



Sheffield Health
and Social Care
NHS Foundation Trust

Workforce Disability Equality Standard

Report and Action Plan 2020



Contents

The Workforce Disability Equality Standard (WDES)	3
Introduction	3
WDES Report 2020.....	4
Metric 1	5
Metric 2	6
Metric 3	6
Metric 4	7
Metric 5	9
Metric 6	9
Metric 7	10
Metric 8	10
Metric 9	11
Voices of Disabled Staff (Metric 9)	11
Metric 10	12
WDES Action Plan Updated August 2020.....	13

The Workforce Disability Equality Standard (WDES)

Introduction

The Workforce Disability Equality Standard (WDES) is comprised of a set of ten 'metrics'. These aim to compare the experiences of Disabled and non-disabled staff in the NHS. The information from the WDES will be used to inform our progress in looking at the experience of Disabled staff and act to make improvements.

This is our second WDES report, the report provides information about:

- The WDES metrics position 2020 and what we plan to do to make changes where metrics highlight areas of concern
- Our action plan progress from 2019 and an update from 2020 onwards.

The WDES and our organisational Disabled Staff policy uses the term Disability in the context of the Social Model of Disability i.e. that a person is disabled by failure externally to make adjustments to, for example, the environment or ways of doing things, rather than a person as an individual as being 'disabled'. This is an important consideration when reading this report and considering our organisational response to Disability. The Equality Act 2010 provides a legal definition which is useful to consider when looking at the data used for the WDES. The Act says:

A person has a disability if—

(a) the person has a physical or mental impairment, and

(b) the impairment has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.

For WDES metrics 1,2 ,3 and 10 staff data is drawn from the Electronic Staff Record (ESR) and for metrics 4,5,6,7 and 8 from the Staff Survey. The ESR system and the Staff Survey ask the question about Disability differently and this can therefore affect the number showing in ESR and responding to the staff survey. Despite this research suggests that more staff are willing to disclose a disability when responding to the staff survey than they are when providing this information for the ESR system.

All of the data in this report includes our bank staff.

WDES Report 2020

The Percentage of Disabled staff in our Organisation

Disability	2016	2017	2018	2019	2020
Yes	8%	6%	7%	7%	7.0%
No	61%	78%	79%	79%	78%
Not Stated	32%	16%	14%	14%	15%

7% of our staff identify as having a disability and this has not altered in 2020. In 2019 /20 we identified an improvement target for recording to reduce the not known from 14% in 2019 to below 8% by 2022. Several actions were completed to support this including producing and publicising information about updating recording on ESR and why this is important. There has been no reduction in 2020 and a small increase however as a result of reviewing recording it has become clear that updating this element of information on ESR is not straightforward, further work will be undertaken as we move to ESR self-service with people becoming more familiar with the use of ESR to update their own information. Overall however the national WDES report indicates that disability declaration (people who say yes to the ESR question on disability) ranges from 0.9 – 9.4% nationally so our declaration rate of 7% is still relatively positive.

The Percentage of Disabled staff who responded to the 2019 Staff Survey

In 2019 there were 936 responses to the NHS staff experience survey and of these **30%** people identified as having a disability of long term health condition. This was an increase from **25.7%** in 2018. This indicates that nearly a third of survey respondents identify as having a disability which is a significant number. The average percentage for the benchmark group was **22%** in 2018 and **24.2%** in 2019.

Metric 1

Percentage of staff in AfC pay bands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.

This metric is must be split by *non-clinical* and *clinical staff*.

	Disabled		Non- Disabled		Nor Known	
	2019	2020	2019	2020	2019	2020
Non – Clinical						
Cluster 1 (Bands 1 - 4)	8%	8%	84%	83%	9%	9%
Cluster 2 (Band 5 - 7)	4%	5%	86%	84%	10%	11%
Cluster 3 (Bands 8a - 8b)	4%	6%	83%	85%	15%	10%
Cluster 4 (Bands 8c - 9 & VSM)	16%	11%	81%	74%	0%	16%

