

# Workforce Disability Equality Standard Action Plan 2024-2025



# Contents

- Metric 1: Recruitment and Promotion..... 4
- Metric 2: Appointments..... 5
- Metric 3: Capability Process..... 6
- Metric 4a: Experiencing Bullying, Harassment, and Abuse ..... 7
- Metric 4b: Reporting Bullying, Harassment, and Abuse ..... 8
- Metric 5: Equal Opportunities ..... 9
- Metric 6: Presenteeism..... 10
- Metric 7: Valuing Employee’s Work ..... 11
- Metric 8: Adjustments ..... 12
- Metric 9: Engagement and Voice ..... 13
- Metric 10: Board Representation ..... 14

## Introduction

The rationale for the Workforce Disability Equality Standard (WDES) was launched on the 1<sup>st</sup> April 2029 to assess their experiences in employment and work. 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.

NHS England in January 2016, found that disabled 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 which is submitted to NHS England annually in May.

Year on year comparison enables the Trust to demonstrate progress against the indicators of disability equality through effective monitoring, implementation and reporting.

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.	Recruitment Team	31 <sup>st</sup> October 2025	Data submitted every 6 months to Workforce Committee
1b	Ensure managers are aware of the Disability Confident Scheme, as part of the Recruitment and Selection process.	Audit process in place of applications using the Disability Confident Scheme	Recruitment Team	30 <sup>th</sup> January 2025	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  WFD: 20% increase in students/people accepting work experience placements and supported internships.	Recruitment Team  Workforce Development Team (Christie Education)	31 <sup>st</sup> October 2025	Data submitted every 6 months to Workforce Committee
1d	Start the process for reviewing the actions from Level 2 Disability Confident Employer Standard	Action plan developed for re submission for Level 2 standard	EDI Team  Recruitment Team	31 <sup>st</sup> July 2025	Action plan presented at EDI Programme board and Workforce Committee
1e	Increase Declaration Rates for staff already employed.	Increase ESR declaration rates	WTS Team EDI Team	31 <sup>st</sup> October 2025	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
<b>2a</b>	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 <sup>st</sup> October 2025	Ongoing programme of development
<b>2b</b>	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	31 <sup>st</sup> October 2025	6 monthly reports to Workforce Committee
<b>2c</b>	Review and deliver the Inclusive Recruitment training for hiring managers and EDI Coordinators	Training on diversity and inclusion in place and accessible to all panel members  Chairs of panels trained	Head of Workforce Transformation and Systems	30 <sup>th</sup> June 2025	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 <sup>st</sup> October 2025	Data to be included within quarterly board report with effect from January 2025.
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 <sup>st</sup> October 2025	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 anonymous reporting incidents on Datix, empowering disabled staff to speak up and report concerns.	Regular reports produced	Freedom to Speak Up Guardian EDI Team Partnership Officer	31 <sup>st</sup> October 2025	Information monitored by EDI Steering group.
4a.2	Map bullying, harassment, and abuse data against the following: <ul style="list-style-type: none"> <li>▪ Grievance data</li> <li>▪ Disciplinary data</li> <li>▪ Positive Working Relationships data</li> <li>▪ Leaver's data</li> <li>▪ Data held by Freedom to Speak Up Guardian</li> </ul>	<p>Awareness of the number of cases</p> <p>Review leavers data</p> <p>Numbers of staff using the FTSUG service</p>	<p>Head of Operational HR</p> <p>Head of Workforce Transformation and Systems</p> <p>FTSUG</p>	31 <sup>st</sup> October 2025	Reports presented at quarterly board meeting and Workforce Assurance Committee 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	Launch the 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	January 2025	Reports from Datix
4b.2	Sustained promotion and engagement with the Respectful Resolution Framework through divisions and at Trust level.	Reduction in complaints of bullying and harassment	OD/Engagement /HR	31 <sup>st</sup> October 2025	Feedback from staff survey and 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 <sup>st</sup> October 2025	Reports to Workforce Committee and People Development Group
5b	<p>Clinical Educators and facilitators to ensure reasonable adjustment are in place for disabled students.</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 <sup>st</sup> October 2025	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
<b>6a</b>	<p>Increase awareness for presenteeism (coming to work when unwell) for disabled staff, from the Staff Survey Q11e results (2024)</p> <p>Raise awareness from the staff survey results on presenteeism</p>	Improvement in staff survey results	Engagement and OD Manager	31 <sup>st</sup> October 2025	<p>Update from Divisional Action plans</p> <p>Divisional Leads</p> <p>Reports to Workforce Committee</p>
<b>6b</b>	Develop a Disability Inclusion Toolkit that supports access of the Reasonable Adjustment Passport for managers	Improvement in staff survey results and WDES data	EDI Team	31 <sup>st</sup> January 2025	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>31<sup>st</sup> October 2025</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	Attendance at Disability Awareness Training for managers  All new starters made aware of Reasonable Adjustment Passport at induction	Partnership Officer  EDI Team  WTS	31 <sup>st</sup> October 2025	6 monthly attendance records  Staff survey results
8b	Promote the use of Disability Inclusion Policy to complete the Reasonable Adjustment Passport	Increase awareness of access to the Reasonable Adjustment Passport  Increase the numbers of disability declarations	EDI Team HR BP	31 <sup>st</sup> October 2025	Feedback via the Ability and Wellness and Neurodiversity EDI Staff Network Groups

### 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 support the Neurodiversity and the Ability and Wellness EDI Staff Network Groups to raise issues	Feedback from meetings Visibility and promotion of the EDI Staff Network Groups Number of events organised and promoted	EDI Team Executive Sponsor EDI Staff Network Groups	31 <sup>st</sup> October 2025	Progress reported to the EDI Steering Group every 6 weeks
9b	To develop a cultural calendar, informing staff and celebrating important disability events	Annual EDI Cultural Events calendar produced Events regularly promoted across the Trust	EDI Team EDI Champions EDI Staff Network Groups	31 <sup>st</sup> January 2025 31 <sup>st</sup> October 2025	Approved by the EDI Steering Group 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	Increase number of disabled board members when new board appointments made.	Increase numbers of disabled applicants	Company Secretary, with support from Workforce Colleagues	31 <sup>st</sup> October 2025	Recruitment process approved by the Chair and Management Board
10b	To improve recording of disclosure rates for Executives and Non-Executive members.	Sustained improvement in disability disclosure rates		31 <sup>st</sup> October 2025	Reports to the Management Board annually