Report Cover Sheet

Report to:	Board of Directors
Date of the Meeting:	25 September 2019
Agenda Item:	P1/188/19
Title:	Workforce Disability Equality Standard (WDES) Action Plan and Data
Report prepared by:	Linda M Morris, Equality, Diversity & Inclusion Lead
Executive Lead:	Jayne Shaw, Director of Workforce and OD
Status of the Report:	Public	Private
	X	

Paper previously considered by:	Paper sent to WOD Committee members for virtual approval 16.08.19, to meet deadline for Quality Committee and Trust Board Approved 22.08.19. This paper was presented to the Quality Committee 11.09.19.
Date & Decision:	Approved 11.09.19

Purpose of the Paper/Key Points for Discussion:	The WDES is a mandatory standard required by NHS England to monitor workforce disability data and action plans to demonstrate the Trust's commitment to Equality, Diversity & Inclusion for all. This document requires approval from WOD, Quality Committee and The Trust Board. It must be published on the Trust Webpage no later than 30th September 2019.

Action Required:	Discuss	
	Approve	X
	For Information/Noting	

Next steps required	Submit to Trust Board for final approval and publication

The paper links to the following strategic priorities (please tick)

Deliver **outstanding care locally**		Collaborative system **leadership** to **deliver better** patient **care**	X
Retain and **develop outstanding staff**	X	Be **enterprising**	
Invest in **research & innovation** to deliver **excellent** patient **care** in the future		Maintain **excellent** quality, operational and financial **performance**	

The paper relates to the following Board Assurance Framework (BAF) Risks

BAF Risk	Please Tick
1. If we do not optimise quality outcomes we will not be able to provide outstanding care	
2. If we do not prioritise the costs of the delivering the Transforming Cancer Care Programme we will not be able to maintain our long-term financial strength and make appropriate strategic investments.	
3.If we do not have the right infrastructure (estate, communication & engagement, information and technology) we will be unable to deliver care close to home.	
4. If we do not have the right innovative workforce solutions including education and development, we will not have the right skills, in the right place, at the right time to deliver the outstanding care.	X
5. If we do not have an organisational culture that promotes positive staff engagement and excellent health and well-being we will not be able to retain and attract the right workforce.	X
6. If we fail to implement and optimise digital technology we will not deliver optimal patient outcomes and operational effectiveness.	
7. If we fail to position the organisation as a credible research partner we will limit patient access to clinical trials and affect our reputation as a specialist centre delivering excellent patient care in the future.	
8. If we do not retain system-side leadership, for example, SRO for Cancer Alliance and influence the National Cancer Policy, we will not have the right influence on the strategic direction to deliver outstanding cancer services for the population of Cheshire & Merseyside.	
9. If we do not support and invest in entrepreneurial ideas and adapt to changes in national priorities and market conditions we will stifle innovative cancer services for the future.	
10. If we do not continually support, lead and prioritise improved quality, operational and financial performance, we will not provide safe, efficient and effective cancer services.	

Equality & Diversity Impact Assessment		
Are there concerns that the policy/service could have an adverse impact on:	YES	NO
Age		No
Disability		No
Gender		No
Race		No
Sexual Orientation		No
Gender Reassignment		No
Religion/Belief		No
Pregnancy and Maternity		No

If YES to one or more of the above please add further detail and identify if a full impact assessment is required.

