

## Workforce Disability Equality Standard Action Plan 2020-2022 – FINAL

The WDES is an annual assessment of how NHS organisations are doing in relation to ten metrics related to improving the experience of NHS staff with disabilities or long-term health conditions. The first report was in 2019, based on 2018-19 data drawn from the NHS Staff Survey and our staff data on the Electronic Staff Record (ESR). The aim is to make year on year improvements through targeted actions, recognising that some change will take longer than 9 to 12 months. We have made some small improvements since last year's report and the actions below are divided into short term, medium term and longer term. The actions align with Oxleas Equality and Human Rights Objectives and the Equality Delivery System 2 (EDS2) outcomes.

Actions highlighted are part of the Building A Fairer Oxleas action plan.

Oxleas' Equality Objective + EDS2 Outcome	WDES Indicator	Actions	Lead	Measurement (KPI) and milestones	Target date
<b>Making Oxleas the best place to work (Building a Fairer Oxleas)</b>  <b>EDS2</b> 3.1 Fair NHS recruitment and selection processes lead to a more representative workforce at all levels	1. Percentage of staff in each of the AfC bands and VSM (including executive board members) compared to the rest of the workforce	Enable ESR self-service, so that staff can add / update their disability status (we currently don't know the disability status of 21% of staff)	ESR Manager	We know the disability status of 90% of staff by March 2021	March 2021
	2. Relative likelihood of Non-Disabled applicants being appointed from shortlisting compared to Disabled Applicants	Recruit and train disabled staff as Diversity in Recruitment Champions to sit on recruitment panels	OD and Staff Engagement Manager	At least 20 disabled staff trained (out of 100 champions)	September 2021
		Disability confident workshop for recruiting managers (work with Disability Network)	Head of Equality and Human Rights + External trainers	Design sessions	December 2020
Mindful Employer awareness sessions and guidance (work with LEN and Mental Health First Aiders)	Run sessions	January 2021 to March 2021			
			Roll out	From July 2021	

For further information please contact Karen Edmunds, Head of Equality and Human Rights – [karedmunds@nhs.net](mailto:karedmunds@nhs.net)

Oxleas' Equality Objective + EDS2 Outcome	WDES Indicator	Actions	Lead	Measurement (KPI)	Target date
<b>Making Oxleas the best place to work</b> 3.6 Staff report positive experiences of their membership of the workforce	3. Relative likelihood of disabled staff entering the formal Capability process compared to non-disabled staff	Deep Dive into capability cases in 2018/19 and 2019/20 (with Disability Network reps and Head of E&HR)	Head of Employee Relations	Themes / issues identified	December 2020
<b>Making Oxleas the best place to work (Building a Fairer Oxleas)</b>  <b>EDS2</b> 3.3 Training and development opportunities are taken up and positively evaluated by all staff  3.4 When at work, staff are free from abuse, harassment, bullying and violence from any source	4. (a) Percentage of disabled staff compared to non-disabled staff experiencing harassment, bullying and abuse in the last 12 months from: (i) patients, relatives or the public (ii) Managers (iii) Other colleagues	Relaunch It's Not OK campaign	Head of Employee Relations + Service Directors	NHS Staff Survey 2021 results show improvement	January 2022
		Microaggressions film + guide (featuring disabled staff) Linked to Behaviours Framework	Head of Equality and Human Rights	NHS Staff Survey 2021 results show significant improvement	January 2022
	4. (b) Percentage of disabled staff compared to non-disabled staff saying they reported their last experience of harassment, bullying and abuse at work	Encouraging staff to speak up – promotion of the Guardian Service, reporting incidents on Datix	Guardian Service + team managers	NHS Staff Survey 2020 results show improvement	January 2021
		Including disability related micro-incivilities in trust wide conversation about what constitutes micro-incivilities and why it's important to challenge them	Head of Equality and Human Rights / Comms team	NHS Staff Survey 2021 results show significant improvement	January 2022
	1. Percentage of staff in each of the AfC bands and VSM compared to the rest of the workforce	20% of coaching places to be for disabled staff (require all applicants to state disability status)	Learning and Development	Disability status data + Data on cohort	October 2021

