

## WDES Action Plan 2019-2022

Key Action	Sub Action	Action Required	Outcome(s)	WDES Metrics	Theme	Lead	Timescale	Progress Notes
1	1.1	Review disability monitoring information for staff and agree ESR updating processes.	Increase in staff declaring disability status.	1, 2	Process	Simon Anjoyeb / Kelly Sims	Year 1	Booklet for collecting data monitoring written. Online is live on the website END. 28/02/20 - SA has drafted an online campaign to promote this work, sent to WDES WG for comment and Comms. SA to arrange meeting with Comms for Buzz article too.END All promotion material is ready, but waiting for BAU to return to some sense of normality during COVID-19 21/04/20 END.
	1.2	Review HR/OH processes to understand appropriate waypoints declaration could be promoted/updated.					Year 1	I have discussed with OH a way forward and have agreed to draft some literature to distribute to OH users as part of their OH consultation. 28/02/20 - SA has drafted and shared with WDES WG 19/02/20 meeting, has amended and resent to WDES WG for comment. END
2	-	Identify and profile visible disability champions using case studies.	Increase in staff declaring disability status. Improved satisfaction of disabled staff in NHS Staff Survey.	1	Culture & Education	Simon Anjoyeb	Year 2	Have discussed with BC (Comms), BC has agreed to run a future series of articles. SA to contact MQ to see if this is something that DSN wants to be involved with MAR-20 END.

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3	3.1	Review OH paperwork for new starters to identify any improvements that could encourage new starters to declare disability status.	Decrease in number of new starters in the 'undeclared' and 'prefer not to say' categories.	1	Process	Simon Anjoyeb / OH Lead to be agreed	Year 2	OH has forwarded the standard paperwork issued to new starters, SA to restart WDES meetings to review END. Feedback received from WDES Group and shared with SZ, SZ has responded that the form is due to be refreshed later this year and feedback will be taken into account (some of it has already has been) 03/03/20 END.
	3.2	Investigate the feasibility of conducting some OH appointments via video link.	If feasible improved turnaround of on boarding. Improved satisfaction of disabled staff in NHS Staff Survey.	1	Process	Simon Anjoyeb / OH Lead to be agreed	Year 3	There are technology issues, as Trust's Skype only works with Trust accounts - have checked with IT and even tried it personally. However, OH happy to conduct telephone appointments - which can be highlighted in management referral and OH users are asked to contact RE access requirements in letter END. Feedback from 11/12/19 WDES WG meeting, telephone meetings not always offered to staff, have fed this back to SZ to discuss promotion etc. END.

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4	-	Continue with Disability Confident Scheme Accreditation	Maintain a level two status.	1,2	Culture & Education / Processes	Simon Anjoyeb	Year 1	September 2019 - Level 2 maintained. Working towards level 3.
5	-	Investigate the feasibility of becoming a Carer Confident Organisation	If feasible obtaining at least a level 1 status of the scheme.	1, 2	Culture & Education / Processes	Simon Anjoyeb	Year 2	Have completed initial scoping exercise and sent to HW for initial comments. Have spoken to EFC 6/1/20 RE uptake of their scheme.
6	-	Review training for Recruitment and Selection.	Improved confidence in managers in dealing with recruitment disability issues (local survey).	1	Culture & Education	Simon Anjoyeb / HR Lead to be agreed	Year 1	
7	-	Review management disability awareness training.	Improved confidence in managers in dealing with employment disability issues (local survey). Improved satisfaction for disabled staff in NHS Staff Survey. Also monitor impact via HR ER issues for disabled staff.	1,2, 3, 6, 7, 8	Culture & Education	Simon Anjoyeb / HR Lead to be agreed	Year 1/2	Joint commissioning with WRES action plan

