

Workforce Disability Equality Standard (WDES) & Disability Confident Action Plan 2019-2020

WDES Indicator	Action taken / planned	Timescales for action and completion.
<p>Percentage of staff in AfC paybands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce. The data for this Metric should be a snapshot as at 31 March 2019</p>	<p>Target specific websites with our recruitment adverts.</p> <p>Review job adverts in respect of format, language etc., make specific reference to disability confident, ensure that we overtly state that we provide applications etc. in different formats</p> <p>Write guidance for managers about making reasonable adjustments at interview, this could include information on where to find equipment and offering interviews by skype.</p> <p>Review assessment centre process to ensure that we are demonstrating best practice (consider purchasing</p>	<p>December 2020</p>

	<p>colour overlays for dyslexic employees)</p> <p>Update our recruitment / work for us pages to set out what type of adjustments we have made in the past and provide information about access to work.</p> <p>Review the language in our recruitment correspondence to reflect our commitment to reasonable adjustments</p>	
<p>Relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.</p>	<p>Review job adverts in respect of format, language etc., make specific reference to disability confident, ensure that we overtly state that we provide applications etc in different formats</p> <p>Include information for preferred candidates who applied under disability confident scheme about access to work at appointment stage</p> <p>The Workforce lead / HRBP for culture to review shortlisting training</p>	<p>December 2020</p>

	for managers and review the shortlisting process to ensure appropriate levels of anonymity for candidates at shortlisting stage.	
Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.	<p>The HRBP's with the Care Group Managers to continue the roll out of the Just Culture principles.</p> <p>Review all HR policies to ensure that reasonable adjustments are appropriately referenced (to include performance, attendance, conduct, appraisal)</p> <p>HRBP and HR Advisors to undertake routine case reviews by ethnicity and target Care Group level activity as appropriate.</p>	Immediate and ongoing
<p>Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:</p> <p>i. Patients/service users, their relatives or other members of the public</p> <p>ii. Managers</p>	<p>Undertake a full review and of the patient 'Exclusion Policy' to ensure covers how the Trust supports staff experiencing harassment, bullying or abuse. In consultation with internal stakeholders and external bodies.</p> <p>Freedom to speak up guardian in</p>	April 2020

<p>iii. Other colleagues</p>	<p>conjunction with the ED&I Lead for Patients and Workforce Lead for Culture to review the role of the Fairness Champion and agree a development program.</p> <p>Review the staff survey findings and develop appropriate action plans.</p> <p>Review the Equality, Diversity and Inclusion section of Corporate Induction.</p> <p>Policy owner for B&H policy to undertake a review of it's effectiveness since its 2018 re-launch.</p> <p>HRBP's in consultation with Head of Employee Relations and Engagement to appropriate review allegations of B&H as they arise to ensure timely, proportionate and appropriate investigations are carried out.</p> <p>HRBP's and HR Advisors to continue roll out of Managing and Leading People Training with appropriate Care Group Managers.</p>	<p>Timescale to be reviewed following appointment of Freedom to speak up guardian</p> <p>February 2020 and ongoing</p> <p>Completed 2019, but identified further review required - April 2020</p> <p>April 2020</p> <p>Immediate and ongoing</p> <p>Immediate and ongoing</p>
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	Workforce Lead /HRBP /HRA for Culture to develop a program of ED&I / Unconscious bias training to be delivered across Care Groups.	April 2020
Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	<p>Workforce Lead/ HRBP/ HRA to interrogate data by specific group to target appropriate activity.</p> <p>Review experience of coaches and mentors in conjunction with ODIL – would they have the skills to support a disabled employee</p> <p>Develop listening exercises in conjunction with ODIL to understand the perceptions of YTH as an equal opportunities employer for career progression or promotion, asking staff for ideas and develop Care Group Level action plans from the feedback received.</p>	<p>Immediate and ongoing</p> <p>March 2020</p> <p>Links to staff survey actions</p>
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.	<p>Review sickness policy and associated training.</p> <p>Train managers on applying reasonable adjustments to the sickness policy.</p> <p>Develop guides for managers to</p>	<p>Ongoing</p> <p>Ongoing – links to review of sickness policy</p>

	<p>support staff with a disability or long term health condition.</p> <p>HRBP / A's to address areas where it is identified there is a prevalence of presenteeism.</p> <p>Work with Workforce Lead for H&WB prevention to ensure organisational measures are in place to support individuals in remaining at work.</p> <p>Training for Fairness Champions on Equality Act 2010 to ensure staff with a disability have an appropriate escalation route where not in a trade union.</p>	<p>January 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Timescale to be reviewed following appointment of Freedom to speak up guardian</p>
<p>Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.</p>	<p>Develop a staff network for staff with a disability.</p> <p>Hold information for staff on a dedicated page on staff room</p> <p>Engage with staff through online forums to establish specifics on how</p>	<p>March 2020</p> <p>January 2020</p>

	<p>the Trust can do to ensure work feels valued. Create task and finish groups to deliver this.</p> <p>Roll out Equality and Diversity training at Care Group level and review leading and managing people training. Ensure senior managers are clear on benefits that the disabled workforce brings.</p> <p>Review special leave guidance to provide more information about how special leave might be able to be used to support an individual with a disability.</p> <p>Review flexible working policy to include reference to flexible working as a reasonable adjustment</p>	<p>To commence August 2019 following appointment of new Chief Executive – work will be ongoing.</p> <p>To be reviewed in new financial year.</p> <p>April 2020 or earlier awaiting guidance from NHS employers</p> <p>February 2020</p>
<p>Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.</p>	<p>Publish information on staff room with regard to:</p> <ul style="list-style-type: none"> • Access to work • Making reasonable adjustments • Managers guidance on ‘hidden’ disabilities, to include 	<p>January 2020</p>

	dyslexia, dyspraxia Link to NHS employer's information on reasonable adjustments.	
The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.	Review 2019 staff survey results and target specific action at Care Group level.	Immediate and ongoing
Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (yes) or (no)	The Trust is setting up a forum for staff with a disability. Utilise online forums to source ideas and hear concerns – develop targeted action plans.	March 2020 Ongoing
Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated: • By Voting membership of the Board The data for this metric should be a snapshot as of 31st March 2019	To review every appointment as it arises and seek to ensure that we continue to strive to have a Board of Directors that reflects the diversity of the local population. To engage with local communities to understand the perceptions of YTH as an equal opportunities employer for career progression or promotion, highlighting the positive action we are taking to address inequality	Ongoing Ongoing

	<p>where it exists.</p> <p>Ensure that current board training remains up to date in Equality, Diversity and Inclusion, to ensure a supportive and inclusive environment for all.</p> <p>Ensure appropriate board membership representation on patient and staff experience forums.</p>	<p>Ongoing</p> <p>Ongoing</p>
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