



Sheffield Health
and Social Care
NHS Foundation Trust

Workforce Disability Equality Standard

Report and Action Plan 2023



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Introduction

The Workforce Disability Equality Standard (WDES) is made up of ten 'Metrics.' These compare the experiences of disabled and non-disabled staff in the NHS. The information from the WDES is used to inform our progress in looking at the experience of disabled staff and act to make improvements.

This report provides information about the WDES metrics in 2023 and what we plan to do to make changes where metrics highlight areas of concern.

What do we mean by Disability?

The WDES and our organisational Disabled Staff policy uses the term Disability in the context of the Social Model of Disability:

A person is disabled by failure of an organisation or society to make adjustments that remove barriers, for example, changes to the environment, ways of doing things and attitudes.

The Equality Act 2010 provides a legal definition:

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.

Our Disability Staff network group have chosen to use Disability in their title because this reflects the 'protected characteristic' of Disability and the protection that the Equality Act 2010 gives against discrimination, and that it is important to move away from a focus on the individual but the barriers they experience.

Data and Information Used in this Report

The information used in this report comes from our Electronic Staff Record (ESR) system and from our NHS Staff Survey report. The ESR system and the Staff Survey ask about Disability, research has shown that more staff disclose disability when they are completing the NHS Staff Survey than provide this information in the ESR system. The data in this report excludes anyone on a Bank only contract. There is now a Bank only NHS Staff Survey in order to look specifically at the experience of Bank staff.

The Percentage of Disabled Staff in our Organisation

Disability	2016	2017	2018	2019	2020	2021	2022	2023
Yes	8%	6%	7%	7%	7%	7%	8%	9%
No	61%	78%	79%	79%	78%	77%	74%	75%
Not Stated	32%	16%	14%	14%	15%	16%	18.3%	16%

In 2023 the percentage recorded of people in our organisation who identify as disabled has increased from 8% to 9%.

The Percentage of Disabled Staff by Pay Band (WDES Metric 1)

The Workforce Disability Equality Standard asks us to review the percentage of disabled staff in our pay bands compared with the percentage of staff in the overall workforce. This metric is reported by non – clinical and clinical staffing groups.

The table below (p.5) highlights the percentage of staff in each pay band /grade that say they are disabled.

- **Disabled Staff non - clinical**

Compared to the average of 9% in 2023, our data indicates that disabled staff are represented in non -clinical areas at the average of 9% or over in bands 5 - 7 and 8a and 8b, but below the average in pay bands 2-4 and 8c upwards.

- **Disabled Staff clinical**

Compared to the average of 9% in 2023 clinical disabled staff are represented in most pay bands at or above the average of 9% apart form staff in bands 8c upwards and all medical grades.

Disabled Staff by Pay Band/Grade

NON - CLINICAL	Disabled				Not Disabled			
	2020	2021	2022	2023	2020	2021	2022	2023
Bands 2 - 4	8%	8%	8%	8%	83%	80%	78%	79%
Band 5 - 7	5%	7%	7%	9%	84%	82%	79%	78%
Bands 8a - 8b	6%	6%	7%	10%				
Bands 8c - 9 & VSM	11%	11%	10%	6%	74%	73%	70%	77%
CLINICAL	Disabled				Not Disabled			
	2020	2021	2022	2023	2020	2021	2022	2023
Bands 2 - 4	6%	7%	8%	9%	74%	73%	72%	75%
Band 5 - 7	8%	8%	8%	10%	79%	76%	73%	75%
Bands 8a - 8b	8%	9%	8%	10%	83%	84%	84%	80%
Bands 8c - 9 & VSM	8%	4%	0%	0%	83%	81%	83%	96%
Consultants	7%	8%	6%	8%	75%	78%	72%	68%
Non-Consultants Career Grade	5%	4%	5%	7%	81%	84%	80%	93%
Medical and Dental Trainee Grades	11%	10%	10%	7%	61%	50%	30%	22%

Not Known

The average not stated has decreased in 2023 but is still well above our target of 10% despite action we have taken to reduce this. This included making changes to the electronic staff record system so that staff were reminded to update their information. We have also taken action to ensure that records recorded in one part of our system are transferred to the next sated. We are particularly concerned about the high percentage of not known in the medical trainee group, our workforce team are working with the medical team to improve this data and helping us to progress ongoing improvements in this area.

Our interim target was to reduce not know to less than 10% by July 2022, we have not met this target but not know is decreasing from 2022 to 2023.

Our not known is below the last published national figure of 20% and our target remains at 10%.

NON - CLINICAL - Not Known	2020	2021	2022	2022
Bands 1 - 4	9%	12%	14%	13%
Band 5 - 7	11%	11%	14%	13%
Bands 8a - 8b	10%	14%	19%	12%
Bands 8c - 9 & VSM	16%	16%	20%	18%
Clinical – Not Known	2020	2021	2022	2023
Bands 1 - 4	20%	20%	20%	16%
Band 5 - 7	13%	16%	19%	15%
Bands 8a - 8b	9%	7%	8%	5%
Bands 8c - 9 & VSM	9%	15%	17%	10%
Consultants	19%	14%	22%	25%
Non-Consultants Career Grade	14%	12%	15%	0%
Medical and Dental Trainee Grades	27%	40%	60%	71%

Likelihood of Disabled People Being Recruited From Shortlisting (WDES Metric 2)

This question looks at the proportion of disabled people compared to non-disabled people appointed from shortlisting when they have applied for roles in our organisation. Our target is for this to be between 0.80 to 1.25, in 2023 our recruitment data continues to show a positive score at 0.90, this means that disabled people that are shortlisted are slightly more likely to be appointed.



Our recruitment data appears to indicate that disabled applicants fare well in our recruitment procedures. Our organisation takes action to promote equal opportunity for Disabled applicants including offering an interview to people who identify as disabled if they meet the essential criteria for the role.

Disabled Staff and Formal Capability Procedures (WDES Metric 3)

Metric three is the likelihood of disabled and non-disabled staff entering our formal capability process. In 2023 the national WDES team advised organisations that if they had a two-year average of less than 11 staff entering the capability procedures, they do not have to publish the WDES score for this metric. In 2023 our two-year average cases were x 1 disabled member of staff and x 1.5 not disabled staff; we are therefore not publishing a WDES score for Metric 3 in 2023.

The NHS Staff Experience Survey 2021 (WDES Metrics 4 to 9a)

Nine of the WDES metrics come from the NHS annual Staff Survey the last survey took place in 2022 so these WDES metrics are as of 2022 rather than 2023. The metrics are:

Metric 4 a-d - Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:

- a) Patients/Service users, their relatives, or other members of the public
- b) Managers
- c) Other colleagues

d) 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.

Metric 5 - The Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.

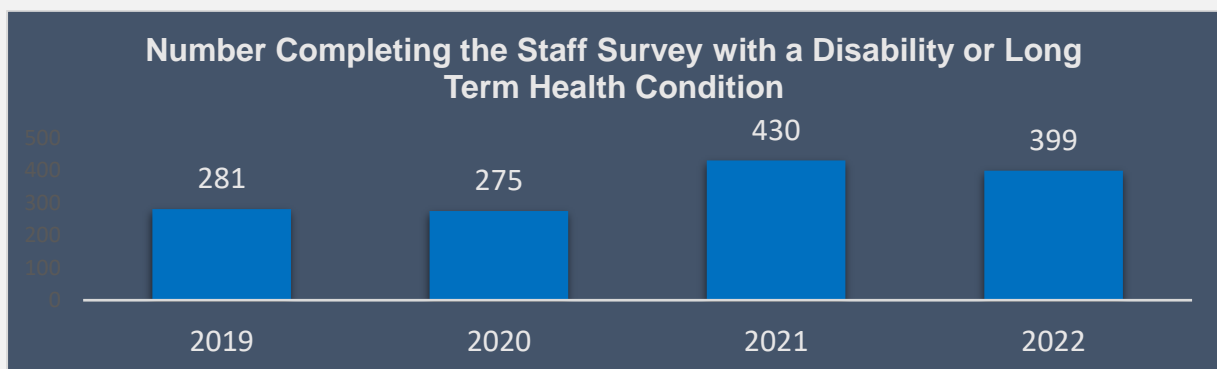
Metric 6 - The Percentage of Disabled staff compared to non-disabled staff saying that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.

