

Action Plan – WDES Action Plan

Organisation:	Stockport NHS Foundation Trust
Lead Officer:	Annela Hussain
Position:	EDI Lead
Tel:	01614194784
Email:	Annela.hussain@stockport.nhs.uk
Address:	

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

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 2019/2020 3% Disabled - 85% Non-Disabled - 12% not stated. 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 7 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 1, 3, 4, 6 & 8a.						
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.	L&OD	Continuous	To incorporate as part of annual appraisals.	
1.2	Indicator 1	Communicate the case for self-reporting e.g. intranet, weekly newsletter, Twitter.	EDI Lead/Staff Network/UNISON	Continuous	Campaign	
1.3	Indicator 1	To further develop Internal Leadership Development Programme to include staff with a Disability	L&OD	Jul 21		
1.4	Indicator 1			Apr 20	Submission of template	

		To gain Level 3 of the Disability Confident Leader standard	EDI Lead/Staff Network			
1.5	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.	L&OD/ED&I Lead	Apr 20	<ul style="list-style-type: none"> - Range of Disability Awareness Training - Business Managers/HR Masterclass 	
Target: Further increase representation across all bands.						

Indicator 3: Relative likelihood of staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation.

Trust Position 2019/2020

Relative likelihood of Disabled staff entering the formal disciplinary process, compared to that of none Disabled staff is more likely. 5.19

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						1 2 3 4

Indicator 2: Relative likelihood of staff being appointed from shortlisting across all posts.

Trust Position 2019/2020

Relative likelihood of Disabled staff being appointed from shortlisting is the same 2019/20 – 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	Targeted recruitment at band 7 and above as it has the potential to encourage Disabled people to apply for positions.	Recruitment	July 2021	Mentoring Circles, Recruitment Workshops	
2.4	Indicator 2	Continue to promote the guaranteed interview scheme and monitor the outcomes.	Recruitment	Continuous	EDI Lead to request data information to monitor outcomes.	
2.5	Indicator 2	Ensure the Disability Confident Employers logo is used on all recruitment documentation including adverts.	Recruitment	Continuous		
2.7	Indicator 2	Further develop and embed diverse interview panels for all jobs at band 7 and above.	EDI Lead/Recruitment	July 2021	To ensure panel are utilised consistently.	

Target: Maintain the Likelihood being the same for Disabled and none disabled staff.

3.	Indicator 3 1	Ensure that there is a consistent approach to identifying which cases enter into a formal process and challenge where appropriate.	EDI Lead	Jul 21	Develop and deliver – carrying out thorough investigations training.	
3.	Indicator 3 2	A further analysis of the data whether staff are entering the disciplinary process due to a capability issue or misconduct issue.	Senior HR Advisor	Jul 21		
3.	Indicator 3 3	Occupational Health Service, to promote reasonable adjustments policy and staff network as part of support mechanism.	Occupational Health	Jan 21	Liaising closely with OH to support reasonable adjustments/rtw.	
3.	Indicator 3 4	Development of Supporting Disabilities in Work guide for managers.	EDI Lead	Jul 21		
Target: The likelihood of staff entering the formal disciplinary process, be the same for Disabled and none Disabled staff.						

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 2019/2020 Overall increase in experience and decrease in reporting.

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	30.9%	24.6%
ii. Managers	21.0%	11.9%
iii. Other colleagues	27.1%	17.2%
b) reporting harassment, bullying or abuse at work.	42.9%	46.7%

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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	Feb 21		
4.2	Indicator 4	Develop Hate incidents & crime guidance/microsite, set up Task and Finish Group to ensure subject matter input across all areas of the Trust.	EDI Lead/Director of OD	Feb 21		
4.3	Indicator 4	Review and update violence and aggression policy.	Medical Director	Feb 21		
4.4	Indicator 4	Development of Respect Campaign and roadshow to promote new and updated guidance.	EDI Lead	Oct 20		

4.5	Indicator 4	Development of Zero Tolerance Poster/comms package	HR	Jan 21		
4.6	Indicator 4	Identify and embed Trust wide Hate Incident/crime training to promote awareness and internal/external reporting pathways.	HR	Apr 21		
4.7	Indicator 4	Undertake survey monkey and listening events to understand the experiences of colleagues.	EDI Lead/Director of OD	Oct 20		

Target: Reduce the number of Disabled staff experiencing bullying and/or harassment year on year.

Indicator 5: Percentage of Disabled staff compared to non Disabled staff believing that trust provides equal opportunities for career progression or promotion

Trust Position 2019/2020

78.9% Disabled /86.8% Non-Disabled

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.