	Disabled		Not Disabled		Not Known	
	2019	2020	2019	2020	2019	2020
Clinical						
Cluster 1 (Bands 1 - 4)	6%	6%	75%	74%	19%	20%
Cluster 2 (Band 5 - 7)	9%	8%	81%	79%	10%	13%
Cluster 3 (Bands 8a - 8b)	6%	8%	85%	83%	10%	9%
Cluster 4 (Bands 8c - 9 & VSM)	4%	8%	74%	83%	22%	9%
Cluster 5 (Medical & Dental Staff, Consultants)	4%	7%	82%	75%	14%	19%
Cluster 6 (Medical & Dental Staff, Non-Consultants career grade)	13%	5%	50%	81%	38%	14%
Cluster 7 (Medical & Dental Staff, Medical and dental trainee grades)	14%	11%	72%	61%	19%	27%

In 2019 we aimed to review what appeared to be a high percentage of disabled people in Cluster 7 above and Cluster 4 non – clinical. Review of the data did take place but there were no specific useful findings Further work will be done now that two years of data are available.

Metric 2

Metric 2 looks at the relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.

In considering our WDES metric score we have used the non-adverse range of 0.80 to 1.25 as described when using this methodology for Workforce Race equality.

2019	2020
1.02	1.29

This indicates that the difference between Disabled applicants and non-disabled applicants is slightly outside the adverse range in favour of non-disabled applicants. In 2020 we have used a slightly more reliable method of generating the information used for this metric, one area that we will focus on is ensuring that we have an accurate record of disability at recruitment because 165 people recruited had unknown disability status.

Metric 3

This metric focuses on the relative likelihood of Disabled staff compared to non-disabled staff entering our organisations formal capability process, as measured by entry into the formal capability procedure.

This was an optional return in year one of reporting. In 2020 this metric score was 3.51 which indicates that disabled staff are around three time more likely to be involved in capability procedures.

2020
3.51

When considering a response to this metric however it is important to note that the numbers of staff are very low, the data use is for four cases here of which were not disabled and one disabled. This is an issue that has been highlighted as a potential issue nationally and we will await the 2020 national WDES report to assess if we are an outlier in relation to this metric. In the interim the new Hr case management reports will include capability cases by disability so that this area can be monitored in a more

specific way i.e. to ensure that the correct procedures are being used and that any adjustments required by a person in capability procedures have been put in place before the procedure is used.

Metric 4

This metric is in two parts:

Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:

- i. Patients/service users, their relatives or other members of the public
- ii. Managers
- iii. Other colleagues

b) 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.

The percentage of people experiencing harassment, bullying or abuse from patients/service users, their relatives or other members of the public has unfortunately increased in 2019 to 41.9%. from 36.9% in 2018. This is above the benchmark level.

	2018	2019
Disabled staff: Your org	36.9%	41.9%
Non-disabled staff: Your org	29.8%	28.3%
Disabled staff: Average	36.6%	37.1%
Non-disabled staff: Average	29.8%	30.7%
Disabled staff: Responses	203	277
Non-disabled staff: Responses	591	647

This is an area for focus in terms of race for the organisation and the objective in 2019/20 was to dovetail this work, this has not happened and will be prioritised This is reflected in our updated action plan.

The percentage of people experiencing harassment, bullying or abuse from, their manger has also increased in 2019 to 19.3% from 16.7% in 2018 and this is also above the benchmark level of 16.6% which has reduced from 2018.

	2018	2019
Disabled staff: Your org	16.7%	19.3%
Non-disabled staff: Your org	10.7%	10.9%
Disabled staff: Average	18.0%	16.6%
Non-disabled staff: Average	10.8%	9.9%
Disabled staff: Responses	204	275
Non-disabled staff: Responses	589	640

The 2019 staff survey results reflect our staff experience in the preceding 12 months and it is hoped that the focused work that has been undertaken on bullying and harassment in 2019 will have an impact on these figures which will be reflected in the 2020 survey results, in the interim discussions will take place with the refreshed Disabled staff network group.

	2018	2019
Disabled staff: Your org	17.6%	18.1%
Non-disabled staff: Your org	13.0%	13.1%
Disabled staff: Average	23.1%	23.0%
Non-disabled staff: Average	14.0%	13.6%
Disabled staff: Responses	204	271
Non-disabled staff: Responses	586	636

The percentage of people experiencing harassment, bullying or abuse from, their colleagues has also increased to 18.1% in 2019 from 17.6% in 2018, however this is below the benchmark average of 23% in 2019.

