**WORKFORCE DISABILITY EQUALITY STANDARD (WDES) REPORT
MARCH 2019**

1.   Introduction

1.1   The NHS long term plan commits trusts to becoming a model employer for Disabled people. This is seen as essential to guaranteeing the highest standards of care for patients.

1.2   In research conducted by NHS England in 2015, 17 per cent of NHS staff described themselves as Disabled. This research also found there was fear and nervousness from Disabled staff in relation to disclosing their disability at work[1].

1.3   Results of the national annual NHS staff survey (NHSS) show that disabled staff consistently report higher levels of bullying and harassment and less satisfaction with appraisals and career development opportunities. The purpose of the WDES is to improve the experience of disabled staff working for, and seeking employment in the NHS[2].

1.4   The WDES encourages the development of a more diverse, empowered and valued workforce and implementing it will support NHS organisations in complying with the provisions of the Equality Act 2010.

1.5   The WDES became mandatory following the revision to the 2018 NHS standard contract and came into force on 1 April 2019.

1.6   There is a requirement for every NHS organisation to publish data annually showing the workplace experience of Disabled staff compared to non-disabled staff following analysis of workforce information, staff survey results and disability representation on board's. The analysis is undertaken against 10 metrics and the first return is due by 30 September 2019.

2.   WDES metrics

2.1   There are 10 WDES metrics;

- Three metrics focus on workforce data;
- Five are based on questions from the national NHS Staff Survey (NHSS).
- One metric focuses on disability representation on boards,
- One metric (metric 9) focuses on the voices of disabled staff, 9b asks for evidence to be provided in the WDES annual report

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[1] NHS England: NHS Workforce Disability Equality Standard Technical Guidance
[2] NHS England: NHS Workforce Disability Equality Standard Factsheet

2.2   The data used to report on the workforce metrics is taken from ESR either as a snapshot on 31 March 2019 or as data for the year up to this date.

2.3   The information used to report against the metrics concerned with the staff survey is taken from the 2018 NHSS.

3.   Demographics

3.1   Data from the National Office of Statistics for 2011, which asks people whether their day to day activities are limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months, shows that across England 17.9 per cent of the population in England and Wales reported a disability that limited their daily activities[3].

3.2   According to the 2011 Census, 17.6 per cent of residents in Kent have a health problem or disability which limits their day-to-day activities[4], in East Sussex it is 20.3 per cent[5] and in North East London it is 14.7 per cent[6].

4.   Workforce

4.1   At KCHFT an accurate picture is more difficult to ascertain. Data held in the Electronic Staff Record (ESR) suggests that only 3.18 per cent of staff have indicated they have a disability. However, of those staff that completed the 2018 staff survey (2682) 22.5 per cent of the staff that answered the question (2637) indicated they had a disability. 45 staff did not answer the question.

5.   Trust results

5.1   Metric one

5.1.1   Metric one represents the 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 that have declared their disability status.

Non-Clinical Staff		DISABLED	NON-DISABLED	DISABILITY UNKNOWN OR NULL
Cluster 1 (Bands 1 - 4)	Total	4%	90%	6%
Cluster 2 (Band 5 - 7)	Total	4%	89%	7%
Cluster 3 (Bands 8a - 8b)	Total	5%	89%	6%
Cluster 4 (Bands 8c - 9 & VSM)	Total	4%	88%	8%

[3] Office for National Statistics
[4] Disability in Kent Bulletin 2018
[5] 2011 Census Equalities… in brief
[6] 2011 Census: Long-term health problem or disability, local authorities in England and Wales

Clinical Staff		DISABLED	NON-DISABLED	DISABILITY UNKNOWN OR NULL
Cluster 1 (Bands 1 - 4)	Total	2%	86%	12%
Cluster 2 (Band 5 - 7)	Total	4%	90%	7%
Cluster 3 (Bands 8a - 8b)	Total	1%	95%	4%
Cluster 4 (Bands 8c - 9 & VSM)	Total	0%	100%	0%
Cluster 5 (Medical & Dental Staff, Consultants)	Total	0%	94%	6%
Cluster 6 (Medical & Dental Staff, Non-Consultants career grade)	Total	1%	93%	6%
Cluster 7 (Medical & Dental Staff, Medical and dental trainee grades)	Total	0%	67%	33%

5.2   Metric two

5.2.1   Metric two examines the relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts. The figure of 0.96 indicates that Disabled staff are more likely to be appointed from shortlisting than non-disabled candidates.

		RELATIVE LIKELIHOOD
Relative likelihood of disabled staff compared to non-disabled staff being appointed from shortlisting across all posts	Total	0.96

5.3   Metric three

5.3.1   Metric three looks at 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 based on data from a two-year rolling average of the current and previous years.

5.3.2   Disabled staff are 3.06 times more likely to enter into a formal capability process than their non-disabled colleagues according to current data. However, the information used to arrive at this figure is taken from the employee relations case management system which contains equalities data taken from ESR so this result may not be representative of the true picture.

	RELATIVE LIKELIHOOD

Relative likelihood of disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure	Total	3.06

5.4 Metric four

5.4.1 Metric four looks at the percentage of staff experiencing harassment, bullying or abuse. The period covered by the 2018 survey shows that Disabled respondents reported higher levels of harassment, bullying or abuse compared to non-disabled respondents in all three aspects of the question on this topic. Disabled staff also indicated they were less likely to report when they had experienced it compared to their non-disabled counterparts.

a) Percentage of disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:		DISABLED	NON-DISABLED
i. Patients/service users, their relatives or other members of the public	Total	26.0%	19.0%
ii. Managers	Total	13.0%	7.0%
iii. Other colleagues	Total	17.0%	10.0%
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	Total	56.0%	58.0%

5.5 Metric five

5.5.1 Metric five asks what percentage of Disabled staff compared to non-disabled staff believe that the trust provides equal opportunities for career progression or promotion. Whilst both figures were very high Disabled staff were 3 per cent less likely to consider this to be the case than their non-disabled colleagues.

		DISABLED	NON-DISABLED
Percentage of disabled staff compared to non-disabled staff believing that the trust provides equal opportunities for career progression or promotion.	Total	90.0%	93.0%

5.6 Metric six

5.6.1 Metric six asked what percentage of Disabled staff compared to non-disabled staff said that they have felt pressure from their manager to come to work, despite not feeling well

enough to perform their duties. 21 per cent of Disabled and 19 per cent non-disabled respondents said they had. Although there is not a large disparity between the two groups it is concerning that one fifth of the workforce have had a negative experience when feeling unwell and this was picked up as part of the review of the staff survey results and included in the resulting staff survey action plan.

		DISABLED	NON-DISABLED
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.	Total	21.0%	19.0%

5.7   Metric seven

5.7.1   Metric seven looked at 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. 44 per cent of Disabled staff responded that they were satisfied compared to 52 per cent of their non-disabled comparators.

		DISABLED	NON-DISABLED
Percentage of disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.	Total	44%	52.0%

5.8   Metric eight

5.8.1   Metric eight asked about the percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work. 85 per cent of Disabled staff responded to say that the trust had made the adjustments needed.

		DISABLED
Percentage of disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	Total	85.0%

5.9   Metric nine a

5.9.1   Metric nine is made of two parts,

a) The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.

b) Has your trust taken action to facilitate the voices of disabled staff in your organisation to be heard? (Yes) or (No)

This indicator is based on a question which is new in the 2018 NHSS. The trust performed less well against its comparators in the staff survey for this theme.

	DISABLED	NON-DISABLED	TOTAL
a) The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.	6.8	7.1	7.05

5.10   Metric nine b

	DISABLED
b) Has your trust taken action to facilitate the voices of disabled staff in your organisation to be heard? (yes) or (no)	Yes

5.10.1 KCHFT has a workforce equality group is comprised of HR, the trust's Head of Engagement (who has responsibility for diversity and inclusion within the role), staff side, management and staff network representatives. The group meets bi-monthly to discuss issues related to workforce equality and the staff network chairs are able to raise any issues or concerns from their network members.

5.10.2 Although inactive for a period, the trust has a Disability and Carers staff network. They have recently appointed a new chair that meet on a quarterly basis and the first meeting took place in June 2019.

5.11   Metric 10

5.11.1 Metric 10 asks about the percentage difference between the organisation's board voting membership and its organisation's overall workforce. None of the trust board have a declared disability so its membership is under-representative of the local population and of the trusts workforce.

	DISABLED	NON-DISABLED	TOTAL
Percentage difference between the organisation's board voting membership and its organisation's overall workforce, disaggregated:	2%	0%	-2%
	2%	-1%	-2%

• By Voting membership of the board **The data for this metric should be a snapshot as of 31st March 2019**	9%	-2%	-8%

6. Summary

6.1 There are a number of issues arising following an analysis of the WDES data. These include:

- ESR is not reflective of the disability status of trust staff when compared to the NHSS so focus must be given to improving the accuracy and quality of the data within ESR for subsequent WDES reports. This should incorporate:
  - Raising awareness of what constitutes a Disability and the benefits to staff of sharing this information with the trust
  - Producing a guidance document to support individuals to update their equalities information in ESR through self-service
  - Developing a campaign to communicate this to staff widely
- Disabled staff appear to be 3.06 times more likely to enter a capability process than non-disabled staff. More detailed analysis of the data is required given there is a concern about the accuracy of the data held in ESR.
- Disabled staff responding in the NHSS reported experiencing much higher levels of harassment, bullying or abuse from patients, relatives or the public but that they were less likely to report this
- One fifth of Disabled respondents reported feeling pressure to come to work despite not feeling well enough to do so
- 44 per cent of Disabled staff compared with 52 per cent of non-disabled staff reported feeling satisfied with the extent to which the organisation values their work
- Disabled staff are less engaged than their non-disabled counterparts
- The Trust Board and senior management are not representative of the workforce at KCHFT nor of the local communities it serves

6.2 Actions to address these issues are contained in the Trust's WDES action plan included as Appendix1.

WDES ACTION PLAN
2019 - 2020

1.	**Issue**	**Disability data obtained from ESR does not reflect the declaration rates gathered in the staff survey. Data held in ESR suggests the Trust is not representative of the communities it serves**			
	What's already in place?	Self-service which allows staff to update their own equalities data.			
	Suggested Actions	**Update**	**By who**	**Action due date**	**Measure**
1.1	Develop a communications campaign. • Communicate to staff what the WDES is providing information about, what constitutes a disability in law and give examples of disabilities, highlighting that people can have physical or mental health issues that constitute a Disability which are not always visible but can be 'hidden'. A description of what reasonable adjustments are should also be included • Explain why it is important to declare disability status and how this might benefit the individual • Encourage employees to ensure their equalities data is up-to-date (with a particular focus on disability and ethnicity data ((to support WRES reporting)) • Disability and Carer staff network to promote their work in Flo mail to raise the profile and encourage engagement • Executive sponsor to blog/vlog about why they support the network and why the WDES is important	Work has begun on this with the Disability and Carer staff network. This will be shared at the WEG meeting in July with a view to promotion beginning at the end of July.	Head of Employee Relations and Corporate Business Partnering/Comms team/Disability and Carer staff Network chair	**31 March 2020**	A 20 per cent increase in the number of staff who have declared a disability on ESR

1.2	Disability and Carers, BME and LGBTQ+ staff network chairs and trade union representatives to be supported to raise the visibility of their work and be encouraged to engage further in the equalities agenda including the WRES and WDES programmes of work. Develop a Comms campaign that shares the positive work of the networks, what has already been achieved and plans for the future.		Head of Employee Relations and Corporate Business Partnering/Staff side convener/Disability and Carer staff Network chair/ Comms team	**30 November 2019**	Promotion of the networks has happened with the support of the Comms team including a celebration of the network conference Network membership has increased by 10%
1.3	Develop a short accessible online training session for staff about disabilities and long term conditions. The sessions should: • Explain the WDES and what the trust is doing to address some of the issues identified • Raise awareness about how many staff in the trust have declared they have a Disability comparative to the staff survey • The importance of updating ESR through self-service • Information about the support available to staff with disabilities and where more detailed resources can be found.		Head of Employee Relations and Corporate Business Partnering/Staff side convener/Disability and Carer staff Network chair/ Comms team	**31 March 2020**	A 20 per cent increase in the number of staff who have declared a disability on ESR
1.4	Explore the possibility of creating a "Disability and Staff Carers' Network stall" that can be used to promote the staff network at events across the Trust e.g. Band 1-4 development days, Senior Leaders conference		Disability and Staff Carers Network members	**31 March 2020**	Stall has been designed and appropriate information and resources have been accumulated to allow network members to attend relevant events to promote their work The stall will have

| | | | | | been used at 4 events by March 2020

20% increase in Network membership will have been achieved |
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2.	**Issue**	**Disabled applicants are more likely to be appointed from shortlisting than non-disabled applicants. This positive story should be shared more widely to evidence that KCHFT see the benefits of employing Disabled staff and that the Trust is supportive to those staff with a Disability. This should have a positive impact on declaration rates. However, current data suggests that fewer Disabled staff are appointed into more senior roles.**			
	Suggested Actions	**Update**	**By who**	**Action due date**	**Measure**
2.1	Extend work currently underway with Kent Supported employment by undertaking the following, • Further Job carving workshops • Further Disability confident workshops • Additional TSI training sessions to support the employment of individuals with learning disabilities • Promote the work KSE have already done with the Trust and publicise how they can support managers and other services • Explore the possibility of promoting the work in local media • Explore the possibility of having a case study published on NHS Employers website to showcase KCHFT work • Produce a draft submission that can be used to put the Trust forwards for an award for the work being done	The Trust is currently working with Kent Supported Employment (KSE) and in the past 14 months have facilitated 9 Disability Confident training sessions and delivered 2 job carving workshops. KCHFT now have 4 "job carved" roles and 6 other Disabled staff that have been appointed into mainstream roles	Head of Resourcing/ Head of Employee Relations and Corporate BP/Comms/Staff side and the Disability and Staff Carers Network chair /HR Manager	**31 March 2020**	60 managers will have completed the job carving and Disability confident workshops

12 individuals will have been recruited through the Trusts' partnership with KSE

Communications will have been delivered across the trust to share the work that has already taken place |

2.2	KCHFT is currently signed up to the Disability Confident scheme as "Disability Confident Committed" (Level 1). The Trust will work to become a "Disability Confident Employer" (Level 2) by completing the self-assessment tool which requires evidence of the way in which the Trust attracts and recruits Disabled staff along with the flexibility and reasonable adjustments it makes for Disabled staff. • Review all job adverts and where jobs are advertised • 'Test' the recruitment process ensuring it is accessible to those with a Disability and ensure those involved in recruitment are 'Disability confident' • Test alternative methods of assessment to ensure Disabled staff are not disadvantaged • Provide work experience/work trials to Disabled staff		Head of Resourcing/ Head of Employee Relations and Corporate BP	**31 March 2020**	Disability confident level two achieved.
2.3	Improve recruiting managers' awareness of employing people with long-term health conditions and disabilities • Produce a guide for recruiting managers to support them to feel confident about recruiting Disabled staff. Include Managers in the production of this to determine the support they need to employ and support people with long-term health conditions and disabilities Include information on long-term health conditions and disabilities in the managers handbook Include information on long-term health conditions and disabilities in the Recruitment and Absence management training sessions		Head of Resourcing Head of Employee Relations and Corporate BP Head of Resourcing/ Head of Employee Relations and Corporate BP Head of Employee	**31 March 2020**	50 per cent of recruiting managers say they feel informed and supported in employing and supporting people with long-term health conditions and disabilities.

		Investigate the benefits of further unconscious bias training with a specific focus on Disability		Relations and Corporate BP		

3.	Issue	Disabled staff are 3 times more likely to enter a formal capability process compared to non-disabled staff.				
		Suggested Actions	Update	**By who**	**Action due date**	**Measure**
3.1		Conduct a deep dive into the cases that resulted in formal capability proceedings to establish whether there are underlying themes and require specific targeted interventions		HR Manager	**30 November 2019**	Deep dive has been completed and a report produced to present to the WEG to consider further actions where required
3.2		Promote flexible working as an option to support colleagues living with a long term health condition or disability by: • Reviewing and updating the flexible working offering and guidance • Communicating this to all levels of management and encouraging a positive response where feasible • Sharing real case studies of colleagues who have reasonable adjustments made for them and how these have positively supported them		Head of Employee Relations/ Staff side/ Staff Network chairs and Comms	**31 March 2020**	A 25 per cent reduction in the number of disabled staff entering into a formal capability process.

