number of cases Review leavers data Numbers of staff using the FTSUG service	Head of Operational HR Head of Workforce Transformation and Systems FTSUG	31 st October 2024	Reports presented at Workforce Committee and Management Board annually

Metric 4b: Reporting Bullying, Harassment, and Abuse

Percentage of Disabled staff compared to non-disabled staff saying that the last time they experienced harassment bullying and abuse at work, they or a colleague reported it.

No.	Actions	Key Performance Indicators	Owner	Deadline	Sustainability
4b.1	Develop a system for anonymous reporting for bullying, harassment and abuse	Datix module in place Analyse the information	Head of Operational HR, Partnership Officer FTSUG EDI Manager	December 2024	Reports from Datix
4b.2	Increase awareness and engagement with the Respectful Resolution Framework	Reduction in complaints of bullying and harassment	Engagement /HR	31 st October 2024	Feedback from participants

Metric 5: Equal Opportunities

Percentage of Disabled Staff compared to non-disabled staff believing that the trust provides equal opportunities for career progression or promotion.

No.	Actions	Key Performance Indicators	Owner	Deadline	Sustainability
5a	Monitor the numbers of disabled staff applying/accessing career development interventions	<p>Establish baseline number of disabled staff accessing career development interventions</p> <p>Staff survey shows improvement in disabled staff believing that the Trust provides equal opportunities for career progression</p>	Christie Education	31 st October 2024	Reports to Workforce Committee and People Development Group
5b	<p>Educators and facilitators to ensure reasonable adjustment are in place for disabled learners</p> <p>Revised application forms and processes in place.</p>	Feedback indicates that the needs of disabled learners are being met	Christie Education and all Educators	31 st October 2024	Audit completed every 6 months by Christie Education and People Development Group

Metric 6: Presenteeism

Percentage of Disabled Staff compared to non-disabled staff saying that they have felt pressure from their manager to come to work, despite not feeling well.

No.	Actions	Key Performance Indicators	Owner	Deadline	Sustainability
6a	Increase awareness for presenteeism (coming to work when unwell) for disabled staff, from the Staff Survey results	Improvement in staff survey results	HR Business Partners	31 st October 2024	Update from Divisional Action plans
	Raise awareness from the staff survey results on presenteeism		Engagement and OD Manager	31 st October 2024	Divisional Leads
6b	Develop a Toolkit on accessing Reasonable Adjustment Passport for managers	Improvement in staff survey results	EDI Team	30 th June 2024	Managers responsible for having these conversation

Metric 7: Valuing Employee's Work

Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.

No.	Actions	Key Performance Indicator	Owner	Deadline	Sustainability
7a	<p>Promote EDI training offer for managers and staff with a focus on our responsibilities in creating and sustaining a culture of dignity and respect in the workplace.</p> <p>Support managers to have increased conversations in teams in an inclusive and compassionate way and help to create psychological safe working environments.</p>	<p>Number of courses being accessed on Christie Learning Zone</p> <p>Staff survey results</p>	<p>Managers</p> <p>EDI Champions</p>	<p>31st October 2024</p>	<p>Monitor courses attended on Christie Learning Zone</p> <p>Feedback from the EDI Champions</p>

Metric 8: Adjustments

Percentage of Disabled staff saying that their employer has made adequate adjustments to enable them to carry out their work

No.	Actions	Key Performance indicators	Owner	Deadline	Sustainability
8a	Promotion of the Disability Inclusion Policy and Toolkit for managers	<p>Attendance at Disability Awareness Training for managers</p> <p>All new starters made aware of Reasonable Adjustment Passport</p>	HR Business Partner Partnership Officer EDI Team WTS Team	31 st October 2024	<p>6 monthly attendance records</p> <p>Staff survey results</p>
8b	Promote the use of EAP and Occupational Health services in order to complete the Reasonable Adjustment Passport	<p>Number of referrals to EAP and Occupational Health services</p> <p>Increase the numbers of disability declarations</p> <p>Increased in the numbers of disabled staff completed Reasonable Adjustment Passports</p>	Managers	31 st October 2024	Annual reports from EAP and Occupational Health

Metric 9: Engagement and Voice

The staff engagement score for Disabled staff compared to non-disabled staff and the overall engagement score for the organisation. Trust action to facilitate the voices of Disabled staff in your organisation to be heard.