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8	-	Review staff disability awareness training.	Improved satisfaction for disabled staff in NHS Staff Survey. Also monitor impact via HR ER issues for disabled staff.	1, 2, 3, 4b, 5, 7, 8	Culture & Education	Simon Anjoyeb / HR Lead to be agreed	Year 1/2	Joint commissioning with WRES action plan
9	-	Work with Inclusive Employers to host webinars for BSUH staff to discuss neuro diversity issues.	Improved satisfaction for disabled staff in NHS Staff Survey. Also monitor impact via HR ER issues for disabled staff.	1	Culture & Education	Simon Anjoyeb	Year 2	Discussions with IE already started, need to identify appropriate dates / times / content
10	-	Promote internal and external structures which can support staff with disabilities.	Improved satisfaction for disabled staff in NHS Staff Survey. Improved satisfaction for disabled staff RE RA in NHS Staff Survey.	1, 3, 5	Culture & Education	Simon Anjoyeb	Year 2	SA has drafted some newsletters RE Disability and Ras to be part of this workstream. Newsletter are now live, information to promote to be included in 2020 Disability Awareness Month.
11	-	Involve Disability Staff Network on the Trusts approach to Mental Health Core Standards.	Involvement of DSN	1	Culture & Education	Simon Anjoyeb / Marcelle Quinn	Year 2/3	Have met with DB to discuss MH @ BSUH. We have agreed to work on specific issues which SA will involve staff networks with. SA met with MQ and asked to contact DB RE MH @ BSUH

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12	-	Look at the feasibility of having disability champions or mental health champions	Improved satisfaction for disabled staff in NHS Staff Survey.	1	Culture & Education	Simon Anjoyeb	Year 3	MH Champions - come under HELP workstream, DB is looking at the TRIM model as MHFA model has limitations and own issues.
13	-	Review Trust recruitment data to identify areas of inequity in R&S processes	Improvement in disabled staff representation in R&S data.	1	Process	Simon Anjoyeb / Kelly Sims	Year 1/2	
14	1	Local staff survey to identify attitudes and knowledge of support for all staff (with a focus on MH)	Identify specific needs of staff and help measure impact of disability awareness training	1, 4b	Culture & Education	Simon Anjoyeb	Year 2/3	
	2	Local staff survey to managers to measure confidence in dealing with employment/recruitment disability issues	Identify specific needs of managers and help measure impact of disability awareness training					
15	-	Look at the feasibility of having a targeted mentorship programme for disabled staff.	Improved staff satisfaction for disabled staff in NHS Staff Survey. Uptake of CPD opportunities for disabled staff. Monitor uplifting reports from ESR.	1, 3, 4a	Culture & Education	Simon Anjoyeb	Year 3	

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16	-	Review hate crime processes and supporting documentation.	Increase in report of disability related hate crimes.	4a, 4b	Process	Simon Anjoyeb	Year 1/2	Draft completed and sent out for comment 18/10/19 END. Needs to be sent to next Security Management Group Meeting 03/03/20 END.
17	-	View feasibility that managers can have 360 degree feedback as part of their appraisal process		3, 4a	Process	HR lead to be agreed	Year 3	
18	-	Review how the Trust promotes disabled people in everyday communication, etc.	Increased representation of disabled people in Trust communications and publications	1, 4a, 7	Culture / Education	Head of Inclusion and Head of Comms	Year 1	Have discussed with BC (Comms) about having a wider range of people in promotional material, will be considered how best to incorporate in future MAR-20 END.
19	-	Deep dive into the underrepresentation of disabled staff in clinical roles	Improved declaration / representation of disabled staff in clinical roles	1	Process	HR lead to be agreed	Year 2/3	Met RD on 22/01/20 to discuss - have agreed to work with RD when this piece of work is started.

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20	-	Introduction of disability passports	Improvement of disabled staff satisfaction specifically related to RA. Increase number of RA throughout the Trust.	6	Process	Simon Anjoyeb / Marcelle Quinn	Year 2	SA has drafted this based on HEE England and has sent out for comments 08/01/2020 END. Comments received and taking to DMSG on 09/03/20 END. SA has drafted some FAQs to support implementation this will be released as part of a health and wellbeing programme, Will need to discuss with Health and Wellbeing anon return RE RAs. 26/03/20 END. CURRENTLY ON HOLD DUE TO COVID-19. Launch and promotion discussed with Comms 16/07 END. This document is now live Aug-20.
21	-	Investigate centralised funding for RA (e.g. Access to Work, etc.)	Increased number of RA in the Trust. Improvement of disabled staff satisfaction specifically related to RA.	6	Process	Simon Anjoyeb	Year 3	This has been raised by BH at DMSG 09/03/20 END.
22	-	Work with Health and Wellbeing to see how staff with limited access and/or time can interact with the NHS Staff Survey.	Increased response rate to NHS Staff Survey	9	Process	H&W lead to be agreed	Year 2	