Metric 7- 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.

Metric 8 - The Percentage of Disabled staff saying that their employer has made reasonable adjustment(s) to enable them to carry out their work. (Prior to 2022, the term “adequate adjustments” was used).

Metric 9a - The staff engagement score for Disabled staff, compared to non-disabled staff.

The number of staff with a Disability or Long-Term Health Condition who completed the NHS staff survey in 2022 is lower than in 2021, but still a large number. This is 33% of all the staff who responded to the Staff Survey in 2021. The average percentage of staff with a Disability or Long-Term Health Condition who completed the staff survey in 2022 in our organisations benchmark group was 28%, this indicates that we have above average engagement of staff with a Disability or Long-Term Health Condition in our organisations NHS Staff Survey.



The table below (p.8) is a summary of our organisations WDES scores for all of the WDES metrics from the NHS Staff Survey 2022.

Staff Survey 2022 WDES Metric Scores

	Better than Comparator?	Worse than Comparator?	Improvement from 2021?	Staff with a long-lasting health condition or illness		Average similar organisations
				2021	2022	2022
4a) Harassment/Abuse from Service users/public		✗	✗	33.0%	34.8%	32.0%
4b) Harassment/Abuse from managers	✓	✗	✓	15.2%	14.4%	12.3%
4c) Harassment/Abuse from other staff	✓		✓	18.5%	16.3%	18.9%
4d) Staff experiencing harassment or abuse that reported it.		✗	✓	56.5%	57.8%	60.3%
5) Believes the organisation provides equal opportunity		✗	✓	47.7%	48.2%	56.0%
6) Staff feeling pressure to come to work from manager when not well enough		✗	✗	18.8%	19.0%	18.9%
7) Satisfied with the extent to which the organisation values their work		✗	✓	36.4%	36.8%	44.0%
8) Staff Engagement Score		✗	✗	6.2	6.2	6.7
9) Staff saying the organisation has made adequate adjustments		✗	✗	72.2%	72.3%	78.8%

Staff Survey Metrics - Key Points and Areas for Action 2023/24

Disabled Staff Experience of Harassment / Abuse from Service Users (WDES Metric 4a)

We have a long- term programme of support for staff who experience racism from service users, in 2022 /2023 we introduced a new system for reporting hate related incidents and a staff support flow chart. In early 2023 we have started to look at how we can more effectively roll this out to include other groups such as disabled and LGBTQ+ staff.

Staff Feeling Pressure to Come to Work When Not Feeling Well Enough (WDES Metric 6)

In 2023 our organisational development (OD) team have appointed a wellbeing lead we intend to work with them to look at this area and agree action to understand why disabled staff disproportionately feel under pressure to come to work when not feeling well enough.

Reasonable Adjustments (WDES Metric 8)

We have previously highlighted that one of the areas of most concern in our WDES report is the number of staff saying that they needed reasonable adjustments that say they received them. In October 2022 we set up a task and finish group to look at this issue in more detail. We discussed with our Disabled Staff Network group how we could involve members and agreed to set up an 'Ideaz Board,' this meant that staff could use the link in the Ideaz board to share their concerns and what they felt needed to change. This was successful in gathering a range of views and we used these to identify areas for improvement, these included:

- A centralised cost centre for reasonable adjustments,
- Centralised administration of requests.
- Working closely with procurement finance and IT departments to improve processes.
- Developing better information for managers and staff about Access to Work.

Our WDES score remains poor in this area, with only 73% of disabled staff in 2022 who completed the NHS Staff Survey saying they had had their need for adjustments met.