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						1	2	3	4
5.	Indicator 5 1	To further develop Internal Leadership Development Programme to include staff with a Disability	L&OD	Jul 2021					
5.	Indicator 5 2	Engagement with Disabled staff to identify key issues in barriers to career progression thorough workshop with the Disabled staff Network.	EDI Lead	continuous	Disability Staff Network				
5.	Indicator 5 3	To extend the Reciprocal mentoring offer to Disabled colleagues.	L&OD	Jul 2021					
5.	Indicator 5 4	To implement the attendance to the Disability Network Meetings, events and activities as part of individual PDR.	L&OD	Mar 2021					
5.	Indicator 5 5	Promotion once developed - Supporting Disabilities in Work guide for managers.	EDI Lead	May 2021					

Target: A year on year reduction from previous year for all staff. Where Disabled percentage is equal to non-Disabled percentage.

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 2019/2020

Disabled staff 37.9%/non-Disabled staff 24.9%

Reduction on last 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
6.1	Indicators 6	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.	H&WB Lead	Continuous					
6.2	Indicators 6	Continued promotion of supporting attendance management policy	HR	Continuous	EDI Lead/Business Managers/EDI Steering Group Supporting attendance policy reviewed and updated to include specific support for colleagues with Disabilities.				
6.3	Indicators 6	Reasonable Adjustment Masterclasses for HR/Business Managers – promoting Health Passport.	H&W Being Lead/BM's	Oct 21					

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

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 2019/2020 Disabled 36.1%/ non-Disabled 45.7%

Ref	Standard	Key Actions	Lead Officer	Deadline for action	Progress Update Please provide supporting evidence (document or hyperlink)	Current Status			
						1	2	3	4
7.	Indicator 7 1	Continue to increase membership of the staff network. The staff network to enable participation in awareness raising events.	EDI Steering Group	December 2019	Board sponsor videos promoting the case for supporting colleagues to attend the staff networks.				
7.	Indicator 7 2	Continued promotion of Reasonable Adjustments Policy reviewed and updated to include Health Passport. Supporting attendance policy reviewed and updated to include specific support for colleagues with a Disability.	Senior HR Advisor	Continuous					
7.	Indicator 7 3	Develop guidance for people managers on Managing Disability in Employment	EDI Lead	Continuous					
7.	Indicator 7 4	Ensuring Disabled staff completes 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.

Indicator 8: Percentage of Disabled staff saying that their employer has made adequate adjustments to enable them to carry out their work.

Trust Position 2019/2020 68% of Disabled staff feel adequate adjustments have been carried out.

Ref	Standard	Key Actions	Lead Officer	Deadline for action	Progress Update	Current Status
					Please provide supporting evidence (document or hyperlink)	<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div>
8.	Indicator 8 1	Continued promotion of Reasonable Adjustments Policy reviewed and updated to include Health Passport. Supporting attendance policy reviewed and updated to include specific support for colleagues with a Disability.	EDI Lead	Continuous		
8.	Indicator 8 2	Ensuring that management are fully aware of the adjustment needed to accommodate staff that either have a short or long-term disability via Training/Masterclasses.	EDI Lead	Continuous	Promote in Diversity Matters HR update. Business Master class to be available in collaboration with HR/OH to address barriers	

Target: Aim to ensure 100% of Disabled staff feel adequate adjustments have been carried out.

Indicator 9a: The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.

Trust Position 2019/2020

Disabled staff 6.5%/ non-Disabled staff 7%

Ref	Standard	Key Actions	Lead Officer	Deadline for action	Progress Update Please provide supporting evidence (document or hyperlink)	Current Status 1 2 3 4
9a. 1	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. Staff survey action plan will address this on a divisional basis.	Head of OD and Learning	Continuous		
9a. 2	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		
9a. 3	Indicator 9a:	Continued participation with local stakeholders including Stockport Disability Forum.	EDI Lead	Continuous		

Target: Aim to ensure engagement is above the national average.

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
9b. 1	Indicator 9b	Increasing membership to the Disability staff network. The staff network to enable participation in awareness raising events.	EDI Steering Group/HR	Jul 21	Board sponsor videos promoting the case for supporting colleagues to attend the staff networks.	
9b. 2	Indicator 9b	To enable Disabled staff to co-deliver Disability Awareness Training sessions.	EDI Lead	March 2021	OD/LD – Training sessions currently being identified.	
9b. 3	Indicator 9b	Staff Network Chairs and Vice Chair to continue to take ownership and give direction to the group.	EDI Lead	Continuous		
9b. 4	Indicator 9b	Ensure consistent attendance of board member as the Disability Staff Network representative.	EDI Lead	Continuous	Catherine Barbara Brown	
9b. 5	Indicator 9b	Involve the staff disability network in developing the WDES action plan	EDI Lead	Continuous		
9b. 6	Indicator 9b	The Disability Staff Network to support with the increase of the Disability self-reporting rate.	EDI Lead	Continuous		

Action Plan Sign Off

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

