

Dorset HealthCare

# Workplace Disability Equality Standard

First published: 25 September 2019



## The Workforce Disability Equality Standard (WDES) indicators

Dorset HealthCare 1 April 2018 – 31 March 2019 Published 25 September 2019

### **Name of provider organisation**

Dorset HealthCare University NHS Foundation Trust

### **Name and title of Board lead for the Workforce Disability Equality Standard**

Dawn Dawson, Director of Nursing and Quality

### **Name and contact details of lead manager compiling this report**

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### **Names of commissioners this report has been sent to**

Dorset Clinic Commissioning Group

### **Name and contact details of co-ordinating commissioner this report has been sent to**

Micki Attridge, Dorset Clinical Commissioning Group (Dorset CCG), [Email: Micki.Attridge@dorsetccg.nhs.uk](mailto:Micki.Attridge@dorsetccg.nhs.uk)

### **Unique URL link on which this report will be found (to be added after submission)**

<https://www.dorsethealthcare.nhs.uk/about-us/equality-and-diversity>

### **This report has been signed off by on behalf of the Board on (insert name and date)**

Dawn Dawson, Direct of Nursing and Quality, 25 September 2019

## **1. Background Narrative**

### **a. Any issues of completeness of data**

All the information has been provided through our Electronic Staff Records (ESR) for Staff, the 2018-19 Staff Survey results and the HR Business Partners data report on disciplinary processes.

### **b. Any matters relating to reliability of comparisons with previous years**

N/A

### **Metric 1**

## **2. Total Numbers of Staff**

### **a. Employed within this organisation at the date of the report**

The total number of staff employed within Dorset HealthCare as at 31 March 2018 is 5799 (Individual head count after removing multiple post holders)

### **b. Proportion of Staff with a Disclosed Disability within this organisation at the date of the report**

The proportion of Staff with a disclosed Disability employed in Dorset HealthCare is 277 Staff (3.91%), 712 (10%) Not stated, 1234 (17.43%) *Unknown*)

## **3. Self-reporting**

### **a. The proportion of total staff who have self-reported their Disability.**

The proportion of total staff who have self-reported their Disability is 5846 (83%).

## **4. Workforce data**

### **a. What period does the organisation's workforce data refer to?**

The organisation's workforce data refers to 1 April 2018 - 31 March 2019

<b>Metric 2 - Shortlisting</b>		<b>Disabled Staff</b>	<b>Non-Disabled Staff</b>
<p><b>Relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.</b></p> <p>Note: i) This refers to both external and internal posts. ii) If your organisation implements a guaranteed interview scheme, the data may not be comparable with organisations that do not operate such a scheme.</p> <p>This information will be collected on the WDES online reporting form to ensure comparability between organisations.</p>	Number of shortlisted applicants	247	3447
	Number appointed from shortlisting	35	674
	Relative likelihood of shortlisting/appointed	0.14	0.20
	Relative likelihood of Disabled staff being appointed from shortlisting compared to Non-Disabled staff	1.38	
<b>Metric 3 – Capability</b>		<b>Disabled Staff</b>	<b>Non-Disabled Staff</b>
<p><b>Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.</b></p> <p>Note: i) This Metric will be based on data from a two-year rolling average of the current year and the previous year (2017/18 and 2018/19). ii) This Metric is voluntary in year one.</p>	Number of staff in workforce	234	3887
	Number of staff entering the formal capability process	3	16.5
	Likelihood of staff entering the formal capability process	0.01	0.00
	Relative likelihood of Disabled staff entering the formal capability process compared to Non-Disabled staff	3.02	

<b>Metric 4 – Harassment, bullying and abuse</b>		Disabled Staff	%	Non-Disabled Staff	%
<b>a) Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:</b> i. Patients/service users, their relatives or other members of the public ii. Managers iii. Other colleagues  <b>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 data for this Metric should be a snapshot as at 31 March 2019</b>	% of staff experiencing harassment, bullying or abuse from patients/service users, their relatives or other members of the public in the last 12 months	570	30.9%	2214	22.0%
	% of staff experiencing harassment, bullying or abuse from managers in the last 12 months	567	11.5%	2201	6.6%
	% of staff experiencing harassment, bullying or abuse from other colleagues in the last 12 months	565	19.6%	2190	11.3%
	% of staff saying that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it in the last 12 months	226	61.9%	565	51.5%
<b>Metric 5 – Career Promotion and Progression</b>		Disabled Staff	%	Non-Disabled Staff	%
<b>Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.</b>	% of staff believing that the Trust provides equal opportunities for career progression or promotion.	375	85.6%	1494	91.7%
<b>Metric 6 – Presenteeism</b>		Disabled Staff	%	Non-Disabled Staff	%
<b>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.</b>	% of staff saying that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.	394	22.3%	995	15.0%
<b>Metric 7 – Staff Satisfaction</b>		Disabled Staff	%	Non-Disabled Staff	%

<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>	% staff saying that they are satisfied with the extent to which their organisation values their work.	575	42.8%	2215	52.7%
<b>Metric 8 – Reasonable Adjustments</b>		Disabled Staff	%		
<b>Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.</b>	% of disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	326	81.3%		
<b>Metric 9 – Disabled Staff engagement</b>		Disabled Staff	%	Non-Disabled Staff	%
<b>a) The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.</b>	The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.	580	7	2225	7.3
<b>b) Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (yes) or (no)</b>  Note: For your Trust's response to b)  If yes, please provide at least one practical example of current action being taken in the relevant section of your WDES annual report. If no, please include what action is planned to address this gap in your WDES annual report. Examples are listed in the WDES technical guidance.	Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (yes) or (no)	Yes			
<b>Metric 10 – Board Representation</b>		Disabled Staff	%	Non-Disabled Staff	%

<p><b>Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated:</b></p> <ul style="list-style-type: none"> <li>• By Voting membership of the Board</li> </ul> <p><b>The data for this metric should be a snapshot as of 31st March 2019</b></p>	0	0%	13	80%
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### Dorset HealthCare WDES Staff Cluster 2018 - 2019

Cluster	Disabled Staff	%	Non-Disabled Staff	%	Unknown	%	Total Staff
<b>Cluster 1 (Bands 1 - 4)</b>	48	4%	823	67%	356	29%	1227
<b>Cluster 2 (Band 5 - 7)</b>	12	4%	229	69%	93	28%	334
<b>Cluster 3 (Bands 8a - 8b)</b>	3	4%	41	61%	23	34%	67
<b>Cluster 4 (Bands 8c - 9 &amp; VSM)</b>	0	0%	16	57%	12	43%	28

## Report on the WDES indicators, continued

**6. Are there any other factors or data which should be taken into consideration in assessing progress? Please bear in mind any such information, action taken and planned may be subject to scrutiny by the Co-ordinating Commissioner or by regulators when inspecting against the “well led domain.”**

**Any additional factors or data have been added to the table in the comments.**

Information on the Trust workforce data sets for April 2016 – March 2019 is available on the Trust intranet and internet as part of the Public Sector Equality Duty Reporting.

**7. If the organisation has a more detailed Plan agreed by its Board for addressing these and related issues you are asked to attach it or provide a link to it. Such a plan would normally elaborate on the steps summarised in section 5 above setting out the next steps with milestones for expected progress against the metrics. It may also identify the links with other work streams agreed at Board level such as EDS2.**

A more detailed plan will be developed over the next year and linked to our

Trust Strategies and Annual Plans <http://www.dorsethealthcare.nhs.uk/about-us/corporate-documents/strategies-and-plans>

Equality and Inclusion Implementation Scheme <http://www.dorsethealthcare.nhs.uk/about-us/equality-and-diversity>

EDS2 Objectives <http://www.dorsethealthcare.nhs.uk/about-us/equality-and-diversity/equality-delivery-system>

The Plan will include the following:

- A focus on Engagement with Staff with a Disability including supporting attendance on Leadership and Development Courses run by Thames Valley Wessex Leadership Academy.
- Through the engagement process with Staff with a Disability to promote engagement with local communities and groups, celebration activities and achievements.
- Monitor Dorset HealthCare data against the national benchmarking WDES report against similar NHS Trusts.
- These results will be presented to the Trust Equality and Diversity Steering groups for comments and actions.
- Reflect the findings of the WDES in the annual Equality and Diversity Board report for comments and actions.



## WDES Action Plan – September 2019

Action	Outcome	Due By	Progress Review	Lead
<b>Adoption of the WDES Action Plan</b>	To ensure that there is a consistent approach to working towards compliance for April 2019 and that the Trust is aware of this Action Plan and the requirement for further reporting.	September 2019	Draft plan to be agreed by the Equality and Diversity Steering Group and then sent to the Trust Board for confirmation.  Once adopted the WDES Action Plan will be made public and shared on the Trust Internet and Intranet.	Director for Organisational Development, Participation and Corporation  Associate Director of Learning and Development  Equality and Diversity Manager
<b>Inclusion of the WDES Action Plan in the Trust Equality and Inclusion Implementation Scheme</b>	Ensure the WDES is part of the Strategic Equality Objectives for the Trust  <b>Areas already included are:</b> <ul style="list-style-type: none"> <li>• HR Strategy – Workforce Recruitment and Retention Plan</li> <li>• Learning and development programmes</li> <li>• Estates - Improvement of Accessibility</li> <li>• Public and Patient Experience Group</li> <li>• Staff Experience Group</li> <li>• Staff Health and Well Being Group</li> <li>• Security Advisory Group</li> <li>• Continuous Service development</li> <li>• Communication – Accessible Information Standard</li> </ul>	April 2020	3 year Equality and Diversity Objectives have been signed off at Board Level.  We are awaiting the new Equality Delivery System guidelines and process.  Until this is made available we will continue using the current process.	Director for Organisational Development, Participation and Corporation  Associate Director of Learning and Development  Locality Directors  Equality and Diversity Manager

Action	Outcome	Due By	Progress Review	Lead
	<ul style="list-style-type: none"> <li>• Translation and Interpretation Services</li> <li>• Appraisal Review</li> <li>• Staff Wellbeing or Disability Passport</li> </ul>			
<b>Make an assessment of the Trust position in terms of the WDES by benchmarking the results published by NHS England in January 2020</b>	To look for 'Best Practice' and share methods of approaching similar issues.	January 2020	<p>From the WDES report see how Dorset HealthCare compares with other similar organisations that provide Community and Mental Health Services.</p> <p>Area of concern from the Data:</p> <p>Unknown disclosure predominately in the Staff Band Cluster 1-4 and Band 8c-VSM.</p> <p>It is hoped that the work with the Workforce Steering Group and Staff Health and Wellbeing Group issues around Disability Disclosure will be addressed.</p>	<p>Associate Director of Learning and Development</p> <p>HR Services</p> <p>Workforce Strategic Group</p> <p>Leadership and Management training</p> <p>Supporting the BAME Staff Network</p> <p>Equality and Diversity Manager</p>
<b>Further develop 'Unconscious Bias' training and information for Line Managers and recruitment staff.</b>	<p>Cultural Awareness, Mental Health In the Workplace and Creating an Environment based on Respect e-learning courses have been added to the Equality and Diversity pages on Doris.</p> <p>These are already being used as part of the Level 3 Equality and Diversity Training. Staff are also being signposted to this resource through the regular e-bulletin and HR matters newsletter.</p>	April 2019 – April 2020	<p>Additional awareness has been incorporated into Staff Recruitment and Interviewing Training.</p> <p>Monitor the evaluation of this training to ensure it meets the expectations of staff and develop further supporting tools as required.</p> <p>Additional Training is being developed specifically for Transgender and Autism based on the feedback given by staff on current courses and service needs.</p>	<p>Equality and Diversity Manager</p> <p>Learning and Development Team</p>

