

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.

WMAS Workforce Disability Equality Standard Action Plan 2022-2023

No	Metric	Objective	Outcome	Lead	Timeline	Progress	RAG
1.	Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from: Managers and other Colleagues	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	March 2023	The toolkit will be sent to DCA, The weekly brief and SOMs managers in the Disability History Month 16 Nov-16 Dec 2022 Incorporated into mandatory workbook.	
		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	Refreshed Trust Values, Culture Statement and behavioural framework agreed and being launched 10 th March 2023. Staff conversations will take place during April to carryout a Culture Review "Civility Saves Lives" was featured at the OD Conference in March of this year, with Chris Turner, a founding member, providing a session. Regular 1:1 and group	

WMAS Workforce Disability Equality Standard Action Plan 2022-2023

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						<p>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. 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 grievance) and Dignity at Work Policy</p>	
		<p>Include the Micro-aggressions toolkit as part of the induction.</p>	<p>All new starters and employees will be aware of what constitutes micro-aggressions resulting in change of behaviour</p>	<p>Louise Jones / Mohammed Ramzan</p>	<p>January 2023</p>	<p>Mohammed Ramzan to review and update the E&D slides to include this</p> <p>Incorporated into mandatory workbook instead.</p>	

WMAS Workforce Disability Equality Standard Action Plan 2022-2023

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2	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	All staff who have a disability will be aware of development opportunities.	Barbara Kozłowska	March 2022	All development is promoted Trust-wide in a variety of media/ways, and any specific development is sent to targeted groups.	
		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.	Barbara Kozłowska & DCA	Nov 2022	BK worked with Maria Watson to build the programme. No progress/take-up to date. Not able to progress	
		Offer mentor training for DCA members.	Opportunity to have mentor training for DCA members in order to support / mentor colleagues with disabilities.	Barbara Kozłowska & DCA	January 2023	BK worked with Maria Watson to build the programme. No progress/take-up to date. Stephanie Simister, HR Manager allocated buddy to the DCA Network to provide professional support and guidance to the network All network chairs offered the opportunity to attend formal training	

WMAS Workforce Disability Equality Standard Action Plan 2022-2023

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						programme run by the Leadership Academy	
		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	Complete LJ attended DCA network to discuss about vacancies, recruitment process and also shared some good news stories of applicants with disabilities supported in the Trust	
		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.	

WMAS Workforce Disability Equality Standard Action Plan 2022-2023

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3	The Disability Confident Leader certification revalidation process to be completed	The Disability Confident Leader certification is revalidated	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	Complete	
4	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	Lucy Mackcracken	March 2023	Sickness absence training packages updated to include information about reasonable adjustments, and decision making. Development session held with HR Managers to assist them with considerations in relation to disability in the workplace	

WMAS Workforce Disability Equality Standard Action Plan 2022-2023

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			reasonable adjustments.				
		<p>To enable managers to have the knowledge about what the requirements needed are for Reasonable Adjustments.</p> <p>Training by Mills & Reeves on the Employment the Law and Reasonable Adjustments to be provided to manager annually.</p>	Disabled staff are able to work effectively having had their reasonable adjustments considered and met	Lucy Mackcracken	January 2023	<p>Sickness absence training packages updated to include information about reasonable adjustments, and decision making.</p> <p>Complete</p>	
5	<p>Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.</p>	<p>Health & Wellbeing conversations are now taking place during all appraisals giving staff with disabilities the opportunity to discuss their disability and relevant support required.</p>	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	
		<p>Return to work interview form is reviewed and updated to include a section to discuss and document any reasonable adjustments with the individual.</p>	Managers are prompted to ensure a conversation with regards reasonable adjustments takes place and are	Lucy Mackcracken	Nov 2022	Completed and implemented.	

WMAS Workforce Disability Equality Standard Action Plan 2022-2023

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			considered.				
		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 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.	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 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.	
		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 Carla Beechey	March 2023	Quality and Equality Impact Assessments undertaken.	