

WMAS Workforce Disability Equality Standard Action Plan 2020-2021

No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG
4.	Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from: Patients/Service users, their relatives Managers Other Colleagues	Develop a wide range of support options for victims of bullying and harassment. Review Trust's Bullying & harassment policy emphasising the Trust's values and behaviours framework	Identify options Review policy with DCA Forum	OD & HR P.Brown DCA HR & DCA	December 2020	The Trust has in place the following; <ul style="list-style-type: none"> ➤ Freedom to Speak up Guardians ➤ Health & Wellbeing Champions ➤ SALS Staff Advice & Liaison Service [Peer Support] ➤ Human Resources ➤ Staffside unions ➤ Line Managers 	
		Promote range of other methods for raising concerns. Proactively seek views of staff in DCA Forum about any barriers in seeking help relating to B&H issues.	Promote through marketing campaign	M.Watson	December 2020- March 2021	Survey monkey questionnaire designed and advertised in the Weekly brief for three weeks commenced 1 st July. Sent out to all HWB Champions and DCA membership . Survey completed results will form part of the WDES Action plan 2021-2022	
		Campaign Prevent and tackle bullying, harassment and abuse against Disabled staff, and create a culture of Civility and Respect.	Review policy and create a web site for Bullying & harassment	OD & HR P.Brown DCA	April 2021	Micro Aggressions toolkit completed tackling Bullying, Harassment, Civility & Incivility developed by the DCA for internal and external publication	
		Focus on the drive to eliminate harassment, bullying and abuse and	Investigate protocols for incidents when	HR	April 2021	The Trust has a Zero Tolerance policy and statement by the Chief	

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		reassure staff that concerns will be acted on in a timely manner.	they come to light			which is regularly reinforced and publicised. Information regarding how to raise concerns of bullying and harassment are incorporated into corporate induction and mandatory training. All managers are trained in addressing harassment, bullying and abuse.	
5.	Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	Review the development opportunities available to Staff (both formal and informal) which would support promotion and career progression into senior roles	Arrange with Organisational Development a micro soft teams session for all DCA members	Organisational Development	January 2021- March 2021	Microsoft teams session has been arranged for August in conjunction with OD. Concentrating on training opportunities available with emphasis on Engaging Managers & Engaging Leaders	
		Promote leadership, training and development options to employees with disabilities via DCA Forum Encourage staff with disabilities to have one to one sessions on career pathways with OD.	Encourage members to avail themselves for this opportunity	Organisational Development DCA Committee	Jan 2021- October 2021	DCA members have been offered the opportunity to have a one to one session with Organisational Development to plan and advise on career progression this is optional. Some members availed themselves as it was optional. DCA members have had the opportunity to attend the Springboard	

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						programme for women's development many have attended. Leadership training is frequently advertised across the Trust for staff at all grades.	
		Random audits of the appraisal paperwork for groups of staff with disabilities and subsequent feedback to manager (and employee if appropriate) this will aid development and progression and ensure reasonable adjustments are in place	Analysis of the feedback reports from appraisals with emphasis on Disabled staff	Organisational Development	May 2021	Random audits of all appraisal paperwork takes place in Nov/Dec. The appraisals are checked for Health Wellbeing, Diversity and development plans. Under Health & wellbeing reasonable adjustments would be checked. In January the mop up is undertaken to ensure everyone has an appraisal and that they are to the required standard. Anyone who isn't to the standard is provided with additional training.	
		Develop a better understanding of why staff with disabilities may not be accessing Non-Mandatory training and. Raise awareness of the Social Model of Disability	Using survey monkey contact all staff with disabilities for their views.	M.Watson S.Hossack	March 2021	Survey monkey questionnaire designed and advertised in the Weekly brief for three weeks commenced 1 st July. Sent out to all HWB Champions and DCA membership.	

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						Survey completed results will form part of the WDES Action plan 2021-2022	
			Raise awareness of what the Social Model of Disability is	M.Watson	July 2021	Article written in the weekly brief will be put in for a six week period every other week.	
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 feeling well enough to perform their duties.	Random audits to be carried out on Return to Work Interviews for staff with disabilities to ensure the correct level of support is in place.	Analysis of the Return to Work Interviews	HR	January 2021 – June 2021	Audit has been carried out on random sample of employees absent during previous 6 months to ensure timely support on return to work	
7.	Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.	Invite Board Champion on to the DCA Forum	Approach the Board	P.Brown approach the Board	August 2021	D&I Manager has approached the Board who will align with all networks	
		Encourage staff with Disabilities to participate in the staff survey and have a voice.	Email all members encouraging participation	M.Watson	September -November 2020	Emails sent to all DCA members to participate and have a voice.	
		Gather feedback from the Disability, Carers & Advocates Forum as to what their expectation and needs are from managers		DCA M.Watson P.Brown	April 2021	Survey monkey questionnaire designed and advertised in the Weekly brief for three weeks commenced 1 st July. Sent out to all HWB Champions	

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						and DCA membership. Survey completed results will form part of the WDES Action plan	
		Review how the Trust promotes disabled people in everyday communication Arrange a series of focus groups to listen to staff who do not feel satisfied with the extent to which the Trust values their work.		DCA M.MacGregor	December 2020- August 2021	The Chair of the DCA has spoken to Director of Comms as to the best way forward. Currently we have completed two "A day in the life" studies. Both participants are happy for their lived life experiences to be used as an awareness experience.	
8.	Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	Develop Disability Confident Training Package to cover reasonable adjustments.		OD & HR P.Brown DCA	November 2020- January 2021	1.All supervisors and managers are trained in the application of the Sickness Absence Management Policy which covers RA. 2.The training was developed and is delivered in partnership with staff side colleagues. 3.A RA session is delivered to managers and HR practitioners by the Trust's solicitors. 4.A multi-disciplinary (OH, HR, Managers, Health, Safety and Risk specialists)	

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						approach is adopted when considering and / or implementing reasonable adjustments to a role.	
		Ensure reasonable adjustments are formally discussed and recorded annually between staff and management		HR & DCA	December 2020 – April 2021	All staff have two appraisals per year. It is standard format to discuss staff Health and Wellbeing which is actually built into the appraisal	
		Encourage staff members who have had reasonable adjustments put in place to share their story – raising awareness with others.		DCA Members	January 2021- August 2021	The Chair of the DCA has spoken to Director of Comms as to the best way forward. Currently we have completed two “A day in the life” studies. Both participants are happy for their lived life experiences to be used as an awareness experience.	
		Review HR processes for implementing Reasonable Adjustments		C.Beechey	December 2020- February 2021	Complete, additional information added into sickness absence training package regarding reasonable adjustments. Welfare proforma used for LTS that documents any reasonable adjustments discussed and implemented.	

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