

WMAS Workforce Disability Equality Standard Action Plan 2021-2022

WORKFORCE DISABILITY EQUALITY STANDARD (WDES) ACTION PLAN 2021/22

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 second publication WMAS have submitted the Trust's workforce data, for disabled and non-disabled staff, to the national WDES team on the 12th August 2021 as per our contractual obligations.

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**

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.

WMAS Workforce Disability Equality Standard Action Plan 2021-2022

No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG
4.	Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from: Managers and other Colleagues	Research the most appropriate options for training. Focus to be placed on perceived intimidation and the undermining of colleagues as highlighted by staff who have a disability	Research options available to provide development package for all staff with focus as highlighted	Mohammed Ramzan	June 2022	<p>This action is linked in part to the stories that will be shared (see action point 5) in the Disability Awareness month which will provide an insight to appropriate training. MR will be exploring best practice across the region in addition to listening to feedback from DCA members.</p> <p>Update: 09/08/2022 Stories were shared as part of the Disability Awareness month - 2022 WDES data will inform further actions if appropriate</p>	
		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 Organisational Development DCA	April 2022	<p>MR: Will be in discussion with DCA and OD in how to progress this action</p> <p>09/082022 Action to be carried over into next years</p>	

WMAS Workforce Disability Equality Standard Action Plan 2021-2022

No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG
						action plan – work planned for Autumn 2022	
		Review the Dignity at Work Policy	To ensure the policy incorporates disability harassment	Head of HR & DCA	June 2022	Policy has been consulted upon with trade union colleagues, to be formally ratified at People Committee 23 rd May 22	
5.	Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	Promotion of current development that supports staff who have a disability to develop in their current roles and to support their career progression	Specific invitations to staff with a disability for development programmes.	Organisational Development	April 2022	All available development opportunities are promoted to the DCA members through the Chair of the Network. An information session about development opportunities and how to apply for funding support was held on 19 th August with DCA Group members. The DCA chair has been provided information about application process for courses such as Engaging leaders, Engaging Managers,	ongoing

WMAS Workforce Disability Equality Standard Action Plan 2021-2022

No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG
						Coaching, etc.	
		Disabled staff curate their stories to share good and poor experiences using lived life experiences.	Provide awareness and role modellings to emulate and encourage other colleagues.	DCA Comms Director	Oct 2021 August 2022	Update from DCA: Stories were shared during Disability History Month 18 th Nov-20Dec	
		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.	Managers and supervisors have an increased awareness of disabilities and are able to use this for data improvement.	Organisational Development & DCA	Nov 2021	Head of OD involved at beginning of programme. Programme developed and marketed	
		Offer mentor training for DCA members.	Opportunity to have mentor training for DCA members in order to support / mentor colleagues with disabilities.	Organisational Development & DCA	January 2022	Reverse Mentoring programme developed extensively marketed limited take up made it not viable to run the course	
		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.	Recruitment Manager	April 2022	LJ has contacted, Chair of the DCA network and asked to confirm if vacancies should be cascaded via John Eames which will be the most appropriate	

WMAS Workforce Disability Equality Standard Action Plan 2021-2022

No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG
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.	Sickness absence training package to be reviewed to include impact on staff with disabilities who may have been absent directly related to their disability. The package will reinforce the importance of Return-to-Work interviews.	To ensure that disability is taken into consideration in the Management of Sickness Absence	Head of Human Resources & DCA	April 2022	Training package updated	
		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.	To make sure that an individual's disability has been considered appropriately before the instigation of formal absence management.	Head of Human Resources	April 2022	Reinforced in manager training package	
8.	Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	To enable managers to have the knowledge about what the requirements needed are for Reasonable Adjustments	Training by Mills & Reeves on the Employment the Law and Reasonable Adjustments to be provided to managers.	Head of HR	August 2022	Training was provided by Mills & Reeves in Jan 2022 for Managers and Supervisors in January 2022	
		Health & Wellbeing conversations are now taking place during all appraisals giving staff with	To enable staff to have regular reviews and updates of their	DCA Organisational Development	Feb 2022	82.1% of PDRs have been completed. All paperwork contains a relevant section to	

WMAS Workforce Disability Equality Standard Action Plan 2021-2022

No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG
		disabilities the opportunity to discuss their disability and relevant support required.	health needs.			discuss HWB. An audit of the paperwork will be carried out annually and feedback is provided to managers. Several Interventions are in place to encourage staff to talk about their Health& Wellbeing	
		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.	Head of HR	April 2022	Complete, new return to work form implemented with additional prompts to discuss reasonable adjustments and health passports	
		Promote the use of the NHS Disability Passport. To incorporate what reasonable adjustments are in place in terms of working practices and equipment and any additional support that may be required for an individual.	To improve the experience of disabled staff within WMAS and improve manager awareness and the need to support reasonable adjustments.	Head of Human Resources & DCA	Feb 2022	Research was undertaken on the Disability passport. It was decided it would be more appropriate to have a Health Passport which has been accepted by the Trust Health Passports added to new RTW form, manager sickness training package and corporate induction	

WMAS Workforce Disability Equality Standard Action Plan 2021-2022

No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG