

WDES LYPFT Action Plan October 2020/September 2021

Note: The Workforce Disability Equality Standard (WDES) Action Plan for 2020/21 was agreed by our Board of Directors in October 2020 with assurance to review progress against actions on a quarterly basis.

Item	WDES Priority Area / Output	Objective	Action	Lead	Timescale
1	WDES Metric 1 – Workforce Profile	Encourage increase of self-declaration rates on disabilities with the introduction of the revised Support Package Agreement and provide reasonable adjustments	<p>Develop and implement revised Support Package Agreement and reasonable adjustments guidance: Design and send out communication to staff in collaboration with our Disability and Wellbeing Network (DaWN):</p> <ul style="list-style-type: none"> • Disability equality background information • What the information is used for. • How the data is used and shared. <p>How to enter the ESR portal and update their demographic information on the self-service portal</p> <p>Introduction and promotion of revised Wellbeing and Managing Attendance procedure and communicate commitment to disability equality</p>	Head of Diversity and Inclusion	January 2021
2	WDES Metric 2 – Recruitment	Revise recruitment training for appointing managers to incorporate social model of disability and unconscious bias modules	Lead Recruitment Team member to work alongside Diversity & Inclusion Team and DaWN network/Chair to incorporate experiential narrative from staff on recruitment/promotion challenges and	Recruitment Team Manager	Implement October 2020

			barriers. To include content which identifies inclusive practice in the recruitment stages.		
3		To undertake career conversations with our staff with disabilities or long term health conditions to improve recruitment and promotion opportunities and practices	Career conversation process to be developed and implemented aligned to wider career development and talent management support model development.	Head of Learning and Development	To commence October 2020
4	WDES Metric 3 – Formal Capability Processes	Review of the capability process to strengthen and provide assurance on decision making processes	Complete a review of the capability process and procedure to strengthen decision making processes	HR Lead	January 2021
5	WDES Metric 4 to 9 – Staff Survey Questions- Experiences, engagement and organisational culture	Strengthen workforce communications and engagement with DaWN and the disability equality agenda	To further develop and promote the work of the DaWN staff network via Trust Welcome Days; senior leadership team meeting and management group meetings. WDES data and disability equality communications to be co-produced with DaWN (blogs, experiential case studies), social media campaigns, website promotion and teams aiming to engage staff.	Diversity and Inclusion project Manager	To commence October 2020
6		To increase membership (including allies) and staff engagement with the Trust's Disability and Wellbeing Network (DaWN)	Deliver internal disability equality event to formally launch the DaWN staff network	Diversity and Inclusion Project Manager	By August 2021
7		Further promote existing channels to support staff with disabilities and long term health conditions to access relevant and appropriate support and to encourage staff to speak up (Health and Wellbeing offers, Freedom to Speak Up	Launch and roll out FTSU Ambassador programme- initially 5 ambassadors to strengthen routes for speaking up with focus on diversity and inclusion	FTSuG	From October 2020

		Guardian and Ambassadors)			
8	Driving Cultural and systemic change	To further promote and launch revised Support Package Agreement, disability leave guidance and reasonable adjustments good practice information	Review and promote Support Package Agreement information to include further guidance on reasonable adjustments and Disability Leave. Promote role of HR representative within process to support consistent decision making processes.	HR Manager and Diversity and Inclusion Project Manager	January 2021
9		To review and revise the Wellbeing and Managing Attendance processes and procedure using feedback and recommendations from DaWN network	To develop separate Wellbeing procedure using feedback and recommendations from DaWN staff network.	HR Manager and Diversity and Inclusion Project Manager	January 2021
10		Discuss equality, diversity and inclusion as part of the health and wellbeing conversations	EDI discussion and actions embedded within wellbeing assessment conversations <ul style="list-style-type: none"> Data assurance that Wellbeing Assessment discussions including EDI discussion as part of 1;1's and appraisal take place Evaluate Wellbeing Assessment process and impact 	Head of Workforce information Head of Improvement and Knowledge	Ongoing December 2020
11		Strengthen communications and engagement and review governance arrangements to ensure that staff networks are able to contribute to and inform decision-making processes.	DaWN network led communications and staff engagement work aimed at enabling people to work comfortably with disability equality. Strengthen communication and engagement of DaWN actions, plans and progress reporting throughout the Trust. Increasing awareness to senior leaders and staff around disability equality issues, using staff stories and experiential narratives	Head of Diversity and Inclusion	Ongoing

12		Increase visible commitment to disability equality and strengthen assurance processes	<p>Review and revise Wellbeing and Managing Attendance processes and procedure using feedback and recommendations from DaWN network including reasonable adjustments assurance process; disability leave guidance and reasonable adjustments good practice guidance;</p> <ul style="list-style-type: none">▪ Develop mobilisation plan▪ Implement communications and engagement plan▪ Revise process▪ Revise training for managers	Associate Director of workforce and HR Manager	By January 2021
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