No.	Actions	Key Performance Indicators	Owner	Deadline	Sustainability
9a	To have meaningful engagement with disabled staff across the Trust with focus on reviewing and refreshing the work of the network	2 engagement sessions organised Review governance arrangements to ensure that staff networks are able to contribute to and inform decision-making processes	EDI Team Executive Sponsor	October 2023 31 st January 2024	Progress report to EDI Programme Board every 6 months
9b	To develop a cultural calendar, informing staff and celebrating important disability focused events	Annual EDI Cultural Events calendar produced Events regularly promoted across the Trust	EDI Team EDI Champions	31 st January 2024	Approved by EDI Programme Board Dates disseminated to executive Sponsors

Metric 10: Board Representation

Percentage difference between the Organisation's Board voting membership and its organisation's overall workforce.

No.	Actions	Key Performance Indicator	Owner	Deadline	Sustainability
10a	Identify specialist recruitment agencies that targets disabled candidates for board appointments	3 recruitment agencies identified Increased numbers of disabled applicants	Company Secretary, with support from Workforce Colleagues	31 st October 2024	Recruitment process approved by the Chair and Management Board
10b	To improve recording of disclosure rates for Executives and Non-Executive members.	1% Increase in disability disclosure rates		31 st October 2024	Reports to the Management Board annually

Infographic

2023 Workforce Disability Equality Standard (WDES) Assessment

Indicator	Result	WDES 2022	Improvement
01	5.1% of our workforce has reported that they have a disability.	An increase of 1% from 2022.	↑
02	Non-Disabled staff are 1.3 times more likely to be appointed from shortlisting compared to Disabled staff.	The gap has increased from being 1.1 times more likely in 2022.	↓
03	The relative likelihood of Disabled staff entering the formal capability process is 3.4 times higher compared to Non-Disabled staff.	There has been a significant decrease from 8.3 in 2022.	↑
4a	13% of Disabled staff reported experiencing harassment, bullying or abuse from patients and/or members of the public, 9% from managers and 17% from other colleagues.	Since 2022, abuse from patients and/or the public (17%), abuse from managers (13%) and from other colleagues (20%) have all decreased.	↑
4b	48% of Disabled staff stated that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it.	This figure has decreased from 53% in 2022.	↓
05	60% of Disabled staff believe that the Trust provides equal opportunities in career development, compared to 64% of Non-Disabled staff.	This has increased for both Disabled (50%) and Non-Disabled (62%) staff since 2022.	↑
06	22% of Disabled staff reported that they have felt pressure from their manager to come to work despite not feeling well enough to	There has been a decrease for Disabled (27%) staff since 2022, whereas the figure for	↑↓

	perform their duties, compared to 20% of Non-Disabled staff.	Non-Disabled remains unchanged.	
07	43% of Disabled staff are satisfied with the extent to which their organisation values their work, compared to 54% of Non-Disabled staff.	There has been an increase for both Disabled (38%) and Non-Disabled (50%) staff since 2022.	↑
08	44% of Disabled staff stated that their employers have made adequate adjustment(s) to enable them to carry out their work, and 48% stated that they required no adjustments.	(No comparison data available)	
9a	The staff engagement score is 7.1 for Disabled staff, and 7.4 for Non-Disabled staff.	There has been an increase for Disabled staff (6.8) since 2022, whereas the figure for Non-Disabled remains unchanged.	↑↓
9b	The Trust has taken action to facilitate the voices of Disabled staff to be heard.	We are planning to restructure the Disability Staff Network and relaunch it as the Ability and Wellness Engagement Forum.	✓
10	The difference between Disabled staff representation on Board membership and in the workforce is -5% .	The gap has increased from -4% in 2022.	↓