

## Confidential Trust Board

6<sup>th</sup> August 2020

<b>Report Title:</b>	NHS Workforce Disability Equality Standard Report
<b>Executive/NED Lead:</b>	Leigh Howlett, Director Human Resources and OD
<b>Report author(s):</b>	Tendai Ndongwe, Head of Equality, Diversity and Inclusion
<b>Previously considered by:</b>	

**Approval**       **Discussion**       **Information**       **Assurance**

<b>Executive summary</b>	
<p>The Workforce Disability Equality Standard (WDES) is a set of ten specific measures that enable NHS organisations to compare the experiences of disabled and non-disabled staff. The Trust is required submit an annual WDES report and WDES Action Plan to NHS England.</p> <p>This report provides information and data on the Trust's performance to meet the requirements set out in the WDES and assurance to the Trust Board of our compliance with the WDES and our ambition to improve disability equality for our workforce.</p>	
<b>Action Required of the Board</b>	
<p>The Trust Board is asked to:</p> <ul style="list-style-type: none"> <li>• Receive the latest WDES 2020 data</li> <li>• Approve the WDES data and summary report submission to NHS England by the 31<sup>st</sup> August 2020</li> <li>• Ratify the updated WDES Action Plan for publication by 31<sup>st</sup> October 2020.</li> </ul>	
<b>Link to Strategic Objectives (SO)</b>	<b>Please tick</b>
SO1    Keep people in control of their health	<input checked="" type="checkbox"/>
SO2    Lead the integration of care	<input type="checkbox"/>
SO3    Develop our centres of excellence	<input type="checkbox"/>
SO4    Support and develop our staff	<input checked="" type="checkbox"/>
SO5    Drive technology enabled care	<input type="checkbox"/>
<b>Risk Implications for the Trust</b> ( <i>including any clinical and financial consequences</i> )	Risk that staff do not fulfil their individual and professional potential.
<b>Trust Risk Appetite</b>	The Board has a cautious risk appetite when it comes to compliance and regulatory issues. Where the laws, regulations and standards are about the delivery of safe, high quality care, it will make every effort to meet regulator expectations and comply with them and will only challenge them if there is strong evidence or argument to do so.
<b>Legal and regulatory implications</b> ( <i>including links to CQC outcomes, Monitor, inspections, audits, etc</i> )	Compliance with the WDES submission is a mandatory requirement
<b>Financial Implications</b>	None in this report
<b>Equality and Diversity</b>	This report supports the requirements laid out in the Equality Act 2010 and the Public Sector Equality Duty. This report provides assurance that the Trust has complied with NHS Workforce Equality Standards as outlined in the NHS Standard Contract.

# NHS WORKFORCE DISABILITY EQUALITY STANDARD REPORT

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## 1 Purpose

The purpose of this report is to provide assurance that the Trust is meeting its compliance requirement under the NHS Workforce Disability Equality Standard (WDES). This report provides the Trust's data and analysis of its workforce in relation to disabled and non-disabled staff. The collection of this data was carried out in accordance with the WDES guidance provided by NHS England for the period 1st April 2019 to 31st March 2020.

The WDES, like the NHS Workforce Race Equality Standard, enables NHS organisations to better understand the experiences of their disabled staff. It supports positive change for all existing employees by creating a more inclusive environment for disabled people working and seeking employment in the NHS.

A notable achievement for the Trust includes the establishment of a Trust Disability and Carer Staff Network – ESNable (which stands for ESNEFT and Able). The Network is focused on becoming a community of leaders (disabled and non-disabled staff) that raises awareness of the ability<sup>1</sup> of disabled people and supporting the Trust to transform culture and perceptions of disability. The Network is in the process of identifying an Executive sponsor and developing an annual work plan that will support the Trust to improve its performance regarding disability equality.

The Network will help support the organisation to adopt a Social Model<sup>2</sup> of disability, which will enable the organisation to actively identify the barriers that exist within the Trust that impede on the aspirations and progress of disabled staff. This includes a recognition that barriers are not only physical, they are socially constructed through practice and policy. Working co-productively with ESNable<sup>3</sup>, the Trust has a unique opportunity to drive real change and positively improve staff and patient experience for disabled colleagues.

## 2 Background - Workforce Disability Equality Standard (WDES)

The NHS Workforce Disability Equality Standard (WDES) is designed to improve workplace experience and career opportunities for disabled people working for or seeking employment within the NHS. The WDES follows the NHS Workforce Race Equality Standard (WRES) as a tool and an enabler of change. The Workforce Disability Equality Standard (WDES) is a set of ten specific measures that enable NHS organisations to compare the experiences of disabled and non-disabled staff.

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<sup>1</sup>Focus on Your Abilities - Not Disabilities Author: *Sandi Baker* <https://www.disabled-world.com/disability/abilities-not-disabilities.php>

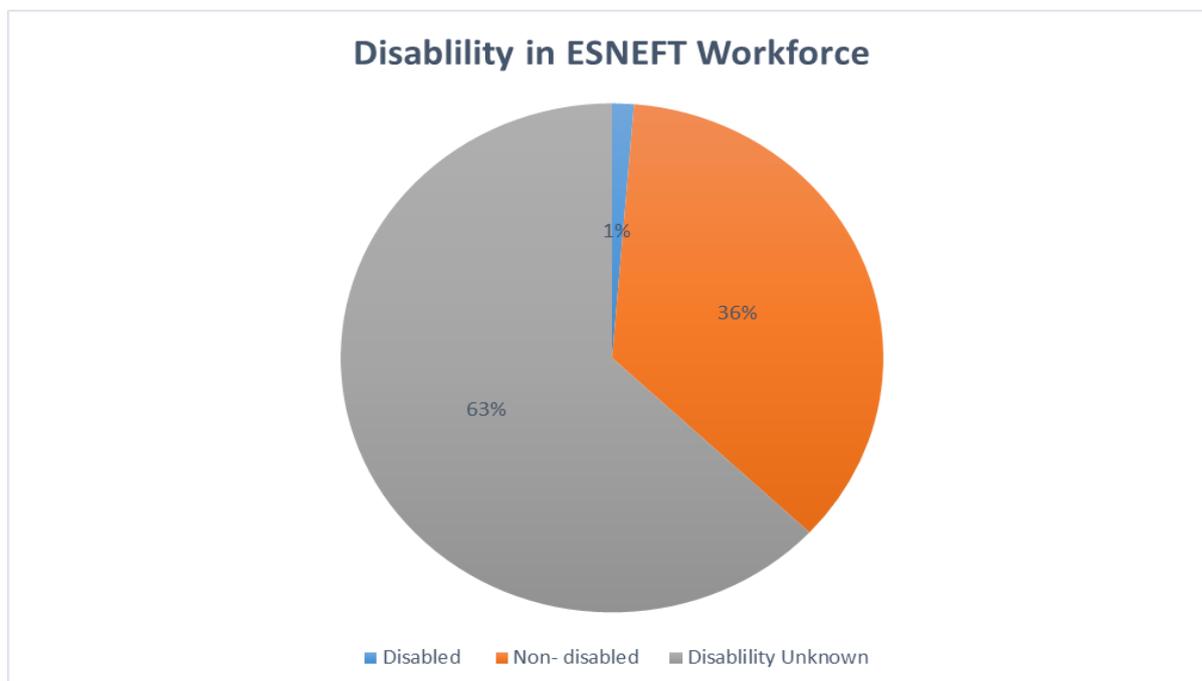
<sup>2</sup> <https://rcni.com/hosted-content/rcn/first-steps/social-model-of-disability>

<sup>3</sup> Disability and Carer Staff Network

## The ten Workforce Disability Equality Standard Metrics are:

METRIC	WDES METRIC DESCRIPTION
The following three workforce metrics compare the data for both disabled and non-disabled staff.	
Metric 1	Percentage of staff in Agenda for Change pay bands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.
Metric 2	Relative likelihood of disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.
Metric 3	Relative likelihood of disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.
The following four NHS Staff Survey metrics compare the responses for both disabled and non-disabled staff.	
Metric 4	Percentage of disabled staff, compared to non-disabled staff, experiencing harassment, bullying or abuse from; i) patients/service users, their relatives or other members of the public, ii) managers and iii) other colleagues. Percentage of disabled staff compared to non-disabled staff saying that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it.
Metric 5	Percentage of disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.
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.
Metric 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.
The following NHS Staff Survey metric only includes the responses of disabled staff.	
Metric 8	Percentage of disabled staff saying that their employer has made adequate adjustments to enable them to carry out their work.
Part a) compares staff engagement scores for disabled and non-disabled staff and the overall trust's score. Part b) will request trust's to explain what action is planned to address any gaps in their WDES annual reports.	
Metric 9	The staff engagement score for disabled staff, compared to non-disabled staff and the overall engagement score for the organisation. Has your trust taken action to facilitate the voices of disabled staff in your organisation to be heard? (Yes) or (No)
This metric compares the difference for disabled and non-disabled staff.	
Metric 10	Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated by: <ul style="list-style-type: none"> <li>▪ Voting membership of the Board</li> <li>▪ Executive membership of the Board</li> </ul>

### 3 Key issues – WDES Data analysis

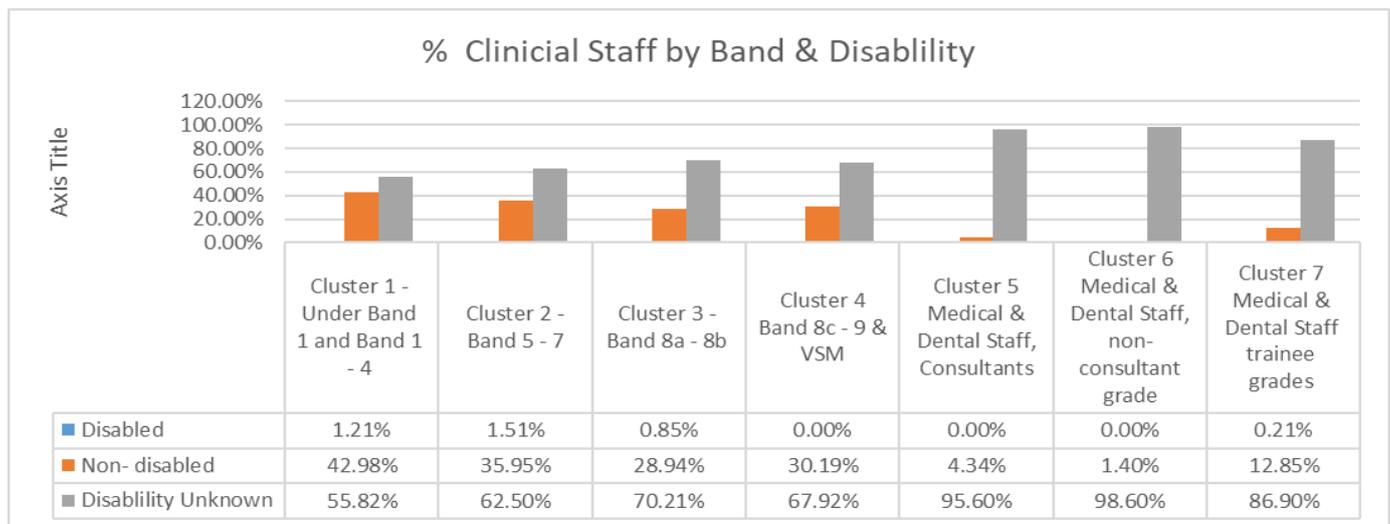
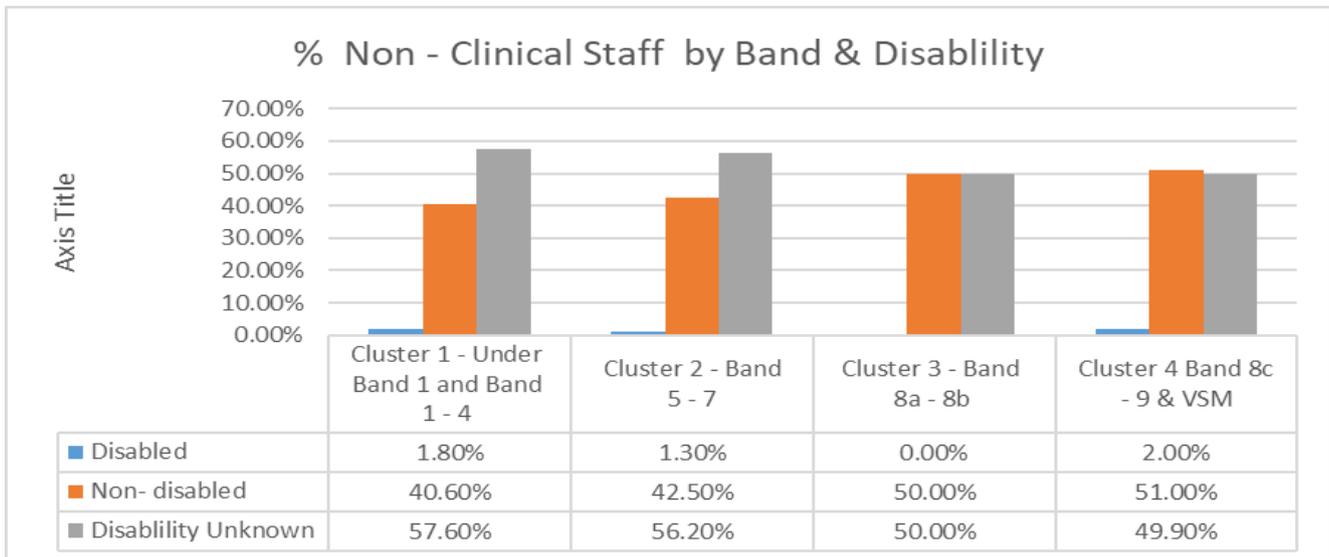


Our workforce data indicates that a significant proportion of the data recorded relating to disability is unknown (63%). Only 1% of the Trust's workforce discloses a disability; this is equivalent to 132 out of 10,168. This is a key priority for our Disability Staff Network and within the WDES Action Plan.

## Workforce Disability Equality Standard (WDES) – Analysis

WDES Metrics 1-3 compare the data for both disabled and non-disabled staff:

**Metric 1: Percentage of staff in Agenda for Change pay bands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.**



**Analysis:** The data shows a disproportionate rate of disability disclosure across all pay grades and a high proportion of unknown disability data. Notably, the disclosure rate decreases with higher pay grades and medical staff.

**Metric 2: Relative likelihood of disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.**

The table below shows the relative likelihood of disabled applicants compared to non-disabled applicants being appointed from shortlisting across all post. The data shows disabled staff are relatively more likely to be appointed from shortlisting.

	Disabled	Non-disabled	Disability Unknown
<b>Number of shortlisted applicants</b>	356	4945	126
<b>Number of appointed applicants</b>	34	414	17
<b>Likelihood of shortlisting / appointing</b>	0.1	0.08	0.13
<b>Relative likelihood of non-Disabled staff being appointed vs Disabled staff</b>	0.88		

**Analysis:** The data shows disabled staff are more likely to be appointed in comparison to non-disabled colleagues. However, considering the disproportionate number of staff disclosing disability, this indicator will be explored further in our WDES Action Plan.

**Metric 3: Relative likelihood of disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.**

The table below shows data relating to staff who have entered the formal capability process:

	Disabled	Non- disabled	Disability Unknown
<b>Number of Workforce</b>	132	3633	6403
<b>Number of entering formal capability process</b>	0	2	4
<b>Likelihood of staff entering formal capability process</b>	0	0	0
<b>Relative likelihood of Disabled Staff entering for capability</b>	0		

**Analysis:** The data shows there are no disabled staff entering formal capability process. The WDES calculation, states that if the relative likelihood figure is above 1, this would indicate that disabled staff were more likely to enter formal capability process. As above further exploratory work will be undertaken in our WDES Action plan to understand disabled staff’s experience of the capability process.

The following four WDES metrics are NHS Staff Survey<sup>4</sup> indicators that compare the responses for both disabled and non-disabled staff:

Metric 4, 5, 6, 7, 8 and 9a		2019 Staff Survey Results <sup>5</sup>	2018 Staff Survey Results <sup>6</sup>	Analysis
Metric 4 a	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:  Disabled - 31.8%  Non-Disabled - 28.8%	Patients/service users, their relatives or other members of the public:  Disabled - 31.5%  Non-Disabled - 29.4%	Disabled staff experienced a higher proportion of bullying, harassment and abuse from patients and service users than non-disabled colleagues.
	i) patients/service users, their relatives or other members of the public,	Managers:  Disabled - 21%  Non-Disabled - 14%	Managers:  Disabled - 22.4%  Non-Disabled - 14.8%	Disabled staff experience a significantly higher percentage of bullying and harassment from managers. There is a 7-percentage point difference between disabled staff and non-disabled staff.
	ii) managers and iii) other colleagues.	Other colleagues:  Disabled - 27.2%  Non-Disabled - 20%	Other colleagues:  Disabled - 28.3%  Non-Disabled - 19.7%	Disabled staff experience a higher level of discrimination in terms of bullying, harassment and abuse from other colleagues, than their non-disabled colleagues do.
4 b	Percentage of disabled staff compared to non-disabled staff saying that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it.	Disabled - 37.7%  Non-Disabled - 41.3%	Disabled - 37.4%  Non-Disabled - 40.7%	The data shows that disabled staff were less likely to report experiences of bullying, harassment abuse than non-disabled colleagues.
Metric 5	Percentage of disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	Disabled - 78%  Non-Disabled - 84%	Disabled - 75%  Non-Disabled - 80%	There is a 6% gap between disabled staff and non-disabled staff believing that the Trust provides career opportunities for career progression or promotion.
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.	Disabled - 31.5%  Non-Disabled - 25%	Disabled - 35.8%  Non-Disabled - 25.1%	There has been a significant drop from 2018 to 2019 data relating to feeling pressured to come to work by 4% points. However, the gap between disabled staff and non-disabled staff feeling pressured to come to work is still high.
Metric 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.	Disabled - 33.5%  Non-Disabled - 41.4%	Disabled - 33.8%  Non-Disabled - 40.3%	Disabled staff were less likely to feel valued in comparison to their non-disabled colleagues, with 8% difference in experience.
Metric 8	Percentage of disabled staff saying that their employer has made adequate adjustments to enable them to carry out their work.	Disabled - 71.9% 4	Disabled - 71.3%	The figure has stayed relatively consistent over the two years.
Metric 9a	The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation	Disabled - 6.4  Non-Disabled 6.9	Disabled - 6.4  Non-Disabled - 6.9	As above.
Metric 9b	Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (Yes) or (No)	Yes	Unknown	Yes, the Trust launched its Disabled Staff and Carer Network in June 2020 called ESNAble and will working with the Trust to update our WDES Action Plan 2020.

<sup>4</sup> All staff survey data has been sourced from <http://www.nhsstaffsurveyresults.com/homepage/local-results-2019/workforce-equality-standards-wdes-2019/>

<sup>5</sup> <http://www.nhsstaffsurveyresults.com/homepage/local-results-2019/workforce-equality-standards-wdes-2019/>

Metric 10 Board Representation		Analysis
Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated by:	Total number of Board members – 17 Total number of disabled staff – 132 Total number of non – disabled staff – 3633 Total number unknown data relating to disability – 6403	The data shows that significant proportion of the Trust Board data is unknown in relation to disability.  Notably, 96% of the Trust Board have not declared their disability status.
<ul style="list-style-type: none"> <li>Voting membership of the Board</li> </ul>	Disabled – 0% Non-Disabled – 0% Unknown – 100%	
<ul style="list-style-type: none"> <li>Executive membership of the Board</li> </ul>	Disabled – 4% Non-Disabled – 0% Unknown - 96%	
<ul style="list-style-type: none"> <li>Non-Executive directors</li> </ul>	Unknown – 100%	
<ul style="list-style-type: none"> <li>% difference between the voting membership and overall workforce</li> </ul>	3%	

## 4 Next Steps

The data provided in this report will be submitted to NHS England by August 31<sup>st</sup> 2020. In addition to the WDES data submission, the Trust is required to submit the WDES Summary report (Appendix 1). The current WDES Action Plan 2019 / 2020 (Appendix 2) was approved and ratified by the People and Organisational Committee (POD) in September 2019. However, due to the COVID 19 pandemic the progress made has been limited.

The WDES Action plan has been reviewed and updated in collaboration with the new Disability Network. The Network have identified the following prioritises and will work with the Equality, Diversity and Inclusion Team to ensure our revised WDES Action Plan 2019 - 2021 focuses activity on:

- Improving staff disclosure of disability.
- Addressing stigma associated with disability disclosure and widen understanding of what constitutes as a disability.
- Enabling Disabled staff voices to be heard and valued at ESNEFT
- Supporting the engagement activities for disabled staff and non-disabled staff to learn about barriers that exist for staff and service users.
- Supporting the organisation to be more accessible and inclusive in its policy and practises.

Further, data analysis and staff engagement is planned as part of the WDES Action Plan. WDES data will be shared with Divisional and CDG leadership teams, to enable operational areas to better understand their workforce profile in terms of disability and identify local actions to improve disability equality. The Trust is required to publish our ratified WDES Annual report and WDES Action Plan on our website by 31 October 2020.

## 5 Recommendations

The Trust Board is asked to

- Receive and approve the publication of this report and the appended WDES Summary Report, to be submitted to NHS England by the 31<sup>st</sup> August 2020.
- Endorse the updated WDES Action Plan that has been reviewed by the new Disability and Carer Staff Network.
- Approve publication of the updated WDES Action Plan and this report by 31<sup>st</sup> October 2020.

**APPENDIX 1**

NHS Workforce Disability Equality Standard Online Summary Reporting 2020		
Trust information		Responses
1	Name of organisation	East Suffolk and North Essex Foundation Trust
2	Date of completing this report	21 July 2020
3	Name, job title and e-mail address of the lead compiling this report	Tendai Grace Ndongwe, Head of Equality, Diversity and Inclusion <a href="mailto:Tendai.ndongwe@esneft.nhs.uk">Tendai.ndongwe@esneft.nhs.uk</a>
4	Name and e-mail address of the commissioner(s) that the trust' 2020 WDES annual report (metrics data and action plan) will be sent to	TBC
5	Unique URL link or existing web page on which the trust' 2020 WDES annual report (metrics data and action plan) will be published	<a href="https://www.esneft.nhs.uk/about-us/equality-diversity-and-inclusion/nhs-workforce-standards/">https://www.esneft.nhs.uk/about-us/equality-diversity-and-inclusion/nhs-workforce-standards/</a>
6	Date of board meeting at which the trust's 2020 WDES annual report (metrics data and action plan) were, or will be, ratified	6 <sup>th</sup> August 2020
7	Does your trust participate in any programmes or initiatives that are focused on disability equality and inclusion? If yes, please provide examples	Yes – Disability Confident Committed (Level 1), we are aspiring to Level 2: Disability Confident Employer as part of our WDES Action Plan 2020.

## NHS Workforce Disability Equality Standard Online Summary Reporting 2020

Trust information		Responses
Metric 1 – Workforce representation		
<b>8</b>	Did your trust's 2020 data for WDES Metric 1 include any of the following groups of staff? 1) Bank staff, 2) Agency staff, 3) Apprentices 4) Subsidiary group staff. If yes, please detail which staff groups	The data provided also includes apprentices.
<b>9</b>	Do your staff have access to the ESR self-service portal?	Yes.
<b>10</b>	Please share any examples of actions taken in the last 12 months to increase the disability declaration rates in your trust	Yes. This year the Trust undertook the roll out of ESR Employee Self Service.
Metric 2 - Shortlisting		
<b>11</b>	What level of Disability Confident accreditation does your trust currently hold? (Level 1, 2 or 3)	ESNEFT has attained Level 2 Disability Confident
<b>12</b>	Does your trust use the Guaranteed Interview Scheme?	Yes
<b>13</b>	Please share any examples of actions that the trust has taken in the past 12 months to improve the recruitment of Disabled staff	The Head of Recruitment has started working with the local council to create a disability apprentice scheme.
Metric 3 - Capability		
<b>14</b>	Did your trust experience any issues with providing the data for Metric 3, which was voluntary last year and mandatory this year? If yes, please provide details	No. The Trust uses the Selenity Case Management system to record capability cases which can report on cases by protected characteristic. For the year 20/21 We will continue to use this system and also plan to use the ESR ER function which can also report by protected characteristic
Metric 4 – Harassment, bullying and abuse		

**NHS Workforce Disability Equality Standard Online Summary Reporting 2020**

Trust information		Responses
<b>15</b>	Please summarise any actions taken since your trust' 2019 WDES action plan was published to reduce harassment, bullying and abuse in relation to Disabled staff	<p>Equality and Diversity awareness training for staff is mandatory. We have continued to promote the Freedom to Speak up Guardian role.</p> <p>We have implemented a reasonable adjustment passport an on-going and portable record of reasonable adjustments agreed between an employee with a disability and their line manager.</p> <p>For 20/21 – we plan to review the Bullying and Harassment policy with input from the Disability Staff Network. We will work closely with the Staff Network to identify any actions to reduce B&amp;H.</p>
<b>Metric 5 – Career promotion and progression</b>		
<b>16</b>	Does your trust provide any targeted career development opportunities for Disabled staff? If yes, or planned, please provide examples	We do not yet provide any targeted career development opportunities for disabled people.
<b>Metric 6 - Presenteeism</b>		
<b>17</b>	Has your trust planned any targeted actions to reduce presenteeism? If yes, or planned, please provide examples	<p>As part of our COVID 19 Response a comprehensive Risk Assessment was developed that looked to help identify the most valuable groups staff. Disability and long-term conditions was a key part of the Risk Assessment and Personal Circumstances form.</p> <p>The Trust has a comprehensive programme for Mental Health First Aiders. There is a significant investment planned to improve access to mental health and wellbeing support for staff.</p>
<b>Metric 7 – Staff satisfaction</b>		
<b>18</b>	Has your trust planned any targeted actions to increase the workplace satisfaction of Disabled staff? If yes, or planned, please provide examples	With the creation of the Staff Disability and Carer Network we will be developing a programme of work and a focus will be on empowering and valuing the voice of disabled people.

**NHS Workforce Disability Equality Standard Online Summary Reporting 2020**

Trust information		Responses
<b>Metric 8 – Reasonable adjustments</b>		
<b>19</b>	Does your trust have a reasonable adjustments policy?	Yes. The Trust implemented a new Absence Policy which includes information about reasonable adjustments. Supporting this policy is a toolkit 'Supporting staff with long term conditions and disabilities' which includes information and advice on reasonable adjustments. The Trust also developed a Reasonable Adjustment Passport. (RAP)
<b>20</b>	Are costs for reasonable adjustments met through centralised or local budgets within the trust?	Reasonable adjustments are accessed through local budgets
<b>21</b>	Please summarise any actions taken in the last 12 months to improve the reasonable adjustments process?	<p>See 19 above. The following actions have taken place:</p> <ul style="list-style-type: none"> <li>• Implementation of a reasonable adjustment passport (RAP).</li> <li>• A new training programme for managers was introduced which included the new policy, supporting staff with long term conditions/disabilities and the RAP.</li> <li>• introduced disability leave – a type of special leave to allow paid time off related to a disability e.g to attend regular hospital appointments or treatment .</li> <li>• The absence policy allows for manager's discretion when an absence trigger is met and an adjustment to the trigger can be made for staff with disability related absence.</li> </ul> <p>For the year 2020/2021 the Trust will continue with managers training programme and work closely with the Staff Disability and Carer Network to raise awareness about the RAP; to review the RAP, and identify any other actions to improve the reasonable adjustment process</p>
<b>Metric 9 – Disabled staff engagement</b>		
<b>22</b>	Does your trust have a Disabled Staff Network (or similar)? If no, does your trust plan to establish a Disabled Staff Network (or similar) in the next 12 months?	Yes – we recently created ESNAble (Disability & Carer Staff Network) which stands for ESNEFT and Able in June 2020

**NHS Workforce Disability Equality Standard Online Summary Reporting 2020**

Trust information		Responses
23	Was your trust's 2019/20 WDES action plan co-developed with Disabled staff? If yes, please provide details on how Disabled staff were involved	Partially, we recently (June 2020) created ESNable (Disability & Carer Staff Network). The group has reviewed the WDES Action plan and made amendments. The group is currently working developing its work plan, and a now a disability strategy to move this up the Trust's Equality, Diversity and Inclusion agenda.
Metric 10 – Board representation		
24	Please describe any challenges that your organisation has experienced in collecting and reporting data for this metric	To ensure data is collected at the point of recruitment and then ESR is updated accordingly. We would seek further clarification of a definitive definition of the various disability categories and how they are to be captured and recorded on ESR.
25	Name and job title of the Board lead for the Workforce Disability Equality Standard	Leigh Howlett, Director of Human Resources and Organisational Development
26	Please summarise any actions taken in the last 12 months to improve Board representation	We have identified an Executive Sponsor for the ESNable (Disability Network) and will be working with the Staff Network to support our Trust Board colleagues to disclose information relating to disability.
Supplementary		
27	Are there plans for your trust to merge with another trust in the next 12 months? If yes, please provide details	None.
28	Do you have any further comments about the WDES data collection 2020?	None.

## Confidential Trust Board

6<sup>th</sup> August 2020

<b>Report Title:</b>	NHS Workforce Disability Equality Standard Report
<b>Executive/NED Lead:</b>	Leigh Howlett, Director Human Resources and OD
<b>Report author(s):</b>	Tendai Ndongwe, Head of Equality, Diversity and Inclusion
<b>Previously considered by:</b>	

**Approval**
         
  **Discussion**
         
  **Information**
         
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<b>Link to Strategic Objectives (SO)</b>		<b>Please tick</b>
SO1	Keep people in control of their health	<input checked="" type="checkbox"/>
SO2	Lead the integration of care	<input type="checkbox"/>
SO3	Develop our centres of excellence	<input type="checkbox"/>
SO4	Support and develop our staff	<input checked="" type="checkbox"/>
SO5	Drive technology enabled care	<input type="checkbox"/>

<b>Risk Implications for the Trust</b> <i>(including any clinical and financial consequences)</i>	Choose a building block.
<b>Trust Risk Appetite</b>	Choose an item.

<b>Legal and regulatory implications</b> <i>(including links to CQC outcomes, Monitor, inspections, audits, etc)</i>	Choose a building block.
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<b>Equality and Diversity</b>	This report supports the requirements laid out in the Equality Act 2010 and the Public Sector Equality Duty. This report provides assurance that the Trust has complied with NHS Workforce Equality Standards as outlined in the NHS Standard Contract.

# NHS WORKFORCE DISABILITY EQUALITY STANDARD REPORT

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The Network will help support the organisation to adopt a Social Model<sup>8</sup> of disability, which will enable the organisation to actively identify the barriers that exist within the Trust that impede on the aspirations and progress of disabled staff. This includes a recognition that barriers are not only physical, they are socially constructed through practice and policy. Working co-productively with ESNable<sup>9</sup>, the Trust has a unique opportunity to drive real change and positively improve staff and patient experience for disabled colleagues.

## 7 Background - Workforce Disability Equality Standard (WDES)

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<sup>7</sup>Focus on Your Abilities - Not Disabilities Author: *Sandi Baker* <https://www.disabled-world.com/disability/abilities-not-disabilities.php>

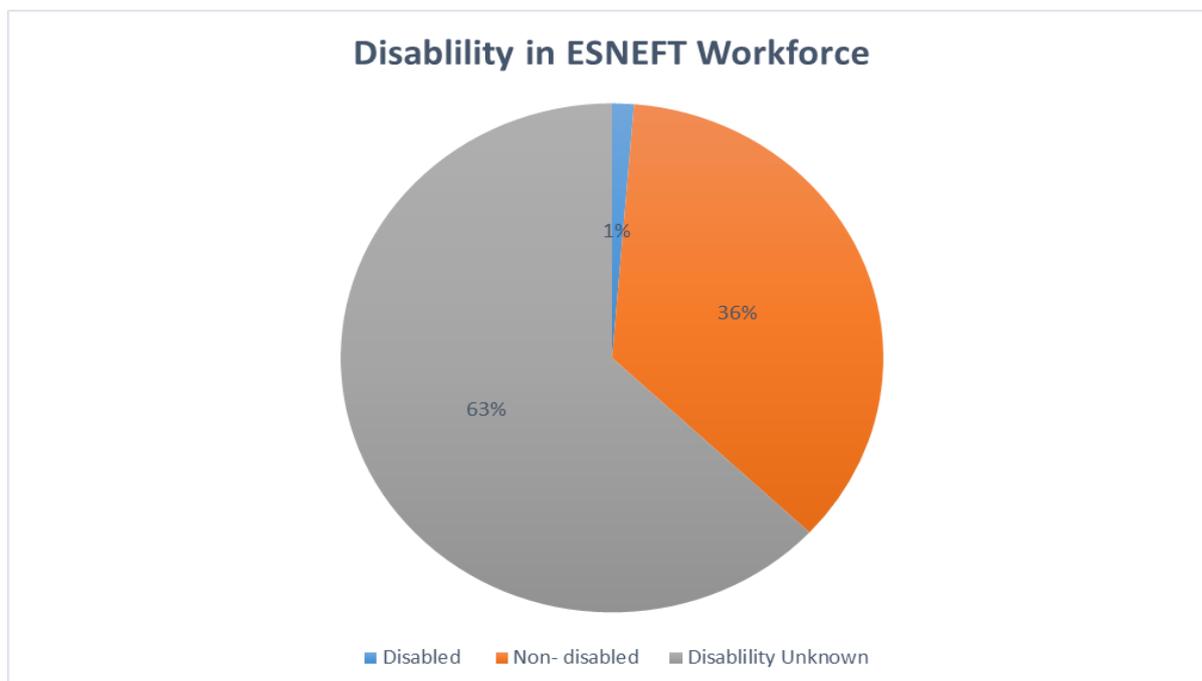
<sup>8</sup> <https://rcni.com/hosted-content/rcn/first-steps/social-model-of-disability>

