**Action Plan – *WDES Action Plan***

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| **Organisation:** | Stockport NHS Foundation Trust |
| **Lead Officer:** | Annela Hussain |
| **Position:** | EDI Lead |
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| **Address:** |  |

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| **Status Key** | |
| **1** | Not complete / no progress reported/ timescales not met by more than 6 months/ no evidence provided |
| **2** | Actions partly or mostly achieved / timescales not met by 3- 6 months / some evidence outstanding |
| **3** | All actions complete but awaiting evidence / timescales within 3 months |
| **4** | All actions completed and good supporting evidence provided |

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| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
| **Indicator 1:** *Metric 1 –* Percentage of staff in AfC 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. | | | | | | |
| **Trust Position 2018/19 -** Percentage of non-clinical Disabled staff in every pay band is lower than the Trust Disabled staff average apart from entry level bands 1 - 3 and bands 8a and 8b. Disabled VSM staff - 0  Percentage of clinical staff Disabled staff in every band is lower than the Trust Disabled staff average apart from band 4. | | | | | | |
| 1.1 | **Indicator 1** | Increase and encourage the number of staff self-reporting their disability and recording it on the ESR system to reduce the numbers of staff who have not declared. | EDI Lead | Continuous |  |  |
| 1.2 | **Indicator 1** | Communicate the case for self-reporting e.g. intranet, weekly newsletter, Twitter. | EDI Lead | Continuous |  |  |
| 1.3 | **Indicator 1** | Increase the visibility of our Disabled staff within the organisation by providing organisational support to the Disabled staff network. Promote staff declaration through the all staff networks (not just the disability staff network) | EDI Lead | February 2020 | EDI Steering Group |  |

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| 1.4 | **Indicator 1** | Launch an awareness campaign to highlight what constitutes a disability in law and how we can make reasonable adjustments. Raise awareness of hidden disabilities or long term illnesses such as diabetes, epilepsy, chronic fatigue syndrome, learning disabilities, etc. all recordable on ESR. | EDI Lead | Completed | July 2019 Disability Awareness Week  OH/Stakeholders |  |
| 1.5 | **Indicator 1** | Identify a Board member to promote disability issues in the Trust to show commitment that our workplace is free from discrimination and to positively demonstrate their own commitment to disability equality in the workplace | EDI Lead | September 2019 | Greg Moores |  |
| 1.6 | **Indicator 1** | Incorporating educational programmes such as workshop, presentation or focus groups that focus on disabilities in the Trust and ensure that these interventions are utilised correctly to raise further awareness. | Head of OD and Learning | March 2020 | EDI Lead/Disability Staff Network |  |
| Target: Increase the numbers of staff self-reporting a disability to 5% by 2021 | | | | | | |

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| **Indicator 2:** Relative likelihood of staff being appointed from shortlisting across all posts. | | | | | | |
| **Trust Position 2018/19: 1.00**  Relative likelihood of Disabled staff being appointed from shortlisting is the same 2018/19 – 1.00 | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
| 2.1 | **Indicator 2** | Consider using positive action for recruitment at band 7 and above as it has the potential to encourage Disabled people to apply for positions. | Recruitment |  |  |  |
| 2.2 | **Indicator 2** | To gain the Disability Confident Leader standard. | Recruitment | June 2020 | To add short exercise/slide /video. Develop guide for less experienced interviewers.  EDI Lead/Recruitment Lead |  |
| 2.3 | **Indicator 2** | Ensure the EDI and Unconscious bias element of recruitment and selection training is up to date | OD/LD | Continuous | Mapping Exercise to identify local stakeholders.  EDI Lead |  |
| 2.4 | **Indicator 2** | Continue to promote the guaranteed interview scheme and monitor the outcomes. | Recruitment | Continuous | To recruit and train colleagues as part of a diverse bank panel members.  EDI Lead |  |
| 2.5 | **Indicator 2** | Ensure the Disability Confident Employers logo is used on all recruitment documentation including adverts. | Recruitment | Continuous |  |  |
| 2.6 | **Indicator 2** | Improve the mediums of attraction to reach a more diverse audience for roles Band 7 and above | Recruitment | April 2020 |  |  |
| 2.7 | **Indicator 2** | Introduce diverse interview panels for all jobs at band 7 and above. | EDI Lead | April 2020 |  |  |
| 2.8 | **Indicator 2** | Ensure the Trust Talent Management strategy incorporates diversity and Inclusion | Recruitment | February 2020 |  |  |
| 2.9 | **Indicator 2** | Providing a recruitment workshop to support with application and interview process. | Recruitment | September2019 |  |  |
| Target: Maintain the Likelihood being the same for Disabled and none disabled staff. | | | | | | |

