

**Kent and Medway NHS and Social Care Partnership Trust**  
**Workforce for Disability Equality Standard Action Plan 2019-2020**

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**Metric 1: Percentage of staff in AfC paybands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.**

<b>Pay Cluster: Non-Clinical</b>	<b>Total staff in Pay Cluster</b>	<b>Total Disabled Staff</b>	<b>Total Non-Disabled Staff</b>	<b>Total Not Declared</b>
Cluster 1 (Bands 1-4)	661	5% (36)	74% (487)	21% (138)
Cluster 2 (Bands 5-7)	189	7% (14)	81% (154)	12% (21)
Cluster 3 (Bands 8a-8b)	57	4% (2)	81% (46)	16% (9)
Cluster 4 (Bands 8c-9 & VSM)	26	0% (0)	92% (24)	8% (2)

<b>Pay Cluster: Clinical</b>	<b>Total staff in Pay Cluster</b>	<b>Total Disabled Staff</b>	<b>Total Non-Disabled Staff</b>	<b>Total Not Declared</b>
Cluster 1 (Bands 1-4)	753	6% (50)	74% (558)	19% (145)
Cluster 2 (Bands 5-7)	1141	7% (74)	71% (812)	22% (255)
Cluster 3 (Bands 8a-8b)	155	5% (8)	75% (117)	19% (30)
Cluster 4 (Bands 8c-9 & VSM)	44	2% (1)	82% (36)	16% (7)
Cluster 5 ( Medical & Dental Staff, Consultants)	104	1% (1)	46% (48)	53% (55)
Cluster 6 (Medical & Dental Staff, Non-Consultants career grade)	44	0% (0)	52% (17)	48% (21)
Cluster 7 (Medical & Dental Staff, Medical and dental trainee grades)	25	0% (0)	68% (17)	32% (8)

Objective	Action	Reason	Timeframe
<b>Metric 1</b>	<b>Percentage of staff in AfC paybands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.</b>		
Increase staff disability declarations	Ensure staff understands why KMPT ask for equality data, who sees it and why. What KMPT does with the information and what the impact is on staff, the organisation and patients.	To have a true reflection of disabled staff within the Trust and increase KMPT's overall percentage of representation of <b>5.8%</b>	Phase one: October – December 2019  Phase two: December 2019 to March 2020
	ESR initiative – launch the 'update your personal details' on ESR Self-Service portal. Develop staff easy to follow guidance on how to update their details including equality details. Send out why we collect data to all staff.	Increase staff declaration on ESR from 5.8% to give a more accurate understanding of disabled staff within the Trust.	To be launched October 2019 <ul style="list-style-type: none"> <li>• To have 4 weekly monitoring updates to show increase</li> <li>• Report on increase of data to EDSG</li> </ul>
	Disability Forum sub group formed to develop the safe to tell campaign.	The safe to tell campaign will allow staff to feel confident in declaring disability and disclosing on ESR. Staff are encouraged to speak to their line manager to discuss support.	Oct 2019 onwards
Obtain Level 3 Disability Confident Leaders Award	Submit level 3 accreditation assessment, gather evidence against criteria. Invite external validation of assessment prior to submission – identify evaluators against suggested list.	Increase KMPT to the wider disability community as an employer of choice, increase application and starts. Promotes KMPT to the Leaders level which enables the trust to use logos for Leaders, as well as meets the WDES actions.	August 2019-Feb 2020

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	Disability Forum sub group formed to assist in the accreditation.		
<b>Metric 2</b>	<b>Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.</b>		
Recruitment			
From application to start	All recruiting manager/panels to have Resourcing and Selection Training. Recruitment to look advertising vacancies wider than NHS Jobs to encourage disabled people to apply	Increase the number of applications from disabled people	Recruitment manager to determine
<b>Metric 3</b>	<b>Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.</b>		
Capability	Recording of Capability and disciplinary by disability.	To include disability criteria to the recording of capability/disciplinary. Providing more information on the ratio of disabled staff vs non-disabled staff entering capability and disciplinary proceeding. Gather data on whether proceedings are as a result of disability.	ER to determine
<b>Metric 4</b>	<b>Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:</b>		
Harassment, bullying or abuse.	All staff including disabled staff have received a copy of the staff charter that explains KMPT responsibilities.  Two members of the forum have been trained as FTSU Ambassadors to be accessible to staff who feel they cannot speak up.	To address the number of staff who have/are experiencing harassment, bullying or abuse and to look at ways to reduce incidents.  To work with police colleagues to be consistent with consequences of abuse from services users from staff.  To work with Personal Safety Services	March 2019 –April 2020

	<p>The disability Forum provides an avenue for staff to raise concerns.</p> <p>Introduction of KMPT’s Hate Crime policy and strategy.</p>	<p>Team to develop resilience training including de-escalating and negotiation skills for staff.</p>	
<b>Staff survey</b>			
<b>Metric 5</b>	<b>Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion</b>		
Training	<p>Development of Disability awareness training for Managers and staff both face to face and online. Engage with Disability organisations to have better understanding to develop materials for staff and patients.</p> <p>Create disability awareness materials and training modules for staff and managers</p> <p>Utilising the Disability Forum as the platform to promote training and resources.</p>	<p>To increase the understanding of disability and reasonable adjustments.</p> <p>To engage with staff and have open dialogue of their health and well-being and introduce the disability and health passport.</p> <p>Increase staff understanding of disability both medical and social model, to be better informed on patient disability needs and to provide a more inclusive service.</p> <p>Increase awareness and understanding of the social model of disability to enable staff to be confident in declaring disability and for managers to support staff effectively.</p>	<p>Jan- March 2020</p> <p>Aug 2019 – March 2020</p>
<b>Metric 6</b>	<b>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.</b>		

Disability Leave Policy	Research the potential of introducing disability leave policy, how it differentiates from attendance policy	Staff awareness and understanding of disability leave – reasonable adjustment to sickness absence.	Oct 2019– Dec 2019
<b>Metric 7</b>			
Creating a better inclusive work environment	KMPT launch of Change Culture/Perfect day at work project	To engage with staff to understand how they feel about work and what can be done to address any concerns.	Jan 2019 onwards
<b>Metric 8</b>	<b>Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.</b>		
<b>Reasonable adjustments</b>	Disability forum sub group to lead on reviewing reasonable adjustment process and the introduction of disability/health passport	<p>Streamline the reasonable adjustment process to ensure that disabled staff are being afforded reasonable adjustments in their workplace.</p> <p>Review the Reasonable Adjustment guidance, to include new wording Reasonable Workplace Adjustments.</p> <p>Develop Health passport for Managers and Staff to progress and discuss at Supervision/1:1</p> <p>Work with Digital Technologies to include disability resources/have disability access</p>	Aug 2019 – March 2020
<b>Metric 9</b>	<b>Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation</b>		
<b>Staff Engagement</b>	Disability Forum in place, meeting every two months with action plan and objectives over a 12 month	Staff have a safe space to discuss issues, have a voice in the organisation, as well as participate in campaigns	March 2019 – April 2020

	period. Forum has a budget for events and campaigns		
<b>Metric 10</b>	Percentage difference between the organisation’s Board voting membership and its organisation’s overall workforce, disaggregated:		
<b>Board Representation</b>	<ul style="list-style-type: none"> <li>• By voting membership of the Board.</li> <li>• By Executive membership of the Board.</li> </ul>	<u>voting Board Members including executive membership</u> Voting membership (13): <b>Non-Executive (8):</b> Disabled – 0% Non-disabled – 100% <b>Executive membership (5):</b> Disabled – 0% Non-Disabled – 60% Unspecified – 40%	