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Metric 1	Percentage of staff in Agenda for Change pay bands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.
Metric 2	Relative likelihood of disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.
Metric 3	Relative likelihood of disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.
The following four NHS Staff Survey metrics compare the responses for both disabled and non-disabled staff.	
Metric 4	Percentage of disabled staff, compared to non-disabled staff, experiencing harassment, bullying or abuse from; i) patients/service users, their relatives or other members of the public, ii) managers and iii) other colleagues. Percentage of disabled staff compared to non-disabled staff saying that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it.
Metric 5	Percentage of disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.
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.
Metric 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.
The following NHS Staff Survey metric only includes the responses of disabled staff.	
Metric 8	Percentage of disabled staff saying that their employer has made adequate adjustments to enable them to carry out their work.
Part a) compares staff engagement scores for disabled and non-disabled staff and the overall trust's score. Part b) will request trust's to explain what action is planned to address any gaps in their WDES annual reports.	
Metric 9	The staff engagement score for disabled staff, compared to non-disabled staff and the overall engagement score for the organisation. Has your trust taken action to facilitate the voices of disabled staff in your organisation to be heard? (Yes) or (No)
This metric compares the difference for disabled and non-disabled staff.	
Metric 10	Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated by: <ul style="list-style-type: none"> <li>▪ Voting membership of the Board</li> <li>▪ Executive membership of the Board</li> </ul>

## 8 Key issues – WDES Data analysis

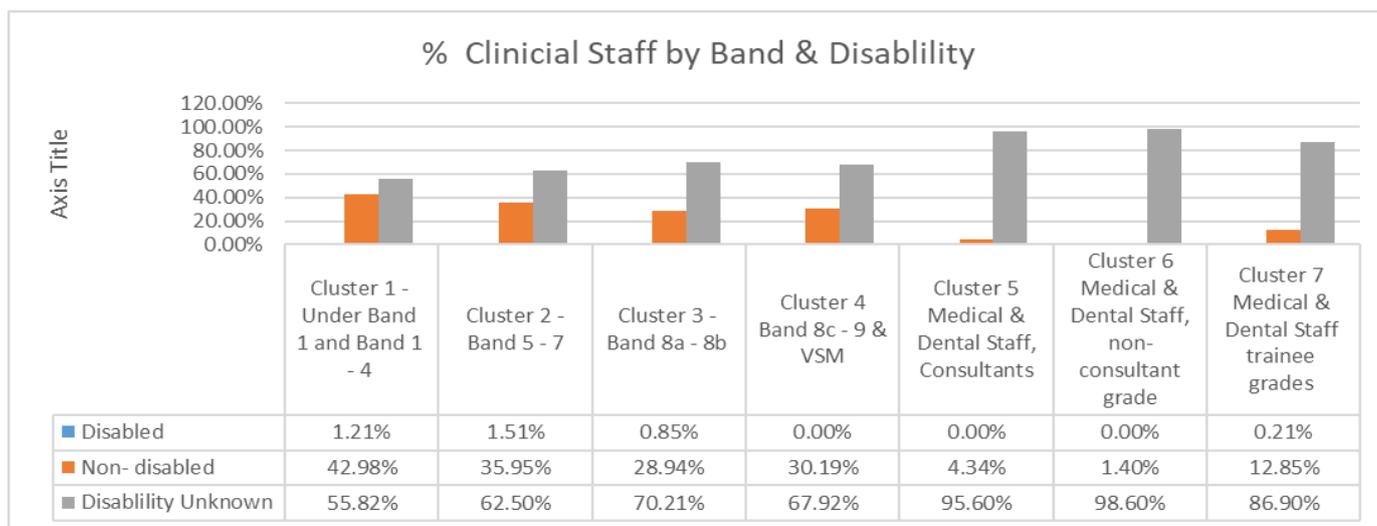
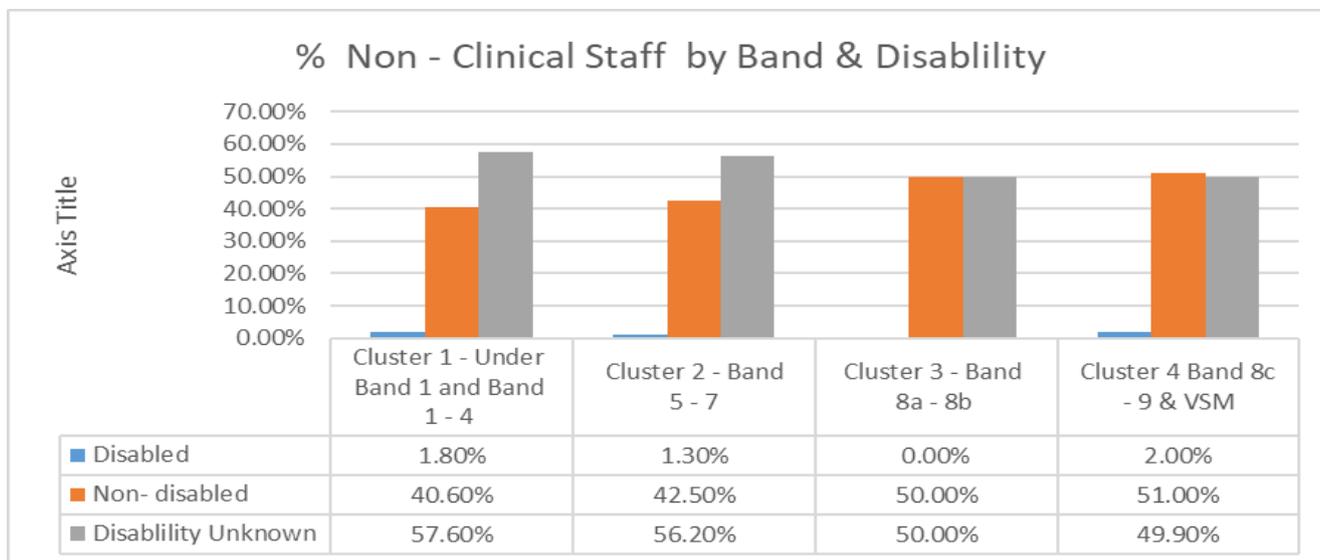


Our workforce data indicates that a significant proportion of the data recorded relating to disability is unknown (63%). Only 1% of the Trust's workforce discloses a disability; this is equivalent to 132 out of 10,168. This is a key priority for our Disability Staff Network and within the WDES Action Plan.

## Workforce Disability Equality Standard (WDES) – Analysis

WDES Metrics 1-3 compare the data for both disabled and non-disabled staff:

**Metric 1: Percentage of staff in Agenda for Change pay bands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.**



**Analysis:** The data shows a disproportionate rate of disability disclosure across all pay grades and a high proportion of unknown disability data. Notably, the disclosure rate decreases with higher pay grades and medical staff.

**Metric 2: Relative likelihood of disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.**

The table below shows the relative likelihood of disabled applicants compared to non-disabled applicants being appointed from shortlisting across all post. The data shows disabled staff are relatively more likely to be appointed from shortlisting.

	Disabled	Non-disabled	Disability Unknown
<b>Number of shortlisted applicants</b>	356	4945	126
<b>Number of appointed applicants</b>	34	414	17
<b>Likelihood of shortlisting / appointing</b>	0.1	0.08	0.13
<b>Relative likelihood of non-Disabled staff being appointed vs Disabled staff</b>	0.88		

**Analysis:** The data shows disabled staff are more likely to be appointed in comparison to non-disabled colleagues. However, considering the disproportionate number of staff disclosing disability, this indicator will be explored further in our WDES Action Plan.

**Metric 3: Relative likelihood of disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.**

The table below shows data relating to staff who have entered the formal capability process:

	Disabled	Non-disabled	Disability Unknown
<b>Number of Workforce</b>	132	3633	6403
<b>Number of entering formal capability process</b>	0	2	4
<b>Likelihood of staff entering formal capability process</b>	0	0	0
<b>Relative likelihood of Disabled Staff entering for capability</b>	0		

**Analysis:** The data shows there are no disabled staff entering formal capability process. The WDES calculation, states that if the relative likelihood figure is above 1, this would indicate that disabled staff were more likely to enter formal capability process. As above further exploratory work will be undertaken in our WDES Action plan to understand disabled staff’s experience of the capability process.

The following four WDES metrics are NHS Staff Survey<sup>10</sup> indicators that compare the responses for both disabled and non-disabled staff:

Metric 4, 5, 6, 7, 8 and 9a		2019 Staff Survey Results <sup>11</sup>	2018 Staff Survey Results <sup>12</sup>	Analysis
Metric 4 a	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: Disabled - 31.8% Non-Disabled - 28.8%	Patients/service users, their relatives or other members of the public: Disabled - 31.5% Non-Disabled - 29.4%	Disabled staff experienced a higher proportion of bullying, harassment and abuse from patients and service users than non-disabled colleagues.
	iv) patients/service users, their relatives or other members of the public,	Managers: Disabled - 21% Non-Disabled - 14%	Managers: Disabled - 22.4% Non-Disabled - 14.8%	Disabled staff experience a significantly higher percentage of bullying and harassment from managers. There is a 7-percentage point difference between disabled staff and non-disabled staff.
	v) managers and vi) other colleagues.	Other colleagues: Disabled - 27.2% Non-Disabled - 20%	Other colleagues: Disabled - 28.3% Non-Disabled - 19.7%	Disabled staff experience a higher level of discrimination in terms of bullying, harassment and abuse from other colleagues, than their non-disabled colleagues do.
4 b	Percentage of disabled staff compared to non-disabled staff saying that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it.	Disabled - 37.7% Non-Disabled - 41.3%	Disabled - 37.4% Non-Disabled - 40.7%	The data shows that disabled staff were less likely to report experiences of bullying, harassment abuse than non-disabled colleagues.
Metric 5	Percentage of disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	Disabled - 78% Non-Disabled - 84%	Disabled - 75% Non-Disabled - 80%	There is a 6% gap between disabled staff and non-disabled staff believing that the Trust provides career opportunities for career progression or promotion.
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.	Disabled - 31.5% Non-Disabled - 25%	Disabled - 35.8% Non-Disabled - 25.1%	There has been a significant drop from 2018 to 2019 data relating to feeling pressured to come to work by 4% points. However, the gap between disabled staff and non-disabled staff feeling pressured to come to work is still high.
Metric 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.	Disabled - 33.5% Non-Disabled - 41.4%	Disabled - 33.8% Non-Disabled - 40.3%	Disabled staff were less likely to feel valued in comparison to their non-disabled colleagues, with 8% difference in experience.
Metric 8	Percentage of disabled staff saying that their employer has made adequate adjustments to enable them to carry out their work.	Disabled - 71.9% 4	Disabled - 71.3%	The figure has stayed relatively consistent over the two years.
Metric 9a	The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation	Disabled - 6.4 Non-Disabled 6.9	Disabled - 6.4 Non-Disabled - 6.9	As above.
Metric 9b	Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (Yes) or (No)	Yes	Unknown	Yes, the Trust launched its Disabled Staff and Carer Network in June 2020 called ESNAble and will working with the Trust to update our WDES Action Plan 2020.

<sup>10</sup> All staff survey data has been sourced from <http://www.nhsstaffsurveyresults.com/homepage/local-results-2019/workforce-equality-standards-wdes-2019/>

<sup>11</sup> <http://www.nhsstaffsurveyresults.com/homepage/local-results-2019/workforce-equality-standards-wdes-2019/>

Metric 10 Board Representation		Analysis
Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated by:	Total number of Board members – 17 Total number of disabled staff – 132 Total number of non – disabled staff – 3633 Total number unknown data relating to disability – 6403	The data shows that significant proportion of the Trust Board data is unknown in relation to disability.  Notably, 96% of the Trust Board have not declared their disability status.
<ul style="list-style-type: none"> <li>▪ Voting membership of the Board</li> </ul>	Disabled – 0% Non-Disabled – 0% Unknown – 100%	
<ul style="list-style-type: none"> <li>▪ Executive membership of the Board</li> </ul>	Disabled – 4% Non-Disabled – 0% Unknown - 96%	
<ul style="list-style-type: none"> <li>▪ Non-Executive directors</li> </ul>	Unknown – 100%	
<ul style="list-style-type: none"> <li>▪ % difference between the voting membership and overall workforce</li> </ul>	3%	

## 9 Next Steps

The data provided in this report will be submitted to NHS England by August 31<sup>st</sup> 2020. In addition to the WDES data submission, the Trust is required to submit the WDES Summary report (Appendix 1). The current WDES Action Plan 2019 / 2020 (Appendix 2) was approved and ratified by the People and Organisational Committee (POD) in September 2019. However, due to the COVID 19 pandemic the progress made has been limited.

The WDES Action plan has been reviewed and updated in collaboration with the new Disability Network. The Network have identified the following prioritises and will work with the Equality, Diversity and Inclusion Team to ensure our revised WDES Action Plan 2019 - 2021 focuses activity on:

- Improving staff disclosure of disability
- Addressing stigma associated with disability disclosure and widen understanding of what constitutes as a disability
- Enabling Disabled staff voices to be heard and valued at ESNEFT
- Supporting the engagement activities for disabled staff and non-disabled staff to learn about barriers that exist for staff and service users
- Supporting the organisation to be more accessible and inclusive in its policy and practises.

Further, data analysis and staff engagement is planned as part of the WDES Action Plan. WDES data will be shared with Divisional and CDG leadership teams, to enable operational areas to better understand their workforce profile in terms of disability and identify local actions to improve disability equality. The Trust is required to publish our ratified WDES Annual report and WDES Action Plan on our website by 31 October 2020.

## 10 Recommendations

The Trust Board is asked to

- Receive and approve the publication of this report and the appended WDES Summary Report, to be submitted to NHS England by the 31<sup>st</sup> August 2020
- Endorse the updated WDES Action Plan that has been reviewed by the new Disability and Carer Staff Network
- Approve publication of the updated WDES Action Plan and this report by 31<sup>st</sup> October 2020.

**APPENDIX 1**

NHS Workforce Disability Equality Standard Online Summary Reporting 2020		
Trust information		Responses
1	Name of organisation	East Suffolk and North Essex Foundation Trust
2	Date of completing this report	21 July 2020
3	Name, job title and e-mail address of the lead compiling this report	Tendai Grace Ndongwe, Head of Equality, Diversity and Inclusion <a href="mailto:Tendai.ndongwe@esneft.nhs.uk">Tendai.ndongwe@esneft.nhs.uk</a>
4	Name and e-mail address of the commissioner(s) that the trust' 2020 WDES annual report (metrics data and action plan) will be sent to	TBC
5	Unique URL link or existing web page on which the trust' 2020 WDES annual report (metrics data and action plan) will be published	<a href="https://www.esneft.nhs.uk/about-us/equality-diversity-and-inclusion/nhs-workforce-standards/">https://www.esneft.nhs.uk/about-us/equality-diversity-and-inclusion/nhs-workforce-standards/</a>
6	Date of board meeting at which the trust's 2020 WDES annual report (metrics data and action plan) were, or will be, ratified	6 <sup>th</sup> August 2020
7	Does your trust participate in any programmes or initiatives that are focused on disability equality and inclusion? If yes, please provide examples	Yes – Disability Confident Committed (Level 1), we are aspiring to Level 2: Disability Confident Employer as part of our WDES Action Plan 2020.

## NHS Workforce Disability Equality Standard Online Summary Reporting 2020

Trust information		Responses
Metric 1 – Workforce representation		
<b>8</b>	Did your trust's 2020 data for WDES Metric 1 include any of the following groups of staff? 1) Bank staff, 2) Agency staff, 3) Apprentices 4) Subsidiary group staff. If yes, please detail which staff groups	The data provided also includes apprentices.
<b>9</b>	Do your staff have access to the ESR self-service portal?	Yes.
<b>10</b>	Please share any examples of actions taken in the last 12 months to increase the disability declaration rates in your trust	Yes. This year the Trust undertook the roll out of ESR Employee Self Service.
Metric 2 - Shortlisting		
<b>11</b>	What level of Disability Confident accreditation does your trust currently hold? (Level 1, 2 or 3)	ESNEFT has attained Level 2 Disability Confident
<b>12</b>	Does your trust use the Guaranteed Interview Scheme?	Yes
<b>13</b>	Please share any examples of actions that the trust has taken in the past 12 months to improve the recruitment of Disabled staff	The Head of Recruitment has started working with the local council to create a disability apprentice scheme.
Metric 3 - Capability		
<b>14</b>	Did your trust experience any issues with providing the data for Metric 3, which was voluntary last year and mandatory this year? If yes, please provide details	No. The Trust uses the Selenity Case Management system to record capability cases which can report on cases by protected characteristic. For the year 20/21 We will continue to use this system and also plan to use the ESR ER function which can also report by protected characteristic
Metric 4 – Harassment, bullying and abuse		

**NHS Workforce Disability Equality Standard Online Summary Reporting 2020**

Trust information		Responses
<b>15</b>	Please summarise any actions taken since your trust' 2019 WDES action plan was published to reduce harassment, bullying and abuse in relation to Disabled staff	<p>Equality and Diversity awareness training for staff is mandatory. We have continued to promote the Freedom to Speak up Guardian role.</p> <p>We have implemented a reasonable adjustment passport an on-going and portable record of reasonable adjustments agreed between an employee with a disability and their line manager.</p> <p>For 20/21 – we plan to review the Bullying and Harassment policy with input from the Disability Staff Network. We will work closely with the Staff Network to identify any actions to reduce B&amp;H.</p>
<b>Metric 5 – Career promotion and progression</b>		
<b>16</b>	Does your trust provide any targeted career development opportunities for Disabled staff? If yes, or planned, please provide examples	We do not yet provide any targeted career development opportunities for disabled people.
<b>Metric 6 - Presenteeism</b>		
<b>17</b>	Has your trust planned any targeted actions to reduce presenteeism? If yes, or planned, please provide examples	<p>As part of our COVID 19 Response a comprehensive Risk Assessment was developed that looked to help identify the most valuable groups staff. Disability and long-term conditions was a key part of the Risk Assessment and Personal Circumstances form.</p> <p>The Trust has a comprehensive programme for Mental Health First Aiders. There is a significant investment planned to improve access to mental health and wellbeing support for staff.</p>
<b>Metric 7 – Staff satisfaction</b>		
<b>18</b>	Has your trust planned any targeted actions to increase the workplace satisfaction of Disabled staff? If yes, or planned, please provide examples	With the creation of the Staff Disability and Carer Network we will be developing a programme of work and a focus will be on empowering and valuing the voice of disabled people.

**NHS Workforce Disability Equality Standard Online Summary Reporting 2020**

Trust information		Responses
<b>Metric 8 – Reasonable adjustments</b>		
<b>19</b>	Does your trust have a reasonable adjustments policy?	Yes. The Trust implemented a new Absence Policy which includes information about reasonable adjustments. Supporting this policy is a toolkit 'Supporting staff with long term conditions and disabilities' which includes information and advice on reasonable adjustments. The Trust also developed a Reasonable Adjustment Passport. (RAP)
<b>20</b>	Are costs for reasonable adjustments met through centralised or local budgets within the trust?	Reasonable adjustments are accessed through local budgets
<b>21</b>	Please summarise any actions taken in the last 12 months to improve the reasonable adjustments process?	<p>See 19 above. The following actions have taken place:</p> <ul style="list-style-type: none"> <li>• Implementation of a reasonable adjustment passport (RAP).</li> <li>• A new training programme for managers was introduced which included the new policy, supporting staff with long term conditions/disabilities and the RAP.</li> <li>• introduced disability leave – a type of special leave to allow paid time off related to a disability e.g to attend regular hospital appointments or treatment .</li> <li>• The absence policy allows for manager's discretion when an absence trigger is met and an adjustment to the trigger can be made for staff with disability related absence.</li> </ul> <p>For the year 2020/2021 the Trust will continue with managers training programme and work closely with the Staff Disability and Carer Network to raise awareness about the RAP; to review the RAP, and identify any other actions to improve the reasonable adjustment process</p>
<b>Metric 9 – Disabled staff engagement</b>		
<b>22</b>	Does your trust have a Disabled Staff Network (or similar)? If no, does your trust plan to establish a Disabled Staff Network (or similar) in the next 12 months?	Yes – we recently created ESNAble (Disability & Carer Staff Network) which stands for ESNEFT and Able in June 2020

## NHS Workforce Disability Equality Standard Online Summary Reporting 2020

Trust information		Responses
23	Was your trust's 2019/20 WDES action plan co-developed with Disabled staff? If yes, please provide details on how Disabled staff were involved	Partially, we recently (June 2020) created ESNAble (Disability & Carer Staff Network). The group has reviewed the WDES Action plan and made amendments. The group is currently working developing its work plan, and a now a disability strategy to move this up the Trust's Equality, Diversity and Inclusion agenda.
<b>Metric 10 – Board representation</b>		
24	Please describe any challenges that your organisation has experienced in collecting and reporting data for this metric	To ensure data is collected at the point of recruitment and then ESR is updated accordingly. We would seek further clarification of a definitive definition of the various disability categories and how they are to be captured and recorded on ESR.
25	Name and job title of the Board lead for the Workforce Disability Equality Standard	Leigh Howlett, Director of Human Resources and Organisational Development
26	Please summarise any actions taken in the last 12 months to improve Board representation	We have identified an Executive Sponsor for the ESNAble (Disability Network) and will be working with the Staff Network to support our Trust Board colleagues to disclose information relating to disability.
<b>Supplementary</b>		
27	Are there plans for your trust to merge with another trust in the next 12 months? If yes, please provide details	None.
28	Do you have any further comments about the WDES data collection 2020?	None.

# Workforce Disability Equality Standard

## Action Plan 2019 – 2021 (FINAL) updated 22.07.2020

The Workforce Disability Equality Standard (WDES) is a data-based standard and is mandated by NHS England. All NHS Trusts and Foundation Trusts are required to collect and collate a series of metrics to help to improve the workplace experiences of disabled staff across the NHS. There are 10 WDES metrics:

Three focus on workforce data

- Five are based on questions from the NHS Staff Survey
- One focuses on the disability representation on Boards
- One focuses on the voices of disabled staff

Further to the WDES data submitted during the summer, it is evident there is a need for ESNEFT to work towards improving the experiences of disabled staff members. This action plan details how ESNEFT will achieve an improvement on the experiences of disabled staff and has been reviewed in light of the COVID 19 pandemic and new Disability and Carer Staff Network – ESNAble.

Our goals have been based on our data analysis and are follows:

- 1. Create a culture and environment where ESNEFT staff are confident and empowered to disclose, as well as have, open conversations about their disability status**
- 2. Ensure systems and processes are aligned to enable disability equality in the workplace**
- 3. Understand and use our workforce data to inform initiatives that will improve the staff experience for disabled and non-disabled staff**
- 4. To be recognised as a system leader for disability equality through wider engagement.**

These goals are in alignment with NHS regulations and the Equality Act 2010.

## Workforce Disability Equality Standard Action Plan 2019 – 2021

<b>Workforce Data and Representation – Metrics 1, 2, 3 and 10</b>					
<b>What actions do we need to take and why?</b>	<p>The actions within this section of the WDES action plan are focused on improving the workforce data, specifically staff declaration rates. These actions will also focus on supporting the organisation to understand the data which reflects the differences in experience for disabled and nondisabled staff. The data we have indicates that we need to focus on improving the disclosure rates of our disabled staff and representation of disabled staff across the organisation. We will be using our internal governance mechanism to monitor performance and manage any identified risks.</p>				
<b>Reference</b>	<b>Action to be taken</b>	<b>Responsible owner(s)</b>	<b>Completion date</b>	<b>Outcomes /KPI's</b>	<b>July 2020 - Update and review.</b>
<b>1.1</b>	Ensure that the WDES action plan is embedded into the POD Committee Assurance Framework	Director/Deputy Director of HR/OD	October 2019 – quarterly thereafter	<ul style="list-style-type: none"> <li>Quarterly progress updates to be received by POD, risks identified and mitigation provided by the EDI Group</li> </ul>	<ul style="list-style-type: none"> <li>Limited progress and will be ongoing with the restart of POD.</li> </ul>
<b>1.2</b>	Develop performance data dashboard of WDES indicators for EDI Group with quarterly updates presented to POD	Director of HR/OD Head of EDI	October 2019 – quarterly thereafter	<ul style="list-style-type: none"> <li>Quarterly progress updates to be received by POD Committee for assurance – with a clear analysis of data for WDES metrics undertaken by the EDI Group</li> </ul>	<ul style="list-style-type: none"> <li>Limited progress and will be resumed as EDI Group restarts and the work plan of the EDI group is refreshed.</li> </ul>

## Workforce Data and Representation – Metrics 1, 2, 3 and 10

<p><b>What actions do we need to take and why?</b></p>	<p>The actions within this section of the WDES action plan are focused on improving the workforce data, specifically staff declaration rates. These actions will also focus on supporting the organisation to understand the data which reflects the differences in experience for disabled and nondisabled staff. The data we have indicates that we need to focus on improving the disclosure rates of our disabled staff and representation of disabled staff across the organisation. We will be using our internal governance mechanism to monitor performance and manage any identified risks.</p>				
Reference	Action to be taken	Responsible owner(s)	Completion date	Outcomes /KPI's	July 2020 - Update and review.
<p><b>1.3</b></p>	<p>Develop a communications and engagement plan for WDES which is monitored by the EDI Group</p>	<p>Head of EDI &amp; Head of Communications &amp; Engagement</p>	<p>November 2019</p>	<ul style="list-style-type: none"> <li>• Clear organisational messaging on equality, diversity and inclusion cascaded to all staff</li> <li>• Increased visibility on disability equality themes – e.g. communications on Mental Health Awareness, Autism</li> <li>• Awareness and increase imagery of disabled people on internal external communications (e.g. Team ESNEFT News to feature regular updates on the WDES work underway)</li> <li>• Intranet and Internet webpages update with Trust position on WDES</li> </ul>	<p>Currently in progress with Communication Team, EDI team and the Disability and Carer Staff Network, who have identified that improving the communications and visibility of disability equality is still a priority. The group has agreed to:</p> <ul style="list-style-type: none"> <li>• Undertaking some myth-busting communications</li> <li>• Developing a presence on the intranet page</li> <li>• Developing an introductory video on the importance of raising disability awareness and supporting colleagues to disclose their disability status</li> <li>• Collecting staff stories relating to disability and reporting them to the EDI Group.</li> </ul>

## Workforce Data and Representation – Metrics 1, 2, 3 and 10

<b>What actions do we need to take and why?</b>	<b>The actions within this section of the WDES action plan are focused on improving the workforce data, specifically staff declaration rates. These actions will also focus on supporting the organisation to understand the data which reflects the differences in experience for disabled and nondisabled staff. The data we have indicates that we need to focus on improving the disclosure rates of our disabled staff and representation of disabled staff across the organisation. We will be using our internal governance mechanism to monitor performance and manage any identified risks.</b>				
<b>Reference</b>	<b>Action to be taken</b>	<b>Responsible owner(s)</b>	<b>Completion date</b>	<b>Outcomes /KPI's</b>	<b>July 2020 - Update and review.</b>
1.4	Align WDES communications with ESR awareness campaign to encourage staff to update personal data	Head of Workforce/ ESR Lead Head of EDI Comms team	October 2019	<ul style="list-style-type: none"> <li>Increased self-declaration/disclosure relating to disability</li> <li>Staff stories captured outlining positive experiences</li> <li>Increased visibility and awareness of disability equality in the organisation</li> </ul>	<p>Progressed and further work is required. ESR was rolled out across the Trust 2019. However, disability disclosure is still low. This will be a key area of focus as the Trust looks to improve disability disclosure.</p> <p>The Disability Staff Network will support the Trust to promote the importance of disability disclosure, WDES and WRES data will be provided to Divisional and CDG Leadership teams to support with this action.</p>
1.5	Undertake a data capture and analysis on disabled staff entering HR interventions - specific focus on capability and sickness	HR/ODBP's and Head of EDI Workforce	January 2020	<ul style="list-style-type: none"> <li>Improve organisational and divisional understanding data regarding disability and HR interventions</li> <li>Monitoring of key performance indicators for WDES and WRES</li> </ul>	<p>Limited progress and will be ongoing. This will be explored further as identified in the data analysis (WDES 2020). The Head of Employee Relations has identified this has an area of focus for 2020/2021.</p> <p>The Disability Staff Network will support the Trust to promote the importance of disability disclosure, WDES and WRES data will be provided to Divisional and CDG Leadership teams to support with this action.</p>

1.6	Quarterly analysis of shortlisted disabled applicants to appointment – vs non-disabled applicants Trust wide	Head of Recruitment/ Head of EDI Senior HRBP	October 2019	<ul style="list-style-type: none"> <li>Understand the conversion rate for our disabled applicants to appointment</li> <li>To be in a position to identify appropriate and targeted interventions e.g. implementing initiatives such as job carving</li> </ul>	<p>To be commenced. This will be explored further as identified in the data analysis (WDES 2020).</p> <p>The Disability Staff Network will support the Trust to promote the importance of disability disclosure, WDES and WRES data will be provided to Divisional and CDG Leadership teams to support with this action.</p>
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<b>Staff Survey Indicators &amp; Staff Engagement – Metrics 4, 5, 6, 7, 8, 9</b>					
<b>What actions do we need to take and why?</b>	<b>The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our disabled staff through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality. The WDES data indicates statistically significant variances (5% or more) for certain indicators between disabled and non-disabled staff.</b>				
<b>Reference</b>	<b>Action to be taken</b>	<b>Responsible owner(s)</b>	<b>Completion date</b>	<b>Outcomes /KPI's</b>	<b>July 2020 - Update and review.</b>
2.1	Develop a Disability Staff Network with Terms of Reference, role profile for chair/committee and a work plan	Head of EDI and Assistant Director of HR	September 2020	<ul style="list-style-type: none"> <li>Establishment of a Disability Staff Network</li> <li>A community of disabled staff within the organisation recognised as a key stakeholder group</li> <li>Chair for network to be identified and given protected time to lead this work</li> </ul>	<p>Completed. The Disability and Carer Staff Network was launched in July 2020 called ESNAble – ESNEFT and Able.</p> <p>The group as a committee structure of five core group members including two Co-Chairs and has draft Terms of Reference.</p>

## Staff Survey Indicators & Staff Engagement – Metrics 4, 5, 6, 7, 8, 9

<b>What actions do we need to take and why?</b>	<b>The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our disabled staff through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality. The WDES data indicates statistically significant variances (5% or more) for certain indicators between disabled and non-disabled staff.</b>				
Reference	Action to be taken	Responsible owner(s)	Completion date	Outcomes /KPI's	July 2020 - Update and review.
2.2	Develop a Level 2 Disability Confident Employer Action plan as per guidance which is monitored through the EDI Group	HR/OD Business Partners, Head of EDI & Head of Recruitment	September 2020	<ul style="list-style-type: none"> <li>• Attain Level 2 Disability Confident Employer status</li> <li>• Quarterly update provided to the POD Committee from the EDI group on progress</li> <li>• Divisions to provide positive stories to the EDI Group and the POD Committee on the recruitment and support of disabled staff (to share externally)</li> </ul>	To be commenced.
2.3	Commission a local community organisation to deliver Disability Awareness training	Training and Development Lead, HR/OD Business Partners	September 2020	<ul style="list-style-type: none"> <li>• 50 Staff trained across the organisation to be Disability Awareness Champions</li> <li>• Capture feedback from local community organisations to improve future programme of work</li> </ul>	To be commenced.

## Staff Survey Indicators & Staff Engagement – Metrics 4, 5, 6, 7, 8, 9

<b>What actions do we need to take and why?</b>	<b>The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our disabled staff through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality. The WDES data indicates statistically significant variances (5% or more) for certain indicators between disabled and non-disabled staff.</b>				
Reference	Action to be taken	Responsible owner(s)	Completion date	Outcomes /KPI's	July 2020 - Update and review.
2.4	Identify a Board level Executive and Non-Executive sponsor for Disability to champion WDES and support the Disability Staff Network	Chief Executive and Director of HR/OD	October 2019	<ul style="list-style-type: none"> <li>Senior leaders demonstrating commitment to equality – through internal and external communications</li> </ul>	In progress. The Network has identified an Executive Sponsor.
2.5	Deliver a series of Listening Events for staff to discuss equality related concerns aligned with Freedom to Speak Up initiatives.	Freedom to Speak Up Guardian, Head of EDI and Head of Communications & Engagement, HR/OD Business Partners	October 2020	<ul style="list-style-type: none"> <li>Improved staff experience and capture of staff stories to share with Trust Board, the POD Committee and the EDI Group</li> </ul>	<p>In progress and fortnightly meeting with Staff Network Leaders and Freedom to Speak up Guardian, and Head of EDI is now in place to capture any concerns relating to race, disability or sexual orientation equality.</p> <p>A number of Staff Network Listening Event Webinars are planned for 2020/2021.</p>
2.6	Review process and guidance for staff and managers for making reasonable adjustments	Head of EDI HR/OD Business Partners, Operational Managers	March 2020	<ul style="list-style-type: none"> <li>Clear process for making requests for reasonable adjustments regular communications provided on the definition of a reasonable adjustment and support</li> </ul>	<p>In progress. A new Absence and Sickness Policy (2019) with a number of supportive toolkits was approved that included a new Reasonable Adjustment Passport.</p> <p>This will be a key focus for Staff Disability Network and Head of Employee Relations to ensure that the</p>

**Staff Survey Indicators & Staff Engagement – Metrics 4, 5, 6, 7, 8, 9**

<p><b>What actions do we need to take and why?</b></p>	<p>The actions in this part of the WDES action plan involve working to understand and explore the experience and perceptions of our disabled staff through wider staff engagement. This will also involve reviewing systems and processes to ensure that they improve disability equality. The WDES data indicates statistically significant variances (5% or more) for certain indicators between disabled and non-disabled staff.</p>				
<p><b>Reference</b></p>	<p><b>Action to be taken</b></p>	<p><b>Responsible owner(s)</b></p>	<p><b>Completion date</b></p>	<p><b>Outcomes /KPI's</b></p>	<p><b>July 2020 - Update and review.</b></p>
				<p>channels within the organisation</p>	<p>provisions in the policy are being utilised.</p> <p>This will be a key part of the Network's key priorities to ensure accessibility for staff is an organisational priority and colleagues are support to get appropriate reasonable adjustments.</p>