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| **Indicator 3:** Relative likelihood of staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation. | | | | | | |
| **Trust Position 2018/19:** Relative likelihood of Disabled staff entering the formal disciplinary process, compared to that of none Disabled staff is more likely. | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
|  | **Indicator 3** | Ensure that there is a consistent approach to identifying which cases enter into a formal process and challenge where appropriate. | Senior HR Advisor | October 2019 | EDI Lead |  |
|  | **Indicator 3** | Managers need to ensure that the initial phased return to work process is to help employees with long-term conditions to reflect on support in the Trust that enables employees to do their job again and get back to normal as quickly as possible. | Senior HR Advisor | Continuous | EDI Lead/OH |  |
|  | **Indicator 3** | A further analysis of the data whether staff are entering the disciplinary process due to a capability issue or misconduct issue. | Senior HR Advisor | October 2019 | EDI Lead |  |
|  | **Indicator 3** | Taking advantage of the Occupational Health Service, this will assist an employee who has long-term illness or disability to monitor possible strategy that can save the Trust resources in terms of time and money. | Occupational Health | Continuous | EDI Lead |  |
|  | **Indicator 3** | Make sure that employees are aware of ‘Unseen Disability’, this covers diabetes, epilepsy, chronic illnesses, fibrosis, pain conditions, dyslexia etc. | EDI Lead | July 2020 | Event completed July 2019.  Disability Staff Network/OH |  |
| Target: The likelihood of staff entering the formal disciplinary process, be the same for Disabled and none Disabled staff. | | | | | | |

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| **Indicator 4**:  a) 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  iii. Other colleagues  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. The data for this Metric should be a snapshot as at 31 March 2019 | | | | | | |
| **Trust Position 2018/19 \*\*Although there has been a reduction year on year**  Disabled staff are more likely to experience harassment, bullying or abuse from patients, relatives or the public in the last 12 months compared to non-Disabled staff.  Disabled staff are more likely to report experiencing harassment, bullying or abuse from patients, relatives or the public in the last 12 months compared to non Disabled staff. | | | | | | |
| |  |  |  | | --- | --- | --- | |  | Disabled | Non Disabled | | a)i. Patients/service users, their relatives or other members of the public | **26.5%** | **20.3%** | | ii. Managers | **22.8%** | **13.2%** | | iii. Other colleagues | **18.8%** | **14.8%** | | b) reporting harassment, bullying or abuse at work. | **48.8%** | **44.5%** | | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
| 4.1 | **Indicator 4** | Results for specific staff survey Key Findings broken down by Business Group /service areas to underpin local actions. | Head  of OD and Learning |  |  |  |
| 4.2 | **Indicator 4** | Launch zero tolerance bullying campaign | EDI Lead | November 2019 |  |  |
| 4.3 | **Indicator 4** | Ensure that staff are being supported by managers if they are perceived to be being harassed, bullied or abused by patients/ service users, their relatives or other member of the public. | HR | November 2019 | Promoting Harassment and Bullying policy in campaign  Joint event with WDES/ WRES. |  |
| 4.4 | **Indicator 4** | Promote or increase awareness that NHS Stockport Trust is a zero tolerance organisation through the NHS website, patient waiting rooms, reception and within the hospital wards. | EDI Lead | November 2019 | Promoting Harassment and Bullying policy in campaign  Joint event with WDES/ WRES.  Disability Staff Network |  |
| 4.5 | **Indicator 4** | Ensure that employees are aware of the communication line that needs to be taken to report any bullying or abuse to secure their safety. | HR | November 2019 | Promoting Harassment and Bullying policy in campaign  Joint event with WDES/ WRES.  EDI Lead |  |
| 4.6 | **Indicator 4** | Refresh manager’s knowledge of the wellbeing or bullying policy that the Trust have created and ensure that managers abided by the policies and procedure in placed. | HR | November 2019 | Promoting Harassment and Bullying policy in campaign  Joint event with WDES/ WRES.  EDI Lead |  |
| Target: Reduce the number of Disabled staff experiencing bullying and/or harassment year on year. | | | | | | |

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| **Indicator 5**: Percentage of Disabled staff compared to non Disabled staff believing that trust provides equal opportunities for career progression or promotion | | | | | | |
| **Trust Position 2018/19:** 76.2% Disabled staff /85.4% non Disabled staff.  Less Disabled staff believe the Trust does provide equal opportunities for career progression or promotion compared to non-Disabled staff, confidence has decreased year on year. | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
|  | **Indicator 5** | Enhance the awareness of any further training, coaching, in house/external education and learning that employees can be involved in in order to develop their skills and understanding for career progression. | EDI Lead | May 2020 | Head of OD and Learning |  |
|  | **Indicator 5** | Engagement with Disabled staff to identify key issues in barriers to career progression thorough workshop with the Disabled staff Network. | EDI Lead | December 2019 | Disability Staff Network |  |
|  | **Indicator 5** | Acting up and secondment opportunities are promoted to Disabled staff through positive action. | EDI Lead | February 2020 | Head of OD and Learning |  |
|  | **Indicator 5** | Career Progression workshops for Disabled staff. | Recruitment | February 2020 | Joint event with WRES/WDES.  EDI Lead |  |
|  | **Indicator 5** | To implement the attendance to the Disability Network Meetings, events and activities as part of individual PDR. | EDI Lead | December 2019 | EDI Steering Group |  |
|  | **Indicator 5** | Ensure the Trust recruitment and retention  strategy highlights the WDES data and issues of promotion of Disabled staff | HRBM | Continuous | Ensure the Trust recruitment and retention  strategy highlights the WDES data and issues of promotion of Disabled staff  EDI Lead  Assistant Chief Nurse Recruitment and Retention |  |
|  | **Indicator 5** | Encourage applications from Disabled communities to all roles including new roles such as Physician Associates | Recruitment Manager | Continuous | EDI Lead  Disability Staff Network |  |
| 5.8 | **Indicator 5** | Explore internal and external Leadership Programmes for Disabled staff and promote engagement | Head of OD and Learning | TBC | EDI Lead  BAME Staff Network |  |
| Target: A year on year reduction from previous year for all staff. Where Disabled percentage is equal to non-Disabled percentage. | | | | | | |

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| **Indicators 6**  KF 26. Percentage of Disabled compared to non-Disabled staff experiencing pressure from their manager to come to work despite feeling not well enough to perform their duties. | | | | | | |
| **Trust Position 2018/18: Disabled staff 46.5%/ non Disabled staff 23.2%** | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
|  | **Indicators 6** | Incorporate a wellness programs to change or better employee behaviour. In return it could help reinforce desirable lifestyle behaviours. This could build resilience in the Trust. | Occupational Health | **Continuous** | EDI Lead  Health and Wellbeing event held August 2019. Roadshows to be planned to reach staff working shifts. |  |
|  | **Indicators 6** | Ensure that the attendance management policy is understood by management and staff throughout the organisation. Highlight the negative impact of presenteeism on staff morale and performance. Promote the Health and Wellbeing initiatives, support training and awareness initiatives which will identify staff health issues before they progress to a level where they are only present at work and not performing e.g mental health first aid. | HR | **Continuous** | EDI Lead/Business Managers/EDI Steering Group |  |
|  | **Indicators 6** | Making managers, employees and other stakeholders aware of presenteeism and its potential impact to the Trust. | Business Managers |  | EDI Lead |  |
|  | **Indicators 6** | Design questionnaires that focus on presenteeism which demonstrate an understanding of the trust presenteeism. This may minimise mental health issues and protects employee from further stress. | Senior HR Lead  OD/LD | **TBC** | EDI Lead |  |
| Target: Reduce the percentage year on year of Disabled staff experiencing pressure from their line manager to come to work despite not feeling well enough to perform their duties | | | | | | |

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| **Indicator 7**: KF 21. Percentage of Disabled staff compared to non Disabled staff saying that they are satisfied with the extent that their organisation values their work. | | | | | | |
| **Trust Position 2018/19: Disabled 34.3% / non-Disabled 43.6%** | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
|  | **Indicator 7** | Facilitating Disabled staff to attend the Disability staff network. The staff network to enable participation in awareness raising events. | EDI Steering Group | December 2019 | Proposal for EDI networks to be drafted and agreed.  Consultation with all colleagues via Survey Monkey.  EDI Lead |  |
|  | **Indicator 7** | Ensuring that managers and line managers are aware of their employees with long-term illness and disability and to make reasonable adjustments in order to cater for their needs. Investing in equipment that could make lives easier for disabled staff and show that they are being valued. | Senior HR Advisor | Continuous | Make links with Capital projects in regard to reasonable adjustments rejected.  EDI Lead |  |
|  | **Indicator 7** | Promoting a clear communication where employees with disability could voice their opinions and raise any concern that may prevent them to complete their duties. | EDI Lead | Continuous | Embed staff networks organisationally. |  |
|  | **Indicator 7** | Ensuring Disabled staff complete regular appraisals including PDR. | HR | Continuous | Proposal for EDI networks to be drafted and agreed.  Consultation with all colleagues via Survey Monkey.  EDI Lead |  |
| Target: Increase in the number of Disabled staff declaring they are satisfied that their organisation values their work. | | | | | | |

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| **Indicator 8**: Percentage of Disabled staff saying that their employer has made adequate adjustments to enable them to carry out their work. | | | | | | |
| **Trust Position 2018/2019: 53.8% of Disabled staff feel adequate adjustments have been carried out.** | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
|  | **Indicator 8** | Embed all reasonable adjustments to remove or minimise disadvantages experiences by disabled staff. Always ensure that policies and practices do not put disabled people at a disadvantage. | EDI Lead | Continuous | OH/Capital Projects/Business Managers |  |
|  | **Indicator 8** | Ensuring that management are fully aware of the adjustment needed to accommodate staffs that either have a short or long-term disability. | EDI Lead | Continuous | Promote in Diversity Matters HR update. |  |
|  | **Indicator 8** | The senior management or leaders in the trust need to assure that managers in different department of the Trust will have the resources and materials to make adjustments to enable staff to carry out work. | HR | Continuous | EDI Lead |  |
|  | **Indicator 8** | Ensure all Capital and service developments have a full quality impact assessment prior to implementation. | EDI Lead | December 2019 |  |  |
|  | **Indicator 8** | Review the Reasonable Adjustment policy and promote. | HR | December 2019 | EDI Lead/Disability Staff Network |  |
| Target: Aim to ensure 100% of Disabled staff feel adequate adjustments have been carried out. | | | | | | |