A concerning change is the reduction in the percentage of disabled staff who say that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it. This has reduced to 56% from 61% and is now below the benchmark of 59% in 2019.

	2018	2019
Disabled staff: Your org	61.0%	56.0%
Non-disabled staff: Your org	59.7%	59.9%
Disabled staff: Average	56.1%	58.2%
Non-disabled staff: Average	58.2%	59.9%
Disabled staff: Responses	77	125
Non-disabled staff: Responses	176	207

All of the areas above will be discussed with the staff network to identify further action and new case reporting introduced by the HR Directorate will include disability in reporting categories.

Metric 5

Metric 5 looks at the percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion. Only 74.5% of disabled staff do consider that there are equal opportunities for career progression, this is only a small change from 2018 however this result is now below the benchmark for other organisations which has improved in 2019

	2018	2019
Disabled staff: Your org	75.4%	74.5%
Non-disabled staff: Your org	84.6%	84.3%
Disabled staff: Average	75.9%	79.3%
Non-disabled staff: Average	85.3%	86.6%
Disabled staff: Responses	134	184
Non-disabled staff: Responses	397	426

Metric 6

Metric 6 looks at the 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. As with the other staff survey results this metric is of concern because it indicates that 24.1% of disabled staff responding to the survey have felt this pressure and again the national benchmark has improved where our organisation has worsened in 2019.

	2018	2019
Disabled staff: Your org	24.8%	24.1%
Non-disabled staff: Your org	14.0%	10.5%
Disabled staff: Average	24.6%	22.3%
Non-disabled staff: Average	16.4%	14.3%
Disabled staff: Responses	153	203
Non-disabled staff: Responses	321	342

In 2020 our new People Strategy has been agreed this has been discussed with our disabled staff network and with our lived experience network. A key element of this strategy is wellbeing and equality analysis will take place looking at staff survey and other information to better understand the particular experiences of disabled staff in this area and ensure that in implementing the strategy there will be a focus on disabled staff and their experiences.

Metric 7

Metric 7 looks at the extent to which Disabled staff compared to non-disabled staff say that they are satisfied with the extent to which their organisation values their work.

	2018	2019
Disabled staff: Your org	34.5%	38.3%
Non-disabled staff: Your org	46.8%	50.9%
Disabled staff: Average	38.5%	41.7%
Non-disabled staff: Average	52.8%	53.5%
Disabled staff: Responses	203	282
Non-disabled staff: Responses	592	644

There has been an improvement from 2018 to 2019 in this metric from 34.5% in 2018 to 38.3% in 2019, however this is below the average and significantly lower than the response from non-disabled staff.

Metric 8

Metric 8 looks at disabled staff who have said that they need reasonable adjustments and if these have taken place.

In 2019 **175** staff said they required reasonable adjustments this is up from 127 in 2018 however only 73.7% said that the adjustments had been made which is a reduction from **78% in 2018**. This is also below the benchmark in 2019 of **78.3%** which has increase since 2018. Further work will be undertaken in 2020/21 to review why this is the case.

Historically our organisations staff survey results have indicated that our organisation performs better in terms of reasonable adjustments, however our latest results are disappointing.

Metric 9

This metric is in two parts:

- a) The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation, and
- b) which asks if our organisation has taken action to facilitate the voices of Disabled staff in your organisation to be heard?

a) Staff Engagement Score

The engagement score data comes from the staff survey and is a score out of 10.

In 2019 as in 2018 the engagement score for Disabled staff responding to the survey is lower than for staff who are not disabled and for the organisation as a whole although the disabled staff score has increase slightly from 6.2 to 6.3. Again, our organisation is below the benchmark average.

	2018	2019
Organisation average	6.7	6.7
Disabled staff: Your org	6.2	6.3
Non-disabled staff: Your org	6.9	6.9
Disabled staff: Average	6.7	6.7
Non-disabled staff: Average	7.1	7.2
Organisation Responses	834	943
Disabled staff: Responses	206	281
Non-disabled staff: Responses	594	649

Voices of Disabled Staff (Metric 9)

In 2019 /20 this was an area that was prioritised for action because we believed that improving this was a foundation to improvement.

- In 2019 /20 we re- established and relaunched a Disabled staff network group. This is now developing its membership which was 12 in July 2020 prior to is formal launch.

- The Disability Confident group, which has been working on action to support the WDES has produced and launched a Wellbeing and Adjustments Passport as which was an initiative welcomed by several staff.
- A Lived Experience group has also developed and is thriving, the group has influenced areas such as HR policy development and trust strategy in the last 12 months.
- We have continued to liaise with Disability Sheffield in our aim to be a Disability Confident Leader and we have received confirmation that Disability Sheffield have completed their report and are supporting our application.
- Covid 19 has been a challenge and but despite this we have made good progress on our engagement action plan. We have provided information to staff so they can take part in NHS employers survey of the impact of Covid19 on disabled staff in the NHS which is taking place at the time of this report. We will review and learn from the findings

Metric 10

Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated:

- By voting membership of the Board.
- By Executive membership of the Board.

In 2019

- The difference in board membership and the organisation is **+8%**
- The difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated by voting membership of the Board is **-7%**.
- The difference between the organisation's Board membership and its organisation's overall workforce, disaggregated by Executive membership of the Board is **7%**.

Currently there is positive disability diversity in the Board but this is not reflected in voting Board membership.

WDES Action Plan Updated August 2020

<p>Increase the percentage of staff in AfC pay bands or medical and dental subgroups and very senior managers (including Executive Board members) who identify as Disabled so it is comparable across these groups with the percentage of staff in the overall workforce.</p> <p>(Workforce Disability Equality Standard Metric 1)</p>	<ol style="list-style-type: none"> 1. Target areas with more than 10% not recorded. 2. ESR team to publicise use of ESR self-service for updating Disability 3. Due to high percentage disabled staff - Undertake a focused piece of work to understand the experience of Disabled staff in bands 5-7 in clinical and non-clinical areas 4. Due to high percentage disabled staff - Undertake a focused piece of work to understand the experience of disabled staff in Non-Consultants career grade 	<p>July 2022</p> <p>July 2022</p> <p>July 2021</p> <p>July 2021</p>	<p>Guide to reporting disability on the ESR produced and circulated</p> <p>ESR team action completed as planned</p> <p>Data review completed did not provide the level of information required action needs review</p> <p>Data review completed did not provide the level of information required action needs review</p>	<p>Local Target – decrease the number of staff with Disability not known to less than 8%</p> <p>Not Known</p> <p>March 2019 14%</p> <p>March 2020 15%</p>
<p>The Relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts is within the target range of 0.8 to 1.25</p> <p>(Workforce Disability Equality Standard Metric 2)</p>	<ol style="list-style-type: none"> 5. Review the extent to which the trust engages with Disabled staff. 6. Review data collection in HR systems to reduce number of not known 	<p>July 2020</p> <p>November 2020</p>	<p>Review completed action to develop engagement through the Disabled staff network group</p> <p>2019 conference did include presentations focused on disability.</p>	<p>The Position in July 2020 is based on the last WDES Report in July 2019. This is scored green because the Trust score is 1.02 and within the target range. In 2020 this metric is just outside of the desired range at 1.20 so is scored amber</p>

<p>Reduce the Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.is within the target range of 0.8 to 1.25</p> <p>(Workforce Disability Equality Standard Metric 3)</p>	<p>7. Ensure data is reported in monthly case management by disability</p> <p>8. Review to make sure that any staff in capability procedures have had any reasonable adjustment met</p>	<p>September 2020</p>	<p>Reporting to be included in regular HR case work reporting</p>	<p>2020 WRES metric score 3.51 however based on only 4 cases with one person being disabled.</p>
<p>Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:</p> <p>i. Patients/service users, their relatives or other members of the public</p> <p>ii. Managers</p> <p>iii. Other colleagues</p> <p>Is equal to or below the experience of non-Disabled Staff</p> <p>WDES 4 (a)</p>	<p>9. Update incident reporting fields to take account of disability related harassment from service users.</p> <p>10. Review interface with work on bullying and harassment already taking place.</p> <p>11. Undertake work with the staff network group to identify further action</p>	<p>October 2020</p> <p>July 2020</p> <p>November 2020</p>	<p>Not completed in 2019/20– prioritise in 2020</p> <p>Updated August 2020</p>	<p>The Position in August 2020 is based on the 2019 staff survey</p> <p><u>Patients/service users, their relatives or other members of the public</u></p> <p>Disabled 41.9%</p> <p>Not Disabled 28.3%</p> <p><u>Managers</u></p> <p>Disabled 19.3%</p> <p>Not Disabled 10.9%</p> <p><u>Other colleagues</u></p> <p>Disabled 18.1%</p> <p>Not Disabled 13.1%</p>
<p>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. Is equal to or above the experience of non-Disabled Staff</p> <p>WDES 4 (b)</p>	<p>12. The percentage has reduced we need to understand why this is through working with the disabled staff network group</p>	<p>November 2020</p>	<p>Updated August 2020</p>	<p>The Position in August 2020 is based on the 2019 staff survey</p> <p>Disabled 56%</p> <p>Not Disabled 59.9%</p>
<p>Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion. Equal to</p>	<p>13. Re-establish the Disabled Staff network group</p> <p>14. Work with the Lived experience group and the</p>	<p>July 2020</p> <p>July 2020</p>	<p>Completed</p>	<p>The Position in August 2020 is based on the 2019 staff survey</p> <p>Disabled 74.5%</p> <p>Not Disabled 79.3%</p>