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<p><b>Making Oxleas the best place to work (Building a Fairer Oxleas)</b></p> <p><b>EDS2</b> 3.5 Flexible working options are available to all staff consistent with the needs of the service and the way people lead their lives</p> <p>3.6 Staff report positive experiences of their membership of the workforce</p>	5. Percentage of disabled staff compared to non-disabled staff believing that their trust provides equal opportunities for career progression or promotion	Target time for reasonable adjustments to be put in place for new staff + newly disabled staff	Head of Equality and Human Rights + HR Business Partners + Service Directors	NHS Staff Survey 2021 results show significant improvement	January 2022
	6. Percentage of disabled staff compared to non-disabled staff saying they have felt pressure from their manager to come to work despite feeling unwell	Audit of the use of Disability Leave vs sickness absence for staff known to have a disability, to identify themes / trends	ESR Manager	ESR data to establish a benchmark	April 2021
		Raise awareness of Disability Leave (part of the Special Leave Policy), which supports staff to attend appointments aimed at keeping them well	HR Business Partners / Advisers	Greater use of Disability Leave + NHS Staff Survey results	March 2022
	8. Percentage of disabled staff saying their employer has made adequate adjustment(s) to enable them to carry out their work	Promotion of the Health and Wellbeing Passport	HR Business Partners / Advisers + OH provider	NHS Staff Survey – 5% increase in percentage of disabled staff saying reasonable adjustments have been made	January 2022
		A central budget for reasonable adjustments exceeding an agreed threshold	Associate Director of Workforce		April 2021

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<p><b>Making Oxleas the best place to work (Building a Fairer Oxleas)</b></p> <p><b>EDS2</b> 3.6 Staff report positive experiences of their membership of the workforce</p>	<p>9. (a) The Staff engagement score for disabled staff compared to non-disabled staff and the overall engagement score for the organisation</p>	<p>Continue to support the Disability Network and Lived Experience Network, including a membership campaign and linking in with networks at other local trusts</p>	<p>Exec Champions + Network Chairs + Head of Equality and Human Rights</p>	<p>Increase in membership from for both networks by 20%</p>	<p>April 2021</p>
		<p>(b) Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard</p>		<p>Ensure that Disabled staff are represented on the Shadow Executive (ask candidates if they have communication or access needs, and meet these, plus enable virtual involvement)</p>	<p>At least two of the twelve has a disability or long-term condition</p>
	<p>10. Percentage difference between the organisations board voting membership and its overall workforce</p>	<p>Proactively encourage a diverse field for all Executive Director and Non-Executive Director recruitments, through the design of job descriptions and overall approach to the recruitment</p>	<p>Director of Strategy and People, Chair and Chief Executive</p>	<p>Any future Board vacancies to use the Diversity by Design approach to recruitment</p>	<p>On-going</p>
		<p>Ask all Board members to declare their disability status (no person identifiable information to be shared or published without consent)</p>	<p>Trust Secretary</p>	<p>Complete disability data for the Board</p>	<p>March 2021</p>

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## **NHS Equality Delivery System (EDS) 2**

NHS Trusts are required to provide an annual assessment of their progress on 18 outcomes. These are monitored as part of the CQC's inspections

### **Goal 1: Better health outcomes**

- 1.1 Services are commissioned, procured, designed and delivered to meet the health needs of local communities
- 1.2 Individual people's health needs are assessed and met in appropriate and effective ways
- 1.3 Transitions from one service to another, for people on care pathways, are made smoothly with everyone well-informed
- 1.4 When people use NHS services their safety is prioritised and they are free from mistakes, mistreatment and abuse
- 1.5 Screening, vaccination and other health promotion services reach and benefit all local communities

### **Goal 2: Improved patient access and experience**

- 2.1 People, carers and communities can readily access hospital, community health or primary care services and should not be denied access on unreasonable grounds
- 2.2 People are informed and supported to be as involved as they wish to be in decisions about their care
- 2.3 People report positive experiences of the NHS
- 2.4 People's complaints about services are handled respectfully and efficiently

### **Goal 3: A representative and supported workforce**

- 3.1 Fair NHS recruitment and selection processes lead to a more representative workforce at all levels
- 3.2 The NHS is committed to equal pay for work of equal value and expects employers to use equal pay audits to help fulfil their legal obligations
- 3.3 Training and development opportunities are taken up and positively evaluated by all staff
- 3.4 When at work, staff are free from abuse, harassment, bullying and violence from any source:
- 3.5 Flexible working options are available to all staff consistent with the needs of the service and the way people lead their lives
- 3.6 Staff report positive experiences of their membership of the workforce

### **Goal 4: Inclusive Leadership**

- 4.1 Boards and senior leaders routinely demonstrate their commitment to promoting equality within and beyond their organisations
- 4.2 Papers that come before the Board and other major Committees identify equality-related impacts including risks, and say how these risks are to be managed
- 4.3 Middle managers and other line managers support their staff to work in culturally competent ways within a work environment free from discrimination

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