

**WDES Action Plan 2019-2022**

Red	Not yet begun
Amber	Begun but not complete
Green	Complete

Objective	Action	Reason	Timeframe	RAG rating
<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>			<b>Update</b>
Increase staff disability declarations	<p>Ensure staff understand 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.</p> <p>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.</p>	<p>To have a true reflection of disabled staff within the KMPT and increase KMPT’s overall percentage of disabled representation of <b>5.8%</b></p> <p>Increase staff declaration on ESR from 5.8% to give a more accurate understanding of disabled staff within the Trust.</p>	<p>Phase one: October – December 2019</p> <p>Phase two: December 2019 to March 2020</p> <p>To be launched October 2019</p> <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>	<p>Increased percentage of declarations by 0.2%</p> <p>Decrease in those undeclared by 27%</p>
	Disability Network 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	<p>Staff network has had interim chair for much of this year and staff have been shielding. To revisit the proposal with new chair and network. To be carried over and link to data improvement work</p>

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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.  Disability Network sub group formed to assist in the accreditation.	Increase KMPT to the wider disability community as an employer of choice. Promotes KMPT to the Leaders level which enables the trust to use logos for Leaders, as well as meets the WDES actions.	August 2019-May 2020	Evidence gathered External verification required and delayed due to Covid-19 restrictions To be carried over
<b>Metric 2</b>	<b>Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.</b>			
Recruitment				
From application to appointment	All recruiting manager/panels to have Resourcing and Selection Training. Recruitment to wider understanding of disability recruitment. Identify the top three places that disabled people find work.	Increase the number of applications from disabled people	Recruitment manager to determine	Recruitment review taken place and recommendations to WFOD To be carried over
<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 in relation to recording of capability/disciplinary. Providing more information on the ratio of disabled staff vs non-disabled staff entering capability and disciplinary proceedings. Gather data on whether proceedings are as a result of disability.	ER to determine	Work begun as part of the Early Resolution and Culture work. To be carried over
<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.	To address the number of staff who have/are experiencing harassment, bullying or abuse and to look at ways to reduce incidents.	March 2019 –April 2020	All staff have copy of staff charter
	Train Network members 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.	March 2019 –April 2020	FTSU Guardian is linked with (dis)Ability Staff Network and attends network meetings to raise profile of the ambassadors
	The disability Network to provide an	To address the number of staff who have/are	March 2019 –April	The (dis)Ability

	avenue for staff to raise concerns.	experiencing harassment, bullying or abuse and to look at ways to reduce incidents.	2020	Network
	Introduction of KMPT's Hate Crime policy and strategy.	To work with police colleagues to be consistent with consequences of abuse from services users towards staff.  To work with Personal Safety Services Team to develop resilience training including de-escalating and negotiation skills for staff.	March 2019 –April 2020	Hate Crime Policy and Strategy launched in March 2020
Objective	Action	Reason	Timeframe	RAG rating
Staff survey				
<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	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.	To increase the understanding of disability and reasonable adjustments.  To engage with staff and have open dialogue of their health and well-being and introduce the disability and health passport.	Jan- March 2020  Aug 2019 – March 2020	Training delayed due to Covid-19 but to take place virtually this year.  Staff Wellness Passport piloted to be launched next month.
	Create disability awareness materials and training modules for staff and managers	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.	Aug 2019 – March 2020	Training delayed due to Covid-19 but to take place virtually this year (2020).
	Utilising the (dis)Ability Network as the platform to promote training and resources.	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.	Aug 2019 – March 2020	(dis)Ability Network sourced and promoted training from Disability Rights UK
<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	To be carried over

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<b>Metric 7</b>	<b>Percentage of disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.</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	COMPLETE
<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 Network 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	Staff Wellness Passport to go live in December following pilot.
<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 Network in place, meeting every two months with action plan and objectives over a 12 month period. Network has a budget for events and campaigns	Staff have a safe space to discuss issues, have a voice in the organisation, as well as participate in campaigns	March 2019 – April 2020	COMPLETE
<b>Metric 10</b>	<b>Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated:</b>			
<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>	<p><a href="#">voting Board Members including executive membership</a></p> <p>Voting membership (13):</p> <p><b>Non-Executive (8):</b></p> <p>Disabled – 0%</p> <p>Non-disabled – 100%</p> <p><b>Executive membership (5):</b></p> <p>Disabled – 0%</p> <p>Non-Disabled – 60%</p> <p>Unspecified – 40%</p>	April 2021	Unspecified still remains at 40% Work with Trust Secretary to gain this information.

**New actions for 2020-2022**

<b>Key Action</b>	<b>Key WDES enablers and linked to People Promise</b>
Implementing WDES	Run a series of WDES online workshops to introduce the metrics and actions to all, whilst engaging with all staff (with and without a disability) in order to identify the challenges within the workplace, and possible solutions to help improve the experiences of staff with a disability in KMPT
Disability Awareness Training for Staff	Review online EDI training to ensure inclusion of WDES
	Update Manager induction Equality Diversity module to include information on WDES
	Analyse feedback on Disability Rights UK training and determine any further roll out
Communications (Normalising difference)	Update of iConnect staff dis)Ability network pages and ensure regularly reviewed and content updated
	Produce infographics of WDES reporting and actions to share across KMPT
	'Share your story'/ Staff Case studies publicised widely on iConnect and KMPT wide
	Raising Awareness about Staff disAbility Network and how staff can become allies
	Celebrating Difference/DisAbility – Annually in December International Day of the Disabled Person Staff disAbility network to consider other annual events for promotion
Policies and Practices	Promote / shared learning positive stories of flexible working; create a reasonable adjustments guidance with a clear pathway for job candidates attending job interview for new and existing staff by December 2021
	Involve Staff disAbility network in workforce related consultation exercises to make sure that disability equality is reflected throughout policies and practices.
Accessibility	Work with the Estates Team on improving information on accessible work spaces, meeting and training rooms
Psychological safety	Identify, share and engage with Staff disAbility Network in work relating to psychological safety
	Consider introduction Training Inclusion Ambassadors – signposting channels for raising concerns