We hope to see impact from this focused work by the time of our 2023 Staff Survey but anticipate this may take more than a year to filter through to improvements.

Our new system will allow us to gather more information about the adjustments being requested and made and how quickly these are being delivered.

In 2022/23 we also implemented targeted support to staff with dyslexia, we trained three staff to undertake dyslexia assessments and support staff to identify workplace adjustments through formal support plans agreed with their line manager.

Since starting this work in early 2022 over forty staff have come forward for support in this area, several staff have been assessed as having dyslexia as well as several staff with existing dyslexia having support to enhance or develop new adjustments plans.

In 2023 our EDI team held a learning and sharing forum on dyslexia.

Action to Facilitate the Voices of Disabled Staff in our Organisation (Metric 9b)

Although we have taken steps to improve the voice and influence of disabled staff, we recognise that our staff survey results indicate that disabled staff have a much poorer experience in the workplace than non-disabled colleagues. Our Disabled Staff Network continues to meet regularly, and we have developed a more effective system in 2022/2023 to log and Trak concerns raised by Disabled staff and other members of staff networks, with concerns escalated to our Inclusion and Equality governance group for monitoring. We have a staff network chairs group who also meet regularly, and we have recently introduced a new policy review group following feedback from our Disabled Staff network group.

Our Disabled Staff Network group membership has remained static in 2022/2023 and we have had discussions in the group about how to grow membership and look at diverse ways of involving staff who may not have easy access to computers or able to easily leave their work areas to attend meetings regularly.

In 2023/2024 we plan to appoint a project lead to undertake a focused piece of work with staff in bands 2 to 5, in patient facing roles, collaborating with them to look at creative ways of improving access to our wellbeing offers in particular for staff who may be more vulnerable to health inequalities, this includes disabled staff.

In 2023/2024 we also plan to hold our first Staff Networks conference this will be an opportunity to work together and hear from members of all of our staff networks and we also hope this will be an opportunity to grow membership.

In 2022/2023 we said that we would look at ways of using the digital stories developed through our WDES fund bid – we have progressed this by using the stories in our in house Developing as Leaders programme. We have not progressed our plans around developing a specific training package however this is now a renewed priority for 2023/2024.

In 2022/2023 we also said that we would collaborate with equality and wellbeing leads across the South Yorkshire and Bassetlaw Integrated Care System (ICS) to take forward development of and use of these resources. We have progressed this action by taking a lead in convening an action group with members from the Yorkshire and Humber EDI leads network, we have progressed two action areas:

- To collaborate to improve processes for accessing adjustments
- To develop a toolkit for use regionally including to function as a hub for storage of a wide range of resources including digital stories and resources.

The Diversity of Our Board (WDES Metric 10)

The WDES asks us to look at the percentage difference between our Board voting membership and our workforce in relation to disability. The overall percentage of disabled people in the organisation in 2023 was 9.07%

- The difference in the percentage of disabled people on our Board and in the organisation
2021 was **+ 1.35 %**
2022 Increased **+ 7.5**
2023 Decrease **+ 4.26**
- The difference between the organisation's Board membership and its organisation's overall workforce, disaggregated by **voting** membership of the Board
2021 was **-7%**
2022 increased to **+ 1.21**.
2023 decreased to **+ 0.02**
- The difference between the organisation's Board membership and its organisation's overall workforce, disaggregated by **Executive** membership of the Board
2021 was **-7%**

2022 decreased to **-7.88**

2023 decreased to **- 9.07**

This reflects a worsening in the diversity of the Board regard to voting members and Executive Board membership which are underrepresented in relation to the organisation as a whole.

Progress Against our 2022 Priority Areas

In 2022 we identified five areas for focused action:

We said we would review our current approach to improving the percentage of not know disability recording with our workforce information team.

Working with our workforce information team, we:

- Improved our process for moving demographic information within our onboarding processes for new recruits.
- We placed reminders on the staff electronic record (ESR)

Although not know has improved as noted above our target is still 10% not known. In 2023/2024 we will continue to target area that have high levels of not known.