<p>or above the score for non-disabled staff.</p> <p>(Workforce Disability Equality Standard Metric 3)</p>	<p>Disabled Staff Network group to Identify action</p> <p>15. Review Disability Sheffield Disability Confident Leader Report and Implement any recommendations made.</p> <p>16. Review the interface between the health and wellbeing action plan and the WDES through an equality analysis</p>	<p>July 2020</p>	<p>Membership increased and formal relaunch date in July 2020.</p>	<p>The Position in July 2020 is based on the 2019 staff survey</p> <p>Disabled 24.1%</p> <p>Not Disabled 10.5%</p>
<p>The 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 is equal to or below the score for non-disabled staff</p> <p>(Workforce Disability Equality Standard Metric 4)</p>		<p>July 2020</p>	<p>Members of the lived experience group have been involved in planning</p> <p>Disability Sheffield review completed awaiting</p> <p>Health and Wellbeing action plan reviewed and interfaces noted</p>	
<p>The Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work is equal to or above the score for non-disabled staff</p> <p>(Workforce Disability Equality Standard Metric 5)</p>		<p>July 2020</p>	<p>Review Completed and policy updated</p>	
<p>The percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work is above the national level in the NHS staff survey by 5% points or more.</p> <p>(Workforce Disability Equality Standard Metric 6)</p>	<p>17. Review the effectiveness of implementation of the Disabled staff policy.</p> <p>18. Provide training to HR Directorate to support Implementation.</p>	<p>July 2020</p>	<p>Review Completed and policy updated</p>	<p>KPI Percentage of Disabled staff who say they have had reasonable adjustments made is 5% above the national level in the NHS staff survey</p> <p>Trust Percentage 2019 survey = 73.7%</p> <p>Benchmark 77.1%</p>
		<p>July 2020</p>	<p>Training Completed</p>	

<p>The staff engagement score for Disabled staff is comparable to the overall engagement score for the organisation</p> <p>WDES 9 (a)</p>				<p>Disabled 6.2</p> <p>Not Disabled 6.9</p>
<p>Take action to facilitate the voices of Disabled staff in the organisation</p> <p>WDES 9 (b)</p>	<p>19. Develop specific action to engage with Disabled staff co-produced with Disabled Staff</p>	<p>July 2021</p>	<p>Action for 2019/20 agreed</p> <p>Relaunch of the disabled staff network group co-produced with disabled staff</p> <p>Introduced a Wellbeing and adjustments passport as requested</p>	<p>Membership of Disabled Staff network group = 12 July 2020</p>
<p>Report the percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated:</p> <ul style="list-style-type: none"> • By voting membership of the Board. • By Executive membership of the Board. <p>And improve representation of Disabled people at Board level so representation is equal to the workforce. (Workforce Disability Equality Standard Metric 10)</p>	<p>20. Undertake 'positive action' in recruitment of Board members.</p>	<p>July 2021</p>	<p>More targeted action may be required to review</p>	<p style="background-color: green;">The difference in board membership and the organisation is +8%</p> <p style="background-color: yellow;">The difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated by voting membership of the Board is -7%.</p> <p style="background-color: green;">The difference between the organisation's Board membership and its organisation's overall workforce, disaggregated by Executive membership of the Board is 7%.</p>