

#	Actions required	Outcome	WDES Metric(s)	Theme(s)	Lead	Year	Timescale	Progress Update
1.1	Increase the declaration rate of the disability status of the workforce	This will enable the Trust to have a clearer and more accurate picture of the workforce and how policies and procedures impact disabled staff	1, 2,	Process	Lead for Equality Diversity and Inclusion	Year 1	Sep-19	Develop information booklet 'Monitoring data' - Tell us about You. To raise awareness within the organisation and for all new starters. Run regular article in headlines to ask staff 'Are you details up to date'. Display posters throughout the Trust to promote benefits of staff providing up to date information
					Head of Workforce Systems	Year 1	Aug-19	Develop Quick Reference Guides (QRG) to promote ESR self-service facility so individuals can update personal information directly online. Upload guidance to StaffNet and signpost on ESR self service portal
					Recruitment Manager	Year 2	Jan-21	Review information provided to new starters to encourage declaration during employment application process. Promote through job adverts in the standard Trust narrative
					Head of Employee Relations	Year 2	Mar-21	Review scope to expand HR / OH process to periodically ask employee if they want to update disability status when attending an appointment and if appropriate
					Chair of Disability Forum	Year 2	Mar-21	Host visual engagement stands for disability forum / HR to share information / raise awareness and promote disabilities. Demonstrate how to update personal information via ESR self-service facility. Promote engagement stands through communication / headlines
1.2	Identify and profile visible disability champions	Raise awareness of disability throughout the organisation to help improve confidence among staff to declare their disability status	1	Culture Education	Chair of Disability Forum	Year 2	Dec-20	Approach Disability forum for case studies and arrange promotional storyline through communications / headlines
1.3	Continue with the Disability Confident Scheme	Provide a structure for addressing HR / Recruitment issues around providing appropriate support to disabled staff and candidates	1,2	Culture	Recruitment Manager	Year 2	Jan-21	Review information available on recruitment pages to ensure candidates are informed where to go if further support is needed during the employment application process Increase knowledge with recruiting managers that if a candidate declares a disability, they meet the minimum criteria an interview is guaranteed
1.4	Renew self-assessment to continue with the Disability Confident Scheme			Process Education Culture	Lead for Equality Diversity and Inclusion	Year 2	Dec-20	Review Disability Confident action plan and prepare Disability Confident application/evidence to continue with scheme
1.5	Review OH process	Promote declaration of health conditions and improve accessibility to OH services as well as support and training for managers to manage and support individuals	1, 6	Culture Education	Assistant Director of HR	Year 2	Mar-21	Review OH documentation for new starters. Review guidance for managers supporting employees through management of Bradford scores

1.6	Review Recruitment & Selection training	What is not acceptable to ask a disabled person at interview	1	Process	Recruitment Lead	Year 1	Sep-19	Review content of training materials to ensure appropriate content of disability considered. R&S training includes: Disability confident scheme - principles of short listing once disability status declared, if essential criteria met then individual is guaranteed interview. Increase knowledge with recruiting managers that if a candidate declares a disability, they meet the minimum criteria an interview is guaranteed
					Lead for Equality Diversity and Inclusion	Year 1	Sep-19	Promote Access to Work guidance on StaffNet. Educate and inform line managers when appropriate through the Employee Relations Team
					Recruitment Lead & Recruitment Manager		Mar-20	Promote and increase understanding of reasonable adjustments made to support individual attending interviews with line managers
1.7	Promote structures that provide support for disabled staff	Raise awareness of disability and how support should and could be offered	1,5,6	Culture Education	Chair of Disability Forum	Year 2	Oct-20	Health Passport produced and approved by Disability Forum, Diversity Matters Group and Health and Wellbeing Group.
					Chair of Disability Forum	Year 2	Mar-21	Promote disability forum and host awareness stands. Promote engagement stands through communication / headlines
1.8	Review hate crime process	Ensure process enables reporting of disability hate crime	4a, 4b	Process	Lead for Equality Diversity and Inclusion	Year 1	Jan-20	Link in with Reducing Abusive Behaviours project. Review data and yearly trends of numbers of staff reporting. Ensure Freedom to Speak up Guardian is promoted and signposted. Promote hate crime at trust Welcome Day and E&D session
1.9	Promote disabled people in the organisation through communications / advertisement	Support and boost recruitment and retention of disabled staff	1, 4a, 7	Culture Education	Head of Communications	Year 2	Jan-21	In promotional and team engagements events, we aim to ensure a greater diversity of our workforce are represented. Approach Disability forum for case studies and arrange promotional storyline through communications / headlines
2	Review Management Disability Awareness Training	Improved confidence in managers in dealing with employment disability issues (local survey). Improved satisfaction for disabled staff in annual NHS Staff Survey. Also monitor impact via Employee Relation issues for disabled staff	1,2,3,6,7,8	Culture Education	Lead for Equality Diversity and Inclusion	Year 2/3		Review as part of Leadership Development programme
2.1	Local staff survey to measure confidence in dealing with employment / recruitment disability issues	Identify specific needs of managers and help measure impact of disability awareness training	1,4b	Culture Education	Lead for Equality Diversity and Inclusion	Year 2/3		Linking Managers to the Disability Confident scheme

2.2	Review Trust recruitment data to identify areas of inequity in Recruitment & Selection process	Improvement in disabled staff representation in Recruitment & Selection data	1	Process	Lead for Equality Diversity and Inclusion	Year 2	Apr-21	Link with Trust Recruitment Manager to understand what data is available and how to interrogate
2.3	Investigate centralised funding for Reasonable Adjustments (e.g. Access to Work, etc.)	Increased number of Reasonable Adjustments in the Trust. Improvement of disabled staff satisfaction specifically related to Reasonable Adjustments	6	Process	Lead for Equality Diversity and Inclusion & Employee Relations Manager	Year 3		Departments pay their own contribution (up to first £1,000 of funding) to Access to Work. With the support of finance establish clearer picture of how much is being spent as an organisation
2.4	Investigate the Feasibility of becoming a Carer Confident Organisation	If feasible obtaining at least a level 1 status	1,2	Culture Education	Lead for Equality Diversity and Inclusion	Year 2	Jan-21	Trust already provides a Colleagues as Carers Forum for staff supported by Carers Support West Sussex Agreed with BSUH EDI team to look at applications Jan 2020

Reference:

- Metric 1 Percentage of staff in AfC pay bands or medical and dental subgroups and very senior managers (VSM) (including executive board members) compared with the percentage of staff in the overall
- Metric 2 Relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts. This refers to both external and internal posts.
- Metric 3 Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.
- Metric 4a Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:
- Patients / service users, their relatives or other members of the public
 - Managers
 - Other colleagues
- Metric 4b 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.
- Metric 5 Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion
- Metric 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.
- Metric 7 Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.
- Metric 8 Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work
- Metric a The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.
- Metric 9b Has your trust taken action to facilitate the voices of disabled staff in your organisation to be heard?
- Metric 10 Percentage difference between the organisation's board voting membership and its organisation's overall workforce, disaggregated:
- (i) The organisation's Board voting membership and its overall workforce
 - (ii) The organisation's Board executive membership and its overall workforce