4.	Issue	Disabled respondents in the staff survey reported higher levels of harassment, bullying or abuse compared to non-disabled respondents from patients, managers and colleagues. Disabled staff also indicated they were less likely to report when they had experienced it compared to their non-disabled counterparts.
	What's already in place?	Bullying and Harassment strategy in place. Freedom to Speak Up Policy, Freedom to Speak Up Guardian in post, Facilitated conversations and Staff Networks for support and advice. Equality and Diversity Policy; Equality and Diversity session at corporate induction includes 'No

		Bystanders' film; Equality element included in all HR policies. Violence and Aggression Policy includes process for advising violent/aggressive patients.			
	Suggested Actions	**Update**	**By who**	**Action due date**	**Measure**
4.1	No bullying here campaign to be refreshed and promoted in partnership with Coms, Staff side and staff network chairs.		Head of Employee Relations, Staff side and Staff Network chairs	**31 March 2020**	A 5 per cent reduction in the number of staff who report experiencing harassment, bullying or abuse by their manager
4.2	Conduct more detailed analysis of the staff survey results to determine by Directorate whether any patterns exist relevant to staff experience of bullying, harassment or abuse from colleagues/managers and target interventions address this. Provide data to WEG.		Head of Employee Relations	**30 November 2019**	Analysis has been completed and a report produced to present to the WEG to consider further actions where required
4.3	Head of Employee Relations to attend Disability and Carers staff network meeting to discuss issues and identify any actions that can be taken forwards to address them.		Head of Employee Relations and Staff Network chair	**31 October 2019**	Attendance at Disability and Staff Carers network meeting

5.	Issue	Disabled respondents in the staff survey reported they were less satisfied with the extent to which the organisation values their work.			
	What's already in place?	Staff Awards, Weekly bulletin from Comms with message from Paul Bentley thanking all staff for their contribution, Flo rewards, Hero-grams, Regular 1-1 meetings with managers, appraisal and opportunities for training, development and involvement in wider projects			
	Suggested Actions	**Update**	**By who**	**Action due date**	**Measure**
5.1	Head of Employee Relations to attend Disability and Carers staff network meeting to discuss issues and identify any actions that can be taken forwards to address them.		Head of Employee Relations and Staff Network chair	**31 March 2020**	A 5 per cent increase in the number of disabled staff who report feeling satisfied with the

					extent to which their organisation values their work
5.2	Encourage all managers to attend appraisal training if they have never completed it or have not done so in the last 18 months.		Head of Employee Relations and Corporate Business Partnering/ODBP's/ Education and Workforce Development Lead (Quality)	**31 March 2020**	A 3 per cent reduction in the number of disabled staff who say they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties

6.	Issue	Trust board is currently under-representative of the overall workforce with no member of the board having a declared Disability
	What's already in place?	Executive Sponsor for Staff Disability and Carer network attends network meetings.

	Suggested Actions	Update	By who	Action due date	Measure
6.1	Work with Disabled staff in senior positions to develop and share personal stories about their lived experience in blogs/Vlogs.		Director of Finance and Disability and Carers network chair/ Disability and Carers network members	**30 November 2019**	Finance Director has shared a blog/vlog along with staff from the network and staff side and this has been publicised widely in Flo mail, on Flo and dissemination through the Directorates
6.2	Representatives from the Disability and Carers' staff network to attend trust board meetings to share their experience of living with a disability, their experience of work and to speak on behalf		Disability and Carers network members	**31 December 2019**	Attendance at, at least one board meeting to share staff experience

	of staff with disabilities				
6.3	Deliver a WDES update at the Senior leaders' conference		Director of Finance	**31 March 2020**	WDES update delivered