Workforce Disability Equality Standard (WDES) Indicators
Action Plan 2019 – 2021
Workforce & Organisational Development (WOD)

Metric Indicator 1	Actions	Timescale	Workforce Leads	Progress/ Update
1. Percentage of staff in AfC pay bands OR Medical and Dental sub groups and Very Senior Managers (VSM) (including Executive Board members) compared with the percentage of staff in the overall workforce.	• Identify staff who's disability is not recorded and invite them to record, reinforcing the importance of data collection. • Develop appropriate communication to raise awareness of the importance of self-recording disability and the Trusts legal obligation in reporting mandatory information.	Sept 2019	WOD Information Manager Trust EDI Lead	
2. Relative likelihood of Disabled compared to non-disabled staff from shortlisting across all posts	• Review recruitment training for managers to ensure content covers conscious and unconscious bias and reasonable adjustment information • Continue with our commitment to undertake the Disability Confident Scheme and working towards achieving Stage 2 status • Audit of disability confident scheme commitment to ensure inclusivity at all stages.	April 2020 Dec 2019 Dec 2019	WOD Resourcing Manager	

Workforce Disability Equality Standard (WDES) Indicators
Action Plan 2019 – 2021
Workforce & Organisational Development (WOD)

3. Relative likelihood of Disabled compared to non- disabled staff entering the formal disciplinary process, as measured by entry into a formal capability procedure.	• Record and monitor current Employee Relations activity by disability status. • Report figures bi-annually to Workforce Equality, Diversity & Inclusion Group. • Identify trends to be shared with line managers and appropriate action/interventions out in place • Report actions/interventions bi-annually to Workforce Equality, Diversity & Inclusion Group.	Sept 2019 April 2020 Dec 2019 April 2020	WOD Business Partners	
4a. Percentage of disabled staff experiencing harassment, bullying or abuse from: patients/service users, their relatives or other members of the public Managers Other colleagues	• Record cases and reported data and report bi-annually to Workforce Equality, Diversity & Inclusion Group. • Include Bullying & Harassment awareness training to managers as part of core management training programme • Review current electronic Equality, Diversity & Inclusion training • Review effectiveness of the "Promote the Respect For Each Other Champions" Group	April 2020 Dec 2019 Dec 2019 Dec 2019	WOD EDI Lead WOD Business Partners EDI Lead WOD Business Partners	

Workforce Disability Equality Standard (WDES) Indicators
Action Plan 2019 – 2021
Workforce & Organisational Development (WOD)

4b. 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.	• Utilise Staff Survey results to identify staff experience of equal opportunities and develop any action plans as necessary	Feb 2020	WOD Business Partners	
5. Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	• Utilise Staff Survey results to demonstrate and evidence equitable access to career development and promotion • Report data annually to Workforce Equality, Diversity & Inclusion Group	Feb 2020 Apr 2020	WOD EDI Lead/ OD Practitioner	
6. Percentage of Disabled staff compared to non-disabled staff saying that they have felt pressure from their manager	• Review the Attendance Management Policy in relation to disability related absence and reasonable adjustments • Review staff survey results and identify any subsequent actions required	Nov 2019 Feb 2020	Trust EDI Leads WOD Business Partner	

Workforce Disability Equality Standard (WDES) Indicators
Action Plan 2019 – 2021
Workforce & Organisational Development (WOD)

to come to work, despite not feeling well enough to perform their duties.	• Review Attendance Management training to guide managers to support any existing employee who acquires a disability or long term health condition to enable them to stay in work.	Dec 2019	WOD Business Partner	
7. Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.	Through the staff network: • Provide an opportunity for staff to share experience's about working for the Trust with a disability, long term health condition, chronic illness and or mental health. • Enable the views of disabled people to inform policy development and decision making • Provide peer support for disabled people employed by the Trust	December 2019	Trust EDI Lead	
8. Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	• Through training and communication channels, raise awareness with staff Trustwide regarding the meaning of discrimination, its impact and consequences on personal health and wellbeing.	Dec 2019	L&D/WOD Business Partners	

Workforce Disability Equality Standard (WDES) Indicators
Action Plan 2019 – 2021
Workforce & Organisational Development (WOD)

9. 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?**	• Establish a Trust Disability Staff Network • Explore opportunities to engage with Disability staff networks with other Merseyside and Wirral Trusts • Identify external relationships with Disability organisations, local Community Groups, schools universities etc.: both in Liverpool and on the Wirral to promote employment and career opportunities at all levels.	Nov 2019 Nov 2019 Dec 2019	Trust EDI Lead Trust EDI Lead Trust EDI Lead
10. Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated:	• Through a self-recording exercise capture and record data for analysis.	November	WOD information Manager

Workforce Disability Equality Standard
Annual Collection v2.0
as at March 2019

For any technical queries or additional clarification please contact: **england.dataservices@nhs.net**

	Pre-Populated
	Populated by Trust (Enter a value of '0' if value is unknown or blank)
	Auto-Calculated
	No data required

Workforce Disability Equality Standard

Please check that the data on this upload template is accurate before being submitted to SDCS. **Please ensure you are using v 2.0 of the worksheet as it is the latest and most accurate version**. You are reminded that these figures will be published, and it is the responsibility of your organisation that these submitted figures are accurate and in line with national guidance. We will undertake basic validation checks on these figures post submission, and may come back to you with any queries we may have.

Validations

Please correct all issues listed within the tables below. If the issues are not corrected then the pro forma will fail the validation stage in SDCS.

WDES Template

Please Complete Data Item 9a

REN The Clatterbridge Cancer Centre NHS Foundation Trust   v2.0

31st MARCH 2019

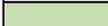| METRIC	INDICATOR	DATA ITEM		MEASURE	DISABLED – Total Disabled (Pre-Populated)	(Verified data)	% Disabled/ratio (Pre-Populated)	(Verified data)	NON-DISABLED – Total Not Disabled (Pre-Populated)	(Verified data)	% Not Disabled/ratio (Pre-Populated)	(Verified data)	DISABILITY UNKNOWN OR NULL – Total Unknown or Null (Pre-Populated)	(Verified data)	% Unknown or Null/ratio (Pre-Populated)	(Verified data)	OVERALL STAFF – Total (Pre-Populated)	(Verified data)	Notes
1	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 2019		**1a) Non Clinical Staff**																
		1	Bands 1	Headcount	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%	0	0	
		2	Bands 2	Headcount	5	2	6%	3%	78	65	89%	93%	5	3	6%	4%	88	70	
		3	Bands 3	Headcount	0	4	0%	4%	80	103	98%	94%	2	3	2%	3%	82	110	
		4	Bands 4	Headcount	2	1	2%	1%	90	99	90%	92%	8	8	8%	7%	100	108	
		5	Bands 5	Headcount	2	2	4%	4%	40	40	87%	87%	4	4	9%	9%	46	46	
		6	Bands 6	Headcount	1	1	2%	2%	36	36	78%	77%	9	10	20%	21%	46	47	
		7	Bands 7	Headcount	1	1	3%	3%	36	37	92%	93%	2	2	5%	5%	39	40	
		8	Bands 8a	Headcount	0	1	0%	4%	24	21	88%	84%	3	3	11%	12%	27	25	
		9	Bands 8b	Headcount	0	0	0%	0%	7	11	88%	92%	1	1	13%	8%	8	12	
		10	Bands 8c	Headcount	0	0	0%	0%	7	7	100%	100%	0	0	0%	0%	7	7	
		11	Bands 8d	Headcount	0	0	0%	0%	6	9	100%	100%	0	0	0%	0%	6	9	
		12	Bands 9	Headcount	0	0	0%	0%	0	1	0%	100%	0	0	0%	0%	0	1	
		13	VSM	Headcount	0	0	0%	0%	7	5	100%	100%	0	0	0%	0%	7	5	
		14	Other	Headcount	0	0	0%	0%	0	4	0%	67%	0	2	0%	33%	0	6	
		15	Cluster 1 (Bands 1 - 4)	Total	7	7	3%	2%	248	267	92%	93%	15	14	6%	5%	270	288	
		16	Cluster 2 (Band 5 - 7)	Total	4	4	3%	3%	112	113	85%	85%	15	16	11%	12%	131	133	
		17	Cluster 3 (Bands 8a - 8b)	Total	0	1	0%	3%	31	32	89%	86%	4	4	11%	11%	35	37	
		18	Cluster 4 (Bands 8c - 9 & VSM)	Total	0	0	0%	0%	20	22	100%	100%	0	0	0%	0%	20	22	
			1b) Clinical Staff																
		19	Bands 1	Headcount	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%	0	0	
		20	Bands 2	Headcount	1	1	2%	2%	60	55	95%	92%	2	4	3%	7%	63	60	
		21	Bands 3	Headcount	2	2	2%	2%	84	87	91%	93%	6	5	7%	5%	92	94	
		22	Bands 4	Headcount	0	0	0%	0%	12	10	100%	100%	0	0	0%	0%	12	10	
		23	Bands 5	Headcount	8	7	5%	4%	155	184	90%	92%	9	8	5%	4%	172	199	
		24	Bands 6	Headcount	7	7	4%	4%	159	176	87%	88%	17	16	9%	8%	183	199	
		25	Bands 7	Headcount	4	4	3%	3%	129	129	82%	82%	25	25	16%	16%	158	158	
		26	Bands 8a	Headcount	0	0	0%	0%	58	55	81%	82%	14	12	19%	18%	72	67	
		27	Bands 8b	Headcount	0	0	0%	0%	17	21	89%	78%	2	6	11%	22%	19	27	
		28	Bands 8c	Headcount	0	0	0%	0%	4	4	67%	80%	2	1	33%	20%	6	5	
		29	Bands 8d	Headcount	0	0	0%	0%	3	3	75%	75%	1	1	25%	25%	4	4	
		30	Bands 9	Headcount	0	0	0%	0%	2	1	100%	100%	0	0	0%	0%	2	1	
		31	VSM	Headcount	0	0	0%	0%	6	2	60%	100%	4	0	40%	0%	10	2	
		32	Medical & Dental Staff, Consultants	Headcount	0	0	0%	0%	44	53	81%	76%	10	17	19%	24%	54	70	
		33	Medical & Dental Staff, Non-Consultants career grade	Headcount	0	0	0%	0%	7	4	88%	80%	1	1	13%	20%	8	5	
		34	Medical & Dental Staff, Medical and dental trainee grades	Headcount	0	0	0%	0%	4	10	100%	100%	0	0	0%	0%	4	10	
		35	Other	Headcount	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%	0	0	
		36	Cluster 1 (Bands 1 - 4)	Total	3	3	2%	2%	156	152	93%	93%	8	9	5%	5%	167	164	
		37	Cluster 2 (Band 5 - 7)	Total	19	18	4%	3%	443	489	86%	88%	51	49	10%	9%	513	556	
		38	Cluster 3 (Bands 8a - 8b)	Total	0	0	0%	0%	75	76	82%	81%	16	18	18%	19%	91	94	
		39	Cluster 4 (Bands 8c - 9 & VSM)	Total	0	0	0%	0%	15	10	68%	83%	7	2	32%	17%	22	12	
		40	Cluster 5 (Medical & Dental Staff, Consultants)	Total	0	0	0%	0%	44	53	81%	76%	10	17	19%	24%	54	70	
		41	Cluster 6 (Medical & Dental Staff, Non-Consultants career grade)	Total	0	0	0%	0%	7	4	88%	80%	1	1	13%	20%	8	5	
		42	Cluster 7 (Medical & Dental Staff, Medical and dental trainee grades)	Total	0	0	0%	0%	4	10	100%	100%	0	0	0%	0%	4	10	
2	Relative likelihood of Disabled staff compared to non-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 WDES online reporting form to ensure comparability between organisations.	43	Number of shortlisted applicants	Headcount		52				1022									
		44	Number appointed from shortlisting	Headcount		6				237									
		45	Relative likelihood of shortlisting/appointed	Auto-Populated		0.12				0.23									
		46	Relative likelihood of Disabled staff being appointed from shortlisting compared to Non-Disabled staff	Auto-Populated		2.01													A figure below 1:00 indicates that Disabled staff are more likely than Non-Disabled staff to be appointed from shortlisting.
3	Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure. 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.	47	Number of staff in workforce	Headcount		33				1364									
		48	Number of staff entering the formal capability process	Headcount		0				1									
		49	Likelihood of staff entering the formal capability process	Auto-Populated		0.00				0.00									
		50	Relative likelihood of Disabled staff entering the formal capability process compared to Non-Disabled staff	Auto-Populated		0.00													A figure above 1:00 indicates that Disabled staff are more likely than Non-Disabled staff to enter the formal capability process.
4	a) Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from: i. Patients/service users, their relatives or other members of the public ii. Managers iii. Other colleagues 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	51	% of staff experiencing harassment, bullying or abuse from patients/service users, their relatives or other members of the public in the last 12 months	Number of Respondents/%	106	106	17.0%	17.0%	629	629	13.4%	13.4%							
		52	% of staff experiencing harassment, bullying or abuse from managers in the last 12 months	Number of Respondents/%	107	107	16.8%	16.8%	627	627	10.8%	10.8%							
		53	% of staff experiencing harassment, bullying or abuse from other colleagues in the last 12 months	Number of Respondents/%	107	107	30.8%	30.8%	624	624	13.9%	13.9%							
		54	% 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	Number of Respondents/%	46	46	58.7%	58.7%	149	149	42.3%	42.3%							
5	Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	55	% of staff believing that the Trust provides equal opportunities for career progression or promotion.	Number of Respondents/%	67	67	74.6%	74.6%	407	407	87.0%	87.0%							
6	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.	56	% of staff saying that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.	Number of Respondents/%	78	78	39.7%	39.7%	331	331	26.3%	26.3%							
7	Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.	57	% staff saying that they are satisfied with the extent to which their organisation values their work.	Number of Respondents/%	108	108	44.4%	44.4%	627	627	49.3%	49.3%							
8	Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	58	% of disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	Number of Respondents/%	56	56	73.2%	73.2%											
9a	a) The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.	59	The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.	Number of Respondents/Score	108	108	6.9	6.9	631	631	7.4	7.4					7.3		