Action	Outcome	Due By	Progress Review	Lead
<p><b>Disability Staff engagement continues to be a focus. An email group has been set up to send relevant information direct to Staff with a Disability. This includes local events and training opportunities internally or externally. The Staff Disability Network, Hidden Talents have also featured in a number of key Trust promotions and promoted at the NHS Disability Summit 2019. A close monitoring of the take up of leadership courses by Staff with a Disability is ongoing.</b></p>	<p>To work towards increasing the level of satisfaction across this indicator</p> <p>Staff with a Disability with have parity of employee experience in line with Staff without a Disability. Also to feel supported by the Trust to take positive steps for career progression and remove any barriers perceived or otherwise.</p>	<p>April 2020</p>	<p>Staff with a Disability feel supported by the Trust to take positive steps for career progression and remove any barriers perceived or otherwise.</p> <p>By the analysis of the Staff Survey results and feedback from engagement events.</p> <p>Continuous conversations ensuring relevant opportunities are promoted in a way that Staff with a Disability feel supported to achieve.</p> <p>Work to analyse the take up of training including leadership training by Race, Age, Gender and Disability has already begun. This analysis will provide vital information on any disproportionate take up of training and allow targeted work with specific staff groups.</p> <p>We are about to launch a career pathway for Bands 2-4's across the Trust. We expect improved data in 2019-20.</p>	<p>Governing body</p> <p>Associate Director Learning and Development</p> <p>Equality and Diversity Manager</p>
<p><b>To promote recruitment links for any future NED positions with organisations that support diversity</b></p>	<p>Share recruitment information through recognised diverse organisations and recruitment agencies</p>	<p>On Going</p>	<p>To raise the issue of Disability disclosure at Board Level to establish positive role models who can champion Disability representation at Board Level</p> <p>Establish links with local and national Disability recruitment agencies</p>	<p>Board Recruitment Process Lead</p> <p>HR Services</p> <p>Equality and Diversity Manager</p>

Action	Outcome	Due By	Progress Review	Lead
<b>Ensure that a list of vacancies are periodically forwarded to organisations the support diversity</b>	Disability organisations are more aware of local vacancies and may encourage more applications from these communities	On Going	To increase the Disability representation at Senior Management Levels in the Trust	HR Services Equality and Diversity Manager
<b>Continue to monitor Staff with a Disability responses to the WDES Metrics 4,5 and 6.</b>	Enable better understanding around areas to improve.  Identify any trends in locations or staff groups  Additional support for all Staff with Disabilities through a Staff Disability Network.	April 2020	Close monitoring of the Staff Survey results 2019-20 and looking to make year on year improvements.  While the figures for 2018-19 are encouraging there is still work to do to improve the positive experience of all Staff working in Dorset HealthCare.  We need to continue to encourage Staff in particular those with a Disability, to complete the Staff Survey to increase the % representation in the Staff survey results.  Supporting managers and leaders to tackle bullying, harassment and discrimination at the earliest opportunity.	HR Director  Organisational Development Lead  Equality and Diversity Manager
<b>Retention interview of Staff with a Disability at same post or level for three years to evaluate reasons why they have not progressed and appraisal paperwork to include progression</b>	The aim will be to help identify possible gaps in career progressions.	On Going	This will need to be built in to the Appraisal Process Guidance for managers and supporting information for all Staff.  Closer monitoring of the Staff turnover data and actions to stop staff leaving during the first 12 months.  Close monitoring of the Staff with a	Learning and Development  Locality Managers  Services Managers

Action	Outcome	Due By	Progress Review	Lead
			Disability take up of Career Progression Courses.  Support Staff with a Disability to take up appropriate training and leadership courses to enhance career progression opportunities.	
<b>Collation of the WDES data</b>	Second year assessment	April 2020	Compare results to 2018 & 2019	Equality and Diversity Manager  ESR Systems Advisor
<b>Publication of WDES report</b>	To meet the NHS England requirements	August 2020	Set further objectives based on the comparison.	Trust Board  Associate Director Learning and Development  Equality and Diversity Manager