****

**Workforce Disability Equality Standard (WDES) Action Plan 2024/25**

| **WDES Metrics** | **Description** | **Action** | **Measures** | **Timescale** | **Lead** |
| --- | --- | --- | --- | --- | --- |
| **1** | The percentage of staff in each of the AfC Bands1-9 and VSM (including Executive Board members) compared with the percentage of staff in the overall workforce  | Promote the equality self-service function on ESR and promote the case to declare/update equality data to reduce the percentage of not stated on ESR. | A decrease the percentage of “Not stated” staff disability data held on ESR below *20*%. | 31.3.2025 | **EDI** |
|  |  | Continue to work with, as part of the Leeds One Workforce (LOW) partnership, the Employer and Partnership Team (Disability Confident and Health Model) Dept for Work and Pensions to explore development for local unemployed Disabled people to gain work experience in the Trust. | Contribute to an overall increased number of applications and appointments from people with disabilities.Improvement on the 2023/24 WDES Metric score of 1.6. A relative likelihood below 1 indicates that non-disabled applicants are less likely to be appointed from shortlisting compared to Disabled applicants *(WDES Technical guidance)* | 31.3.2025 | **Recruitment and Resourcing**  |
|  |  | Share Business Unit staff with disabilities representation with General Managers to raise awareness of the disparity of representation | Annual reportingIncrease awareness of staff with disabilities representation at Business Unit level | 31.3.2025 | **EDI**  |
| **2** | Relative likelihood of non-disabled staff compared to Disabled staff being appointed from shortlisting across all posts. | Equality analysis of the recruitment process 2024/25 The findings and recommendations will be reported to the TLT  | A relative likelihood below 1 indicates that non-disabled applicants are less likely to be appointed from shortlisting compared to Disabled applicants *(WDES Technical guidance)*The WDES Metric score in 2023 was 1.6. | By the end of Q1 2025.  | **EDI**  |
|  |  | Continued conversations with staff networks and other stakeholders to capture qualitative data that explores the underrepresentation across staff groups. | Two engagement sessions with both the Disability, Neurodiverse and Long-Term Conditions network and staff side reps to provide updates on this indicators performance and identify solutions for improvements  | 31.12.24& 31.3.25 | **EDI** |
| **2** | Relative likelihood of non-disabled staff compared to Disabled staff being appointed from shortlisting across all posts. | All recruiting managers to attend the Trust Recruitment and Selection Managers course & refresher courses | All recruitment panels comprise of at least one panel members who has attended the Trust Recruitment and Selection Managers course. | OngoingReview 31.12.24  | **EDI**  |
|  |  | Continue the facilitation of the Cultural conversations programme and the West Yorkshire Health & Care Partnership Cultural Competency and Humility training. | Increased likelihood of disabled staff being appointed across all posts.Each service to have two cultural conversations per year (Health Equity Strategy action) | OngoingReview 31.12.24  | **Health Equity and EDI** |
| **3** | Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process  | Promotion of Leeds Health & