

Collection name: **Workforce Disability Equality Standard (WDES) Data Collection**

For: **Medway NHS Foundation Trust (RPA), FY2022/23**

Submitted: **Wed, May 31, 2023, 1:44 PM** by **Alister McClure (alister.mcclure@nhs.net)**

Status: **Completed**

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# Workforce Disability Equality Standard – Data Collection Framework

## Introduction

This data is being collected as part of the 2023 data collection for the Workforce Disability Equality Standard (WDES). The aim of WDES is to improve the working and career experiences of Disabled staff in the NHS. The WDES is mandated through the NHS Standard Contract and has been approved as a data collection by NHS England Data Alliance Partnership Board. It has also been subject to a data protection impact assessment.

The requirement to submit WDES data is outlined in clause 13.8 of the NHS Standard Contract 2022/23 Service Conditions, which state "The Provider (if it is an NHS trust or an NHS Foundation Trust) must implement and comply with the National Workforce Disability Equality Standard and submit an annual report to the Co-

ordinating Commissioner on its compliance”.

The Data Collection Framework (DCF) should be used to submit data for the WDES metrics (note the information on the tab for metrics 4 to 9a for NHS trusts). The survey tab contains a series of qualitative questions and should also be completed.

Guidance on how to complete the DCF has been produced and is available on NHS Futures via this link (Link: ).

## Navigation and Completion

Each section of the DCF can be accessed using the links near the top of the page. Please note:

- White boxes will collect the data. The grey boxes will be automatically filled when all the required information has been entered.
- Items marked with a red asterisk \* are compulsory.
- Entries and changes are not saved automatically. At the foot of each section is a button labelled “Save as draft”: this should be used as often as possible.
- Once all sections are complete, the “Submit” button can be pressed at the foot of any section.
- Each page may be saved as a PDF or printed using the standard process for your browser. (For example, in Chrome, pressing the three dots at the top-right of the screen brings up several options including Print.)
- Once the data has been submitted, an option will be given allowing a PDF version of the submission to be produced. You are strongly advised to do this and retain it for your records, and to aid in the completion of your 2023 Action Plan.
- Do not use the Back button on your browser: this will return you to the Open Collections screen, and any unsaved data will be lost.

## Bank and Agency staff

Trusts should NOT include Band staff in the 2023 return, but do include Agency staff if they were also included in the 2022 return. Please use the Notes sections to indicate whether Agency staff have been included or not.

## Deadlines

**NHS trusts** should submit their data between **1 May 2023** and by **close of business on 31 May 2023**.

The metrics data in this submission should be used to create a SMART action plan, in collaboration with Disabled staff. The action plan should be approved by the trust's Board, and published with the metrics data on the trust's website by 31/10/23. For comparison and benchmarking information on WDES metrics, see the Model Health System (Link: ), the NHS Staff Survey (Link: ) and the WDES 2021 report (Link: ).

## Queries

- Our Guidance can be viewed here: [Guidance \(Link: \)](#)
- Our information governance notice can be viewed here: [data collection notice \(Link: \)](#)
- Web form technical support queries and queries about your account and password should be sent to: [ips.servicedesk@england.nhs.uk](mailto:ips.servicedesk@england.nhs.uk) (Link: )
- Requests for additional users to access the web form should be sent to: [england.wdes-datahelpdesk@nhs.net](mailto:england.wdes-datahelpdesk@nhs.net) (Link: )
- Any queries about how to populate this data collection should be sent to: [england.wdes-datahelpdesk@nhs.net](mailto:england.wdes-datahelpdesk@nhs.net) (Link: )

## Metric 1 - non-clinical

The percentage of staff in AfC paybands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce. The data for this Metric should be a snapshot as at 31 March 2023.

If including Agency staff, please enter them in the "Other" category.

Disability Unknown refers to those staff who have indicated that they prefer not to say, as well as those who have not responded to the disability monitoring question in ESR.

	Disabled Headcount	Disabled Percent	Non-disabled Headcount	Non-disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
Under Band 1	0 *	%	0 *	%	0 *	%	0
Band 1	0 *	%	0 *	%	0 *	%	0
Band 2	34 *	%	410 *	65.9 %	178 *	21 %	622
Band 3	4 *	%	151 *	79.1 %	36 *	11 %	191
Band 4	12 *	%	200 *	79.1 %	41 *	10 %	253
Band 5	5 *	%	88 *	81.5 %	15 *	11 %	108

Band 6

7 \*

%

70 \*

69.3  
%

24 \*

2%  
%

101

Band 7

6 \*

%

69 \*

72.6  
%

20 \*

2%  
%

95

Band 8a

3 \*

%

23 \*

74.2  
%

5 \*

1%  
%

31

Band 8b

1 \*

%

24 \*

80  
%

5 \*

1%  
%

30

Band 8c

2 \*

%

15 \*

78.9  
%

2 \*

1%  
%

19

Band 8d

0 \*

%

7 \*

100  
%

0 \*

0%  
%

7

Band 9

0 \*

%

4 \*

80  
%

1 \*

2%  
%

5

VSM

1 \*

%

5 \*

71.4  
%

1 \*

14  
%

7

Other

0 \*

%

0 \*

%

0 \*

%

0

e.g. Agency  
and/or any  
other  
groups,  
please  
specify

Notes

Total non-clinical

Non-clinical summary by pay band grouping

	Disabled Headcount	Disabled Percent	Non-disabled Headcount	Non-disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
AfC Bands 1 (and under), 1, 2, 3 and 4	50	4.1%	761	71.4%	255	24.5%	1066
AfC Bands 5, 6 and 7	18	1.8%	227	74.7%	59	18.5%	304
AfC Bands 8a and 8b	4	6.6%	47	77%	10	16.4%	61
AfC Bands 8c, 8d, 9 and VSM	3	7.7%	31	81.6%	4	10.7%	38



75

5.1

%

1066

72.6

%

328

22.3

%

1469

## Metric 1 - clinical

The percentage of staff in AfC paybands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce. The data for this Metric should be a snapshot as at 31 March 2023.

If including Agency staff, please enter them in the "Other" category.

Disability Unknown refers to those staff who have indicated that they prefer not to say, as well as those who have not responded to the disability monitoring question in ESR.

	Disabled Headcount	Disabled Percent	Non-disabled Headcount	Non-disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
Under Band 1	0 *	%	0 *	%	0 *	%	0
Band 1	0 *	%	0 *	%	0 *	%	0
Band 2	21 *	%	465 *	74.2 %	141 *	21 %	627
Band 3	8 *	%	108 *	76.1 %	26 *	11 %	142
Band 4	6 *	%	126 *	74.6 %	37 *	21 %	169
Band 5	16 *	%	557 *	79.7 %	126 *	11 %	699

Band 6	29 *	.	%	583 *	81.3	105 *	14	%	717
					%				
Band 7	16 *	.	%	276 *	76.7	68 *	11	%	360
					%				
Band 8a	4 *	.	%	73 *	80.2	14 *	11	%	91
					%				
Band 8b	0 *	.	%	20 *	83.3	4 *	11	%	24
					%				
Band 8c	0 *	.	%	6 *	100	0 *	0	%	6
					%				
Band 8d	0 *	.	%	2 *	100	0 *	0	%	2
					%				
Band 9	0 *	.	%	3 *	100	0 *	0	%	3
					%				

VSM

0 \*

%

7 \*

100

0 \*

0 %

7

%

Other

0 \*

%

0 \*

0 \*

%

0

%

e.g. Agency  
and/or any  
other  
groups,  
please  
specify

Notes

Medical & Dental Staff, Consultants	3 *	1.1 %	177 *	70 %	70 *	28 %	250
Medical & Dental Staff, Non-Consultants career grade	0 *	0 %	135 *	67 %	66 *	32 %	201
Medical & Dental Staff, trainee grades	6 *	2 %	136 *	45 %	159 *	52 %	301
Total clinical	100	3.1 %	2226	78 %	521	18 %	2847
Total medical & dental	9	1.1 %	448	59 %	295	39 %	752
Total clinical & non-clinical	184	3.1 %	3740	73 %	1144	22 %	5068

Clinical summary by pay band grouping

	Disabled Headcount	Disabled Percent	Non-disabled Headcount	Non-disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
AfC Bands 1 (and under), 1, 2, 3 and 4	35	3.7%	699	74.5%	204	21.8%	938
AfC Bands 5, 6 and 7	61	4.1%	1416	79.7%	299	16.2%	1776
AfC Bands 8a and 8b	4	2.6%	93	80.9%	18	16.5%	115
AfC Bands 8c, 8d, 9 and VSM	0	0%	18	100%	0	0%	18

## Metric 2

### Metric 2 - Recruitment

Relative likelihood of non-disabled staff compared to Disabled staff being appointed from shortlisting across all posts.

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. This information will be collected on the Survey section to ensure comparability between organisations.

	Disabled	Non-disabled	Disability Unknown
<b>Number of shortlisted applicants</b>	150 *	3793 *	129 *
<b>Number appointed from shortlisting</b>	20 *	310 *	96 *
<b>Likelihood of shortlisting/appointed</b>	0.13	0.08	0.74

Relative likelihood of non-disabled staff compared to Disabled staff being appointed from shortlisting across all posts

0.61

## Notes

## Metric 3

### Metric 3 - Capability

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

#### Notes:

- i. This Metric will be based on data from a two-year rolling average of the current year and the previous year.
- ii. This metric applies to capability on the grounds of performance and not ill health.
- iii. If a member of staff enters the capability process for reasons of **both** performance **and** ill health, they should not be included in the count of "ill health only" cases.
- iv. For clarification: the data required is the numbers of staff **entering** the capability process from 1 April 2021 to 31 March 2023, divided by 2.



	Disabled	Non-disabled	Disability Unknown
<b>Number of staff in workforce</b>	184	3740	1144
<b>Average number of staff entering the formal capability process for any reason</b>	27 *	210 *	183 *
<b>Of these, how many are on the grounds of ill health only?</b>	25 *	189 *	168 *
<b>Likelihood of staff entering the formal capability process</b>	0.010870	0.005615	0.013112

Relative likelihood of Disabled staff entering the formal capability process compared to non-disabled staff

1.935886

Notes

## Metric 4 - 9a

Metric 4 to 9a

Please note that you are not required to submit data for WDES Metrics 4 to 9a. These metrics relate to the NHS Staff Survey and the WDES Implementation Team will access this data directly.

However, you should include data for these metrics when discussing, producing and publishing your organisation's WDES annual report. The annual report, which should be developed in partnership with the organisation's Disabled staff network and ratified by the Board, must contain data for all 10 metrics along with an action plan that sets out the actions the organisation will deliver over the coming 12 months.

## Metric 9b

Metric 9 - Staff Engagement

b) Has your organisation taken action to facilitate the voices of Disabled staff to be heard?

If no, please provide an explanation for your answer.

\*  Yes

\*  No

Please provide at least one practical example of current action being taken in the relevant section of your WDES annual report.

Monthly meeting of Disabled Staff Network; High profile listening event on disability with Baroness Tani Grey Thompson (as part of a series of DI events); active promotion of staff survey and pulse survey, wellbeing listening events, consultation on Reasonable Adjustment and Modified Duties Policy \*

Notes

## Metric 10

### Metric 10 - Board voting membership

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

The data for this metric should be a snapshot as of 31st March 2023.

	Disabled	Non-disabled	Disability Unknown	Total
<b>Total Board members</b>	0 *	16 *	0 *	16
<b>How many are voting members?</b>	0 *	3 *	0 *	3
<b>Number of non-voting members</b>	0	13	0	13
<b>How many are Exec Board members?</b>	0 *	8 *	0 *	8
<b>Number of non-exec members</b>	0	8	0	8
<b>Number of staff in overall workforce (from Metric 1)</b>	184	3740	1144	5068
<b>Total Board members - % by Disability</b>	0 %	100 %	0 %	
<b>Voting Board members - % by Disability</b>	0 %	100 %	0 %	
<b>Non-Voting Board Member - % by Disability</b>	0 %	100 %	0 %	
<b>Executive Board Member - % by Disability</b>	0 %	100 %	0 %	

<b>Non-Executive Board Member - % by Disability</b>	0 %	100 %	0 %
<b>Overall workforce - % by Disability</b>	3.63 %	73.8 %	22.57 %
<b>Difference % (Total Board - Overall workforce)</b>	-3.63 %	26.2 %	-22.57 %
<b>Difference % (Voting membership - Overall Workforce)</b>	-3.63 %	26.2 %	-22.57 %
<b>Difference % (Executive membership - Overall Workforce)</b>	-3.63 %	26.2 %	-22.57 %

**Notes**

## Survey

Survey

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**Question 1**

Name and contact details of the lead(s) compiling this report.

Name \*

Alister McClure, Head of Equality and Inclusion

Email Address \*

alister.mcclure@nhs.net

Name

Email Address

## Question 2

Name and contact details of the Board lead for the Workforce Disability Equality Standard.

Name \*

Leon Hinton

Job Title \*

Chief People Officer

Email \*

leon.hinton@nhs.net

## Question 3

Name of commissioner, name of commissioning body and email address that the WDES Annual report (containing the WDES metrics report and action plan) will be sent to.

Name of Commissioner

Rebecca Bradd

Name of Commissioning Body \*

Kent and Medway ICB

Email \*

rebecca.bradd@nhs.net

## Question 4

Unique URL link or existing web page on which the WDES Annual report will be published.

## Question 5

Date of Board meeting at which your organisation's WDES Annual report will be discussed and approved. If the date is not known, please provide an approximate date or explain why a date cannot be provided.

The data report was presented to and approved by the People Committee (which holds the Board's authority on all People matters) on 25 May. A further report and action plan will presented to that Committee in September, following consultation with staff.

\*

## Question 6

Does your organisation participate in any programmes or initiatives that are focused on disability equality and inclusion?

\*  Yes

\*  No

Please select one or more:

\*  Project SEARCH

\*  NHS Learning Disability Employment Programme (LDEP) pledge

\*  NHS Employers Equality and Inclusion Partners Programme

\*  Run or organise Equality and Diversity Conferences with a focus on Disability

\*  Leadership programmes (such as Calibre or DRUK Leadership Academy Programme)

\*  Other – please specify

\*

## Question 7

Do your staff have access to the ESR self-service portal?

- \*  Yes
- \*  No

## Question 8

Since you published your action plan last year, have any steps been taken within your organisation to improve the declaration rate for disability status?

- \*  Yes
- \*  No

If yes, please share any examples of interventions that have increased declaration rates at your organisation.

- \*  Promotion of ESR self-service to encourage staff to update details
- \*  Other internal communication activities (e.g. staff emails, intranet pages, internal events, poster campaign)
- \*  Survey of staff to understand views
- \*  Consultation exercise / workshops
- \*  Raising visibility of senior Disabled Staff
- \*  Include an ESR "How to" guide in induction pack or on intranet
- \*  Other - please specify



## Question 9

What level of Disability Confident accreditation does your organisation currently hold?

- \*  None
- \*  Level 1 - Committed
- \*  Level 2 - Employer
- \*  Level 3 - Leader
  
- Are you a Mindful Employer (<https://www.mindfulemployer.dpt.nhs.uk/> (Link: ))?
- Are you a current or previous participant in the NHS Employers Partners programme?
- Are you a member of the Business Disability Forum?
- Have you signed the Disability Employment Charter (<https://www.disabilityemploymentcharter.org/> (Link: ))?

Are you working towards obtaining a higher level of accreditation?

- \*  Yes
- \*  No

## Question 10

Do you encourage Disabled people to apply for jobs by offering an interview to any applicant who declares they have a disability and meets the minimum criteria?

- \*  Yes
- \*  No

Please add any examples of interventions that have impacted positively on the recruitment of Disabled staff in the last 12 months.

- \*  Review job descriptions identify and remove barriers to Disabled applicants
- \*  Review of the implementation of the commitment to interview an applicant who declares they have a disability and meets the minimum criteria
- \*  Disabled people on interview panels
- \*  Disabled people advising a review of recruitment processes, policies and procedures
- \*  Develop external communications to encourage Disabled applicants
- \*  Refresh of website to encourage Disabled applicants
- \*  Actions to support Disabled applicants through the application and interview process (e.g. providing questions in advance)
- \*  Targeted recruitment campaigns
- \*  Accept applications in alternative formats
- \*  Other - Please specify

## Question 11

Has your organisation compared any of the following other datasets you hold to the WDES Metric 4 (Harassment, Bullying or Abuse)?

- Yes
- No
  
- \*  Grievance data
- \*  Disciplinary data
- \*  Exit interviews or surveys
- \*  Data held by Staffside representatives
- \*  Data held by Freedom to speak up guardians
- \*  Data held by Health and Wellbeing leads
- \*  Other

Please explain what you have done along with any insights you have learnt. \*

Data is triangulated at an anti-bullying and harassment group, to identify areas and situations of concern; has also fed into various policy reviews (Resolution Policy, Dignity at Work) etc

## Question 12

Please add any actions taken since your action plan was published last year to reduce harassment, bullying or abuse in relation to Disabled staff.

- \*  Dignity at Work Campaign
- \*  Disability Awareness campaigns
- \*  Harassment and Bullying policy revision
- \*  Champions/ ambassadors/advisors
- \*  Peer support scheme
- \*  NHS Civility and Respect toolkit
- \*  Working with Disabled Staff Networks
- \*  Other

Please explain what you have done along with any insights you have learnt. \*

A major event on disability awareness that has led to the re-establishment of a disabled staff network; creation of an anti-bullying and harassment group, creation of a violence and security group

## Question 13

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

- \*  Yes
- \*  No

\*  Not at present but planned in the next 12 months

If yes, or planned, please select relevant examples. Please feel free to expand in the free text box.

- \*  Supported Internship Programme
- \*  Apprenticeship Programme
- \*  Targeted career development opportunities
- \*  Monitor update of training opportunities by Disabled staff
- \*  Proactively offer reasonable adjustments
- \*  Specific course
- \*  Mentoring of similar for Disabled staff
- \*  Training policy revisions
- \*  Other - Please Specify

An existing Aspiring Development Programme (ICB-wide) currently targeted at BAME, LGBTQI and Women is to be extended to disabled staff in 2023/24 \*

Have you run or participated in any of the following leadership development programmes in the last two years?

- Calibre
- Disability Rights UK (DRUK) Leadership Academy
- From any other provider (please give details).

## Question 14

Does your action plan from last year set out any targeted actions to reduce presenteeism i.e. feeling pressured to come to work when not feeling well?

\*  Yes

- \*  No
- \*  Not at present but planned in the next 12 months

## Question 15

Does your action plan from last year set out any targeted actions to increase the workplace satisfaction of Disabled staff?

- \*  Yes
- \*  No
- \*  Not at present but planned in the next 12 months

If yes, or planned, please select relevant examples. Please feel free to expand in the free text box.

- \*  Working with Disability networks/groups
- \*  Health and wellbeing days or events
- \*  Line manager disability awareness training
- \*  All staff disability awareness training
- \*  Implementing changes following staff surveys
- \*  Other – please specify

Currently consulting on a new Reasonable Adjustment and Modified Duties Policy, and piloting a Health and Disability Passport scheme \*

## Question 16

Does your organisation have a reasonable adjustments policy?

- \*  Yes

- \*  No
- \*  Not at present but planned in the next 12 months

Has it been reviewed in the last 12 months? \*

- Yes
- No

## Question 17

Evidence shows workplace adjustments are more effective when costs are met from central budgets. Are costs for workplace adjustments in your organisation met through centralised or local budgets?

- \*  Centralised budgets
- \*  Local budgets
- \*  Both

## Question 18

Have you undertaken any actions in the last 12 months to improve the reasonable adjustments process?

- \*  Yes
- \*  No
- \*  Not at present but planned in the next 12 months

If yes, or planned, please select relevant examples. Please feel free to expand in the free text box.

- \*  Training for managers
- \*  Guidance and support provision
- \*  Internal communications

- \*  Reasonable/workplace adjustment policy revision
- \*  Sharing best practice examples through induction/intranet/training
- \*  Disability/Workplace adjustments passport
- \*  Other - please specify

## Question 19

Please list any actions contained in your action plan from last year that have not been completed.

Most actions completed or in progress (Action Plan runs October to September); actions for later in the year are chiefly around a positive action policy and procedure, introduction of the disability and health passport and a mentoring programme. \*

## Question 20

Are there plans for your Trust to merge with another trust in the next 12 months?

- \*  Yes
- \*  No

## Question 21

When did the Board most recently review progress in delivering the action plan from last year?

- \*  In the last 3 months
- \*  Between 3 and 6 months
- \*  Between 6 months and 1 year
- \*  More than 1 year

## Question 22

Do Health and Wellbeing conversations take place with all staff which include opportunity to discuss disability?

\*  Yes

\*  No

Please provide brief details \*

Mandatory as part of the appraisal process, and encouraged regularly through a Trust-wide one-to-one and team meeting template. Also promoted through a weekly newsletter to all staff.

## Question 23

Have you taken specific actions to support staff with "Long COVID"?

\*  Yes

\*  No

## Question 24

Have you introduced or revised a flexible working policy for Disabled staff in the last 12 months?

\*  Yes

\*  No



## Question 25

Would you recommend any courses, training providers, etc. that have had positive benefits for Disabled staff in your organisation?

Bemix (supported internships); Enact (debiasing recruitment training);

## Question 26

Do you have a Disability Leave policy?

\*  Yes

\*  No

## Question 27

Does your organisation have a workplace/disability/health/empowerment passport system?

\*  Yes

\*  No

## Question 28

What actions have you undertaken in the last 12 months to increase the retention of your Disabled staff?

An increased focus on wellbeing and support; development of a reasonable adjustment policy to include modified duties (also developing a health and access passport), and relaunching our Disability Staff Network

## Question 29

Do you have any further comments?