| 9b | b) Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (yes) or (no)

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. | 60 | Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard? (yes) or (no) | (yes) or (no) | | No | | | | |

10	Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated: • By Voting membership of the Board **The data for this metric should be a snapshot as of 31st March 2019**	No.	Description	Type					
		61	Total Board members	Headcount	0	0	12	12
		62	of which: Voting Board members	Headcount	0	0	11	11
		63	: Non Voting Board members	Auto-Populated	0	0	1	1
		64	Total Board members	Auto-Populated	0	0	12	12
		65	of which: Exec Board members	Headcount	0	0	8	8
		66	: Non Executive Board members	Auto-Populated	0	0	4	4
		67	Number of staff in overall workforce	Headcount	33	1232	132	1397
		68	Total Board members - % by Disability	Auto-Populated	0%	0%	100%	
		69	Voting Board Member - % by Disability	Auto-Populated	0%	0%	100%	
		70	Non Voting Board Member - % by Disability	Auto-Populated	0%	0%	100%	
		71	Executive Board Member - % by Disability	Auto-Populated	0%	0%	100%	
		72	Non Executive Board Member - % by Disability	Auto-Populated	0%	0%	100%	
		73	Overall workforce - % by Disability	Auto-Populated	2%	88%	9%	
		74	Difference (Total Board - Overall workforce)	Auto-Populated	-2%	-88%	91%	
		75	Difference (Voting membership - Overall Workforce)	Auto-Populated	-2%	-88%	91%	
		76	Difference (Executive membership - Overall Workforce)	Auto-Populated	-2%	-88%	91%	