

Alder Hey WDES Annual Report 2020



Date of completing this report
31 August 2020

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

Melissa Swindell, Director of Human Resources and Organisational Development who is the Executive Sponsor of the Disability Staff Network.

Name, job title and e-mail address of the lead compiling this report - Hannah

Ainsworth, Equality, Diversity and Inclusion Lead,

Name and e-mail address of the commissioner(s) that the trust' 2020 WDES annual report (metrics data and action plan) will be sent to - lccgcontract.reporting@nhs.net

Unique URL link, or existing web page, on which the trust' 2020 WDES annual report (metrics data and action plan) will be published -

<https://alderhey.nhs.uk/about-us/our-board/publications>

Date of Board meeting at which the Trusts' 2020 WDES annual report (metrics data and action plan) was ratified - 8 September 2020

Does your trust participate in any programmes or initiatives that are focused on disability equality and inclusion – yes

- The Trust encourages staff to attend the NHS Dyslexia Network Group. We are currently scoping the possibility of staff undertaking the British Dyslexia Association (BDA) Workplace Assessor Course. A member of staff undertook and received accreditation for the BDA Dyslexia Champions Course and we will agree a process to enable this Champion to support staff with dyslexia.
- In 2019/20 on average 35% of absence across the Trust was due to Stress, Anxiety and Depression making it evident that we to continue to do more to support our staff and colleagues. As part of our Health and Wellbeing strategy the Trust is changing how we think and talk about mental health by signing the Time to Change Pledge in 2019. The Trust has developed a time to change action plan which identifies a number of initiatives to empower people to challenge stigma and speak openly about their own mental health experiences. We have also introduce a new service for staff – Staff Advice and Liaison Services (SALS), which is a confidential helpline for staffside to seek advice and guidance when experiencing difficulties at work or in their personal lives.
- The Trust was successful following an expression of interest to Health Education England to join the Step into Work programme. The programme is a work experience programme to promote healthcare careers to people from minority groups including disabilities.
- The aim of the collaborative arrangement would be to offer rotational healthcare and administrative placements within Pediatric and Maternity services that could progress onto apprenticeships or bank positions.
- We also have our current pre-employment programme in place as well as multiple vocational placement opportunities which are available to all learners including disabled people. To allow us to focus on specific groups such as people with disabilities we work closely with local charities promoting our initiatives in addition to working towards our level 3 Disability Confident membership.

Metric 1 – Workforce representation

Did your trust's 2020 data for WDES metric 1 include any of the following groups of staff? 1) Bank Staff, 2) Agency Staff, 3) Apprentices, 4) Subsidiary - No

Do you staff have access to the ESR self-service portal - Yes

Have any steps been taken in the last 12 months within your organisation to improve the declaration rate for disability status on ESR – yes the Workforce Analyst undertakes ongoing data cleanse work to encourage staff to complete gaps in their personal data.

- The ESR Portal allows staff to make amendments to their data at any time and weekly drop in sessions provide an opportunity for staff to obtain support with the system.
- Trust wide communications are issued to all staff at points throughout the year encouraging them to update their personal details on ESR.
- The Trust will continue to work in partnership with the EDI lead, Staffside, HR colleagues and Disability Network to encourage and promote this.

Metric 2 – Shortlisting

What level of Disability Confident accreditation does your trust currently hold? Level 2

Does your trust use the Guaranteed Interview Scheme – Yes

Please share any examples of actions that the trust has taken in the past 12 months to improve the recruitment of Disabled staff? - As referenced above we continue to run our pre-employment programme and have signed up to the 'Time to Change' pledge.

Metric 3 – Capability

Did your trust experience any issues with providing the data for Metric 3, which was voluntary last year and mandatory this year? Yes

- We are aware of two staff entering the formal capability procedure (related to performance) in the last two years.
- The data may not reflect staff who have not disclosed that they have a disability or staff that are not aware that they have a disability that may be progressed through the capability procedure.

Metric 4 - Harassment, bullying and abuse

Please summarise any actions taken since your trust' 2019 WDES action plan was published to reduce harassment, bullying and abuse in relation to Disabled staff

Our Workforce EDI Objectives 2018 to 2021 plan objective 1 is to 'Improve the experience of staff (disabled staff) with specific focus on bullying and harassment' and suggests we will do the following:

- Continue to encourage disabled staff to take up 'Freedom to Speak Up Guardian' roles
- Implement and promote the trust's revised Bullying and Harassment Policy, which is now named Respect at Work, which encourages speaking up and challenging inappropriate/disrespect behaviours.

- Champion the new Respect at Work Policy, which strongly advocates informal resolution, where appropriate, in the first instance.
- Continue to provide leadership training managers to understand the impact and signs of bullying and harassment, through the Trust's in-house Leadership Development Programme.

Metric 5 - Career promotion and progression

Does your organisation provide any targeted career development opportunities for Disabled staff? Yes

- The Workforce EDI Objectives Plan 2018-2021 objective 2 is to 'Improve the experience of staff by providing improved communication and support for career development opportunities'
- We continue to run our pre-employment programme and have signed up to the 'Time to Change' pledge.
- In 2019, the Trust launched a Reciprocal Mentorship Programme (RMP) specifically targeting minority groups that includes disabled staff. Reciprocal Mentoring is an innovative practice that aims to enhance the transcultural learning between participants so that Executive and Senior Leaders are better able to understand the challenges that disabled staff working in Alder Hey may experience in advancing their chosen career path and/or leadership development and offer more appropriate guidance and/or support. The aim is also that staff member participants will develop a greater understanding of the knowledge, skills and attributes required of senior leaders. We hope that there will be positive outcomes for all participants including improved career development opportunities for disabled staff.

Metric 6 - Presenteeism

Has your trust planned any targeted actions to reduce presenteeism? Yes.

- In addition to the sickness absence and management of attendance policy, the Trust operates a flexible working policy and is well promoted across the Trust.
- The Trust also has a health and well-being committee to define and implement appropriate strategies for managers to be able to support staff who are having difficulties with their health so that appropriate adjustments can be made. The Trust has signed up to the 'Time to Change' pledge. This includes training for managers from 'MIND' to spot the signs of stress.
- The Trust will continue to work in partnership with the EDI lead, Staffside, HR colleagues and Disability Network to help address this.

Metric 7 - Staff satisfaction

Has your trust planned any targeted actions to increase the workplace satisfaction of Disabled staff? Yes.

- The Workforce EDI Objectives Plan 2018-2021 objective 4 is to 'Resource and involve staff networks to provide a collective voice for staff with protected characteristics'
- The Trust is planning to relaunch the disability network in 2020. The current terms of reference suggest that the purpose of the network is to empower, encourage and

- promote equitable opportunities for Trust employees and volunteers with a disability or long term health condition.
- Also, to enable employees and volunteers with a disability or long term health condition to have a voice in the Trust's policies, procedures and strategies, ensuring best practice outcomes in the workplace. The Trust invites representation from the disability network on policy review group (PRG) and relevant task and finish groups.
- The Trust will review the 2019 staff survey figures and ensure appropriate steps are taken to address any issues raised by our disabled staff and increase workplace satisfaction.

Metric 8 - Reasonable adjustments

Does your trust have a reasonable adjustments policy? No, however, in 2019 the Trust developed reasonable adjustment guidance that forms part of the sickness absence and management of attendance policy.

Are costs for reasonable adjustments met through centralised or local budgets?

The costs for reasonable adjustments are met through local budget.

Please summarise any actions taken in the last 12 months to improve the reasonable adjustments process?

- In 2019 the Trust developed reasonable adjustment guidance that forms part of the sickness absence and management of attendance policy.
- Promote the renewed Sickness Absence Policy, which contains advice and guidance about reasonable adjustments for staff
- The Trust will consider how we can successfully monitor reasonable adjustments, across the Trust.
- Evaluate feedback from the 'Being an inclusive Leader' module of the leadership programme to devise assess impact and effectiveness
- Evaluate feedback from the Trust Sickness Absence management Training session

Metric 9 - Disabled staff engagement

Does your organisation have a Disabled Staff Network (or similar)? Yes.

The Trust has a disability staff network, the original terms of reference was dated November 2017. The Trust is looking to re-launch the disability network in 2020 and to vote for a new Chair.

Was your trust's 2019/20 WDES action plan co-developed with Disabled staff? Yes, It was developed with the support of the disability network. The Trust will continue to work with it's staff networks, staffside, HR colleagues and EDI Lead on this.

Metric 10 - Board representation

Please describe any challenges that your organisation has experienced in collecting and reporting data for this Metric - We are not aware of any board members reporting they have a disability.

Please summarise any actions taken in the last 12 months to improve Board representation. The Trust is actively working towards increase board representative and is taking proactive steps to address this.