We said we would implement the new Reasonable Adjustments Task and Finish Group in collaboration with our Disabled Staff Network Group

We completed this action and identified a number of areas for improvement which are highlighted earlier in this report.

We said we would update our intranet pages with information about resources

We have collated a wide range of resources, and created a new intranet page this is due to go live in June 2023 and will include new guidance for managers and information about accessing our new central process for ordering reasonable adjustment equipment and software.

We said we would implement the action areas identified in our Innovation Fund Award report

- Work collaboratively with three of our organisations staff networks our Disability staff Network group, our Lived Experience Staff Network Group, and our Carers Staff network group to integrate the Digital Stories into a training programme going forward.
- Collaboratively externally across the South Yorkshire and Bassetlaw Integrated Care System to take forward development of the use of this resource across NHS trusts and share good practice in implementation.

We have highlighted above that we have not produced the training package planned however we have progressed the other areas planned for 2022/2023.

We said we would collaborate with our staff network to continue to look at different ways of involving members in the work of the group and increase membership.

In 2022/2023 our training department led a redevelopment of our induction day, as a result of this we have a staff network group stall in the induction 'marketplace', this is leading to new members of staff joining our staff networks.

We have highlighted earlier in this report other actions planned for 2023/2024.

We said we would progress developing our expertise and support for staff with Dyslexia.

We have progressed this action area with positive results and continue to develop our work in this area, we are also collaborating with Sheffield Teaching Hospitals to share resources and support for assessors.

Appendix 1 – WDES Action Plan 2023/24

Workforce Disability Equality Standard Action Plan 2023/24			
	Lead	Start	Deadline
Improving Access to Adjustments			
Implement use of a new central costs centre for Reasonable Adjustments	Head of Equality and Inclusion	01/06/2023	30/08/2023
Establish a central process for ordering Equipment and software	Head of Equality and Inclusion	01/06/2023	30/08/2023
Establish an operating procedure for Access to Work	Head of Equality and Inclusion	01/10/2023	31/10/2023
Publish managers Guidance on Providing Reasonable Adjustments	Head of Equality and Inclusion	01/06/2023	31/03/2024
Support the refresh of the organisations Recruitment and Selection Training for Managers	EDI Engagement Lead	01/10/2023	30/06/2023
Provide Access to Work Training for Managers and Administrators	Head of Equality and Inclusion	01/04/2023	31/03/2024
Look into options for providing training on disability	Head of Equality and Inclusion	01/04/2023	31/03/2024
Review take up of the Workplace Adjustments and Wellbeing Passport	EDI Engagement Lead	01/12/2023	31/03/2024
Increasing membership and Involvement in the Disabled Staff Network			
Work with the Staff Network to look at how to encourage increase membership	EDI Engagement Lead	01/04/2023	31/03/2024

Involve the Staff Network in the Staff Networks Event in March 2024	EDI Engagement Lead	01/08/2023	01/02/2024
Voice and Influence			
Collaborate with the staff network to review the Disabled Staff Policy	Head of Equality and Inclusion	01/06/2023	01/07/2023
Implement learning from the charitable trust project to look at engagement of band 3 to 5 staff in patient facing areas	Head of Equality and Inclusion	01/03/2024	31/03/2024
Improve Disability recording for Staff			
Work with the medical directorate to improve recoding of disability of trainees	EDI Engagement Lead	01/06/2023	01/08/2023
Work with the Workforce Information team to Improve not known	EDI Engagement Lead	01/04/2023	31/03/2024
Collaboration / Link to NHS High Impact Actions			
Work with the regional Workplace Adjustments Group to Develop a Toolkit	Head of Equality and Inclusion	01/04/2023	31/03/2024
Look at methods of measuring the Disability Pay Gap	Head of Equality and Inclusion	01/04/2023	31/03/2024
Staff coming to work when not well enough			
Work with the new wellbeing OD lead to explore experience and identify further action	Head of Equality and Inclusion	01/04/2023	31/03/2024