

WMAS Workforce Disability Equality Standard Action Plan 2022-2023

****WORKFORCE DISABILITY EQUALITY STANDARD (WDES) ACTION PLAN 2022/23****

Introduction

Due to Covid19 many WMAS staff with a disability are regularly working from home, where possible. Staff who have declared a disability or impairment have been supported by their line manager and HR to ensure they have appropriate equipment to undertake their roles and remain well physically and psychologically during this change in working conditions.

WMAS have committed to meeting the requirements of the Workforce Disability Equality Standard for NHS Trusts' and this will be our third publication. WMAS have submitted the Trust's workforce data, for disabled and non-disabled staff, to the national WDES team in line with the requirements to publish by 31st August 2022.

We have identified gaps through our data which will allow the Trust to use this as a basis for the WDES Action Plan. The plan covers the next 12 months and the Trust Disability, Carers & Advocates [DCA] have been instrumental in developing this Action Plan.

The focus has been on four key elements;

- **Bullying & Harassment**
- **Equality Of Opportunity**
- **Presenteeism**
- **Reasonable adjustments**
- **Disabled staff engagement**

Monitoring and Evaluation

The action plan will be monitored by the Diversity and Inclusion Steering Group (DISAG) on a bi-monthly basis and People Committee on a quarterly basis, and through the Trust Management Group and Trust Board for end of year assessment and evaluation.

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No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG
	Metric 2 Relative likelihood of non-disabled staff compared to Disabled staff being appointed from shortlisting across all posts.	The Disability Confident Leader certification revalidation process to be completed	As a Disability Confident Leader the Trust is already benefiting from being able to draw from the widest possible pool of talent, and are securing, retaining and developing disabled staff.	Louise Jones	November 2022		
	Metric 4 Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from: Managers and other Colleagues	4a) Roll out of the Micro-aggressions' toolkit, which has been developed, to managers and senior managers across the Trust.	Micro-aggressions toolkit will have informed managers and staff around behaviours which are not acceptable leading to a reduction in incidents	Mohammed Ramzan	November 2022		
		4b) Embed expected Trust behaviours in civility & respect for all.	A development package on civility and respect is delivered and the NHS package is promoted resulting in change in behaviour.	Mohammed Ramzan Barbara Kozłowska DCA	November 2022	Trust Vision and Values and currently under refresh, and a behavioural framework will be built to reflect those changes. The Executive Management Board will provide guidance on how these	

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						<p>behaviours are to be measured and monitored.</p> <p>“Civility Saves Lives” was featured at the OD Conference in March of this year, with Chris Turner, a founding member, providing a session.</p> <p>Regular 1:1 and group sessions are delivered by OD on how to have vital conversations in the right way, and this is part of the engaging Leaders and Engaging Leaders programmes.</p> <p>All PDR reviewers attend a session facilitated by OD on how to have effective PDR conversations, including supporting values, and dignity and respect.</p> <p>Element of Civility and Respect have been embedded into the rebranded resolutions policy (previous</p>	

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						grievance) and Dignity at Work Policy	
		4c) Include the Micro-aggressions toolkit as part of the induction.	All new starters and employees will be aware of what constitutes micro-aggressions resulting in change of behaviour	Louise Jones	January 2023		
	Metric 5 Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	5a) Promotion of current development that supports 5b) staff who have a disability to develop in their current roles and to support their career progression	Development activities will have been promoted to DCA and staff with a disability which will have enhanced career opportunities.	Barbara Kozłowska	March 2022		
		5c) Develop and deliver a formal "Reverse Mentoring" programme for staff with a disability to mentor a manager /supervisor in order to raise understanding of challenges faced by our disabled staff.	Managers and supervisors have an increased awareness of disabilities and are able to use this for data improvement.	Barbara Kozłowska & DCA	Nov 2022	BK worked with Maria Watson to build the programme. No progress/take-up to date.	
		5d) Offer mentor training for DCA members.	Opportunity to have mentor training for DCA members in order to support / mentor	Barbara Kozłowska & DCA	January 2023	BK worked with Maria Watson to build the programme. No progress/take-up to date.	

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			colleagues with disabilities.				
		5e) To promote and raise awareness of all vacancies within the Trust to DCA members as opportunities for career development or progression.	DCA members will be signposted, sighted and aware of career opportunities available to them for consideration. Louise Jones to attend a DCA meeting to discuss with the group the NHS Jobs application system and support that can be offered to individuals on a 1:1 basis.	Louise Jones	November 2022		
		5f) As part of well-being conversations and 1-2-1s and Return to work interviews, conduct conversations with employees for better understanding and support	Staff with a disability will have had a conversation with their manager as part of RTW interviews and well-being conversations providing supporting conditions where necessary	Lucy Mackcracken	March 2023	We have recently launched a new RTW form that provides specific prompts around reasonable adjustments, disability and support.	

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					November 2023		
	Metric 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.	Ensure that any member of staff declaring a disability who may be absent due to sickness, that this has been taken into consideration before the instigation of any formal absence management.	Individual's disability has been considered appropriately before the instigation of formal absence management. Update manager training package to ensure there is information and resources to educate managers about supporting staff with disabilities in the workplace and implementing reasonable adjustments.	Lucy Mackcracken	March 2023		
		To enable managers to have the knowledge about what the requirements needed are for Reasonable Adjustments. Training by Mills & Reeves	Disabled staff are able to work effectively having had their reasonable adjustments considered and	Lucy Mackcracken	January 2023		

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		on the Employment the Law and Reasonable Adjustments to be provided to manager annually.	met				
Metric 8 Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	8a) Health & Wellbeing conversations are now taking place during all appraisals giving staff with disabilities the opportunity to discuss their disability and relevant support required.	To enable staff to have regular reviews and updates of their health needs.	DCA Barbara Kozlowska	Aug 2022	We now have health passports that staff take in with them to appraisals		
	8b) Return to work interview form is reviewed and updated to include a section to discuss and document any reasonable adjustments with the individual.	Managers are prompted to ensure a conversation with regards reasonable adjustments takes place and are considered.	Lucy Mackcracken	Nov 2022	Completed and implemented.		
	8c) Promote the use of the NHS Health and Carer Passport. To incorporate what reasonable adjustments are in place in terms of working practices and equipment and any	To improve the experience of disabled staff within WMAS and improve manager awareness and the need to support	Lucy Mackcracken & DCA	May 2023	Press released an article on the health & Carer passport in May 2022. Head of HR sent instructions to HR advisors and HR management to		

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		additional support that may be required for an individual.	reasonable adjustments.			promote awareness of the NHS Health and Carer passports at weekly sickness meetings, SMTs and LPS with instruction to recruitment to include the templates as part of the induction program.	
		8d) Service changes and other key decisions taken will have an Equality Impact Assessment completed and staff engaged.	Staff will be fully engaged with any service changes taking place at WMAS	EMB	March 2023		