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| **Indicator 9a:** The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation. | | | | | | |
| **Trust Position 2018/2019: Disabled staff 6.6% / non Disabled staff 6.9% the overall engagement score for the organisation is 6.8%, this is below the national** | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
|  | **Indicator 9a:** | Encourage Disabled staff to part-take in the staff survey to create a better understanding of how to engage them whilst at work. | Head of OD and Learning |  | Roadshows/promotion/  Champions  EDI Lead/Disability Staff Network |  |
|  | **Indicator 9a:** | Promote the Disability staff network as an engagement forum. Ensure Disabled employees are aware of the importance of their involvement and assure that their feedback is being considered and acted on. | EDI Lead | Continuous | Proposal for EDI networks to be drafted and agreed.  Consultation with all colleagues via Survey Monkey.  Business Managers |  |
|  | **Indicator 9a:** | Develop wider engagement with local stakeholders including Stockport Disability Forum. | EDI Lead | Continuous | Disability Stockport Forum/Walthew House on board |  |
|  | **Indicator 9a:** | Facilitating Disabled staff to attend the Disability staff network. The staff network to enable participation in awareness raising events. | EDI Steering Group/HR | December 2019 | EDI Lead |  |
| Target: Aim to ensure 100% of Disabled staff feel adequate adjustments have been carried out. | | | | | | |

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| **Indicator 9b:** b) Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (yes) or (no) | | | | | | |
| **Trust Position 2018/2019: Yes the Trust has developed a Disability Staff Network.** | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
|  | **Indicator 9b** | Facilitating Disabled staff to attend the Disability staff network. The staff network to enable participation in awareness raising events. | EDI Steering Group/HR | December 2019 | Agreed proposal to be incorporated in recruitment packs.  EDI Lead |  |
|  | **Indicator 9b** | To enable Disabled staff to co-deliver Disability Awareness Training sessions. | EDI Lead | March 2020 | OD/LD |  |
|  | **Indicator 9b** | To empower staff attending the Disability Staff Network to take ownership and give direction to the group. | EDI Lead | March 2020 | EDI Steering Group |  |
|  | **Indicator 9b** | Recruit a board member as the Disability Staff Network representative. | EDI Lead | December 2019 | Marisa Longward and Mark Beeton suggested once in post*.* |  |
|  | **Indicator 9b** | Involve the staff disability network in developing the WDES action plan | EDI Lead | Continuous |  |  |
|  | **Indicator 9b** | Enable staff Disability network to partake in disability training and awareness events for other staff. | EDI Lead | Continuous | Business Managers |  |
|  | **Indicator 9b** | WDES Metrics and Action Plan to be discussed and agreed with the staff network. | EDI Lead |  |  |  |
|  | **Indicator 9b** | The Disability Staff Network to support with the increase of the Disability self-reporting rate. | EDI Lead |  |  |  |
| Target: To provide a safe place for Disabled staff to share their concerns and be listened to in a meaningful and sustained way. To provide the opportunity for Disabled staff to suggest and make changes to staff and patient experience using knowledge, support and first-hand experience | | | | | | |

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| **Indicator 10:** Percentage difference between the organisation’s Board voting membership and its organisation’s overall workforce, disaggregated | | | | | | |
| **Trust Position 2018 : Disabled – 0 Non-Disabled 87% Unknown/not declared 13%**  The trust currently had no declared Disabled voting member. There are no declared disabled non – exec directors | | | | | | |
| Ref | **Standard** | **Key Actions** | **Lead Officer** | **Deadline**  **for action** | **Progress Update**  **Please provide supporting evidence**  **(document or hyperlink)** | **Current Status**   |  |  |  |  | | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | |
|  | **Indicator 10** | Continue to monitor the diversity of the Board | Director of W and OD | Continuous | CEO |  |
|  | **Indicator 10** | Continue to ensure that any Board recruitment draws a diverse set of candidates | Director of W and OD | Continuous | CEO |  |
|  | **Indicator 10** | Encourage Board Members to self-report. | Director of W and OD | Continuous | CEO |  |
| Target: to increase percentage difference between the organisation’s Board voting membership and its organisation’s overall workforce, disaggregated. | | | | | | |

**Action Plan Sign Off**

**Name:** … ………………………… **Date**: …………………………….