Workforce Disability Equality Standard (WDES)

2022-2023 Action Plan

WDES METRIC	Trust(s) Score	Actions	Timescale	Lead Responsibility	Progress	Status
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 *Compares the data for disabled and no disabled staff across all pay bands and grades within the Trust*	KHFT **2%**	Improve disability declaration rates and build staff confidence in declaring. Ensure all staff are aware of why disability declaration on ESR is important, and how to update this information. Review WDES Metric 1 workforce data to understand pay clusters and seniority for Disabled staff	On-going	Head of Equality, Diversity & Inclusion /Communications Team /Staff networks	Data campaign launched in January 2022. Rolling programme every three months to increase declaration rates. Launch how-to video and animation to be developed and shared to all staff highlighting the importance of data disclosure	In progress
		Set an organisation-wide target on disability declaration. This should be at least 4% in 2022 and in the longer term, be closer to 20% (the proportion of staff that have declared a disability or long-term condition in the NHS Staff Survey).	January 2023	Head of Equality, Diversity & Inclusion / Staff networks		Not started

		Consult Disabled staff and networks to better understand the reasons why staff may not have declared a disability on ESR	On-going	Head of Equality, Diversity & Inclusion /Communications Team /Staff networks	Hidden disabilities sunflower initiative launched on 5th May 2022 Continue to work with the Disability networks across KHFT/HRCH and the communications team to promote disability awareness and sunflower initiative	In progress
		Improve the quality of monitoring data in regard to recruitment and selection, capability, career progression	On-going	Head of Equality, Diversity & Inclusion /SWL Recruitment Hub/ Workforce Information Manager/HRBPs	New starters to receive reminder emails if data entries are incomplete or missing. Divisional WDES data to be shared via monthly reports to embed a targeted approach and address any unknows/unstated fields Divisional reports being produced, HRBPs to share at DMT/Governance meetings	In progress
2. Relative likelihood of non-disabled staff compared to Disabled staff being appointed from shortlisting across all posts	KHFT **1.84**	Review guidance and training provided to recruiting managers and make improvements to processes and materials: • Where possible, produce accessible job advertisements	January 2023	Head of Equality, Diversity & Inclusion, SWL Recruitment Hub and Staff networks	SWL recruitment hub introduced the London de-bias toolkit to improve recruitment for all protected characteristics. Review and refresh existing equality statement. Review equality, diversity & inclusion training and recruitment & selection	In progress

		• Convene inclusive recruitment panels which include Disabled staff, especially for senior roles (band 7 and above roles) • If signed up to Disability Confident, undertake a review to ensure that the trust is meeting the expected requirements of the scheme:			training providing a good understanding of WDES, highlighting inequalities present for disabled staff and how these could be overcome KHFT/HRCH have a recruited a pool of diversity champions who will be further developed to support the Recruitment Inclusion Specialists (RIS) role which will support all band 7 and above posts. Renew disability confident status and continue implementing requirements of disability confident scheme to achieve levels 2 and 3	
		Widen the selection of references and consider accepting non-formal employment references, if appropriate for the role.	January 2023	Head of Equality, Diversity & Inclusion, SWL Recruitment Hub and Staff networks		Not started
		Develop opportunities for local unemployed Disabled people to gain work experience within the organisation.	December 2022	Head of Equality, Diversity & Inclusion, SWL Recruitment Hub/Widening participation and Staff networks	KHFT is currently exploring the Ambitious about autism initiative. Project search and other initiatives to be explored	In progress
3. Relative likelihood of disabled staff compared to no-disabled staff entering the	KHFT 38.29	Review the Trust's data and undertake further research to explore any disproportional	January 2023	Head of Equality, Diversity & ER Manager		Not started

formal capability process, as measured by entry into the formal capability procedure		representation of Disabled staff in the capability processes. Establish whether all processes were followed correctly and whether the decision to proceed to a formal capability procedure was necessary. Review capability policies and processes with reference to disability (Sickness absence policy and Disability Leave policy) Undertake analysis to investigate whether the experience of requesting flexible working arrangements differs between Disabled and non-disabled staff within the trust.				
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**	KHFT **36.3%**	Launch a communications campaign focussed on reducing bullying, harassment and abuse – targeted at patients/service users, their relatives or other members of the public	January 2023	Head of Equality, Diversity & Inclusion/Communication Team/ Staff Network/FTSUG	Re-launch of 'Not a Target Campaign' following staff survey review and strengthen message and understanding for staff and patients. Review current policies and procedures	Not started

| ii. Managers | KHFT 27.5% | Launch a communications campaign focussed on reducing bullying, harassment, and abuse – targeted at managers and staff.

Fostering a culture of inclusivity by encouraging open conversations about disability and long-term health conditions

Continue the use of listening events to share experiences of disabled staff with all Trust staff raising awareness of various forms of discrimination and the impact on disabled staff | On-going | Head of Equality, Diversity & Inclusion/Communication Team/members of C&R working group – inclusive of FTSUG/unions/HR and diversity champions | The Trust introduced its Compassion and Respect Working Group in November 2021 to create a safe, confidential, and supportive culture for all staff, allowing those who have experienced bullying and harassment or witnessed it, to express their views, experiences, and concerns without the fear of repercussions as well as identify hot spots within the Trust(s).

Review management training to encourage inclusion and ensure managers and staff know how to prevent, address and tackle harassment and abuse of disabled colleagues

Additionally, the Trust(s) have launched their "Here to help" campaign to signpost individuals to all existing support available (pastoral, informal and formal) should they wish to raise any concerns or issues. | In progress |

iii. Other Colleagues	KHFT **27.70%**	As above	On-going	As above	As above	In progress
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	KHFT **42.8%**	Consider having workplace advisers that specialise in harassment, bullying or abuse, working in conjunction with unions, freedom to speak up guardians (FTSUG), and staff networks	On-going	Head of Equality, Diversity & Inclusion/Diversity champions/FTSUG/Unions/staff networks	Continue to recruit diversity champions to promote inclusivity within the workplace highlighting any patterns/trends	In progress
5. Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion	KHFT **45.70%**	Continue, or develop bespoke career development programmes for Disabled staff. Undertake a review of talent management and identify opportunities to identify and support the development of Disabled leaders of the future Discuss and agree actions that would improve the opportunities available for Disabled staff to advance their careers.	January 2023	Head of Equality, Diversity & Inclusion/OD Team	Implement reverse mentoring programme for Disabled staff Implement a talent management programme supporting Disabled staff Review learning and development for line managers in relation to disability, to better support the career development and aspirations of Disabled staff.	Not started
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	KHFT **43.6%**	Discuss experiences of bullying, harassment, bullying or abuse with Disabled staff, ensuring that there is a safe person/space for any discussions	On-going	Head of Equality, Diversity & Inclusion/Staff Networks	Conduct further analysis to understand from disabled staff the types of circumstances where they have experienced pressure to come to work despite not being well enough.	In progress

| | | | | | Continue to offer a safe space for staff to talk about their experiences via the Compassion and Respect Working Group, drop-in sessions with staff networks and listening events for disabled staff to share their views.

Review of management training to ensure managers are aware of anti-discriminatory practices in relation to disabled staff and presenteeism | |
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| **7. Percentage of Disabled staff compared to non-disabled staff saying they are satisfied with the extent to which their organisation values their work** | KHFT **33.90%** | As above | On-going | As above | As above | In progress |
| **8. Percentage of disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work** | KHFT **64%** | Review how reasonable adjustments are managed within the recruitment and interview processes and identify actions for improvement

Introduce workplace adjustments passports, which enable Disabled staff to record and share the details of the reasonable adjustments they need at work.

Ensure that adjustments are put in place where required without | January 2023 | Head of Equality, Diversity & Inclusion/SWL Recruitment hub/HR/Staff Networks | Promote reasonable adjustments through the recruitment process

Introduce workplace adjustments passports and develop a Reasonable Adjustment policy and promote.

Review access to work, its purpose and benefits for disabled staff via staff network, intranet page and | In progress |

		significant delays, including referrals to Access to Work			other communication channels	
9. a) Staff engagement score for disabled staff compared to non-disabled staff	KHFT **6.3**	Develop a communications campaign focussed on the benefits of employing Disabled people, 'disability as an asset'	Ongoing	Head of Equality, Diversity & Inclusion/Communication Team/Staff Networks	Continue to raise awareness on disability and promoting initiative which support this going forward	In-progress
9. b)The overall engagement score for the organisation	KHFT **6.8**	Have a Disabled Staff Network in place.

Review and strengthen the governance arrangements of the Disabled Staff Network using the Maturity Framework (provided by NHS England and NHS Improvement). | On-going | Head of Equality, Diversity & Inclusion/Communication Team/Staff Networks/board sponsor | Re-launch the Disability staff network across KHFT and HRCH.

Encourage active membership of the staff networks.

Encourage staff participation in focus groups to participate in policy and procedure development and reviews and action planning through the EDI working group and other various work streams.

Appoint a board champion for disability, with reports to the Board | In - progress |
| **10. Percentage difference between the organisation's Board voting membership and** | | Carry out data validation exercise as per action for Metric 1 above

Discuss equality monitoring and ask all Board members to review and | January 2023 | Head of Equality, Diversity & Inclusion/Communication Team/Staff Networks/board sponsor | Increase board representation

Strengthen links between the Board champion and the Disability Staff Network. | In progress |

its organisation's overall workforce disaggregated: • **By voting membership of the Board** • **By Executive membership of the Board**	KHFT **-2.42%** KHFT **-2.42%**	update their equality information, including disability. Promote the Disabled NHS Directors Network to their board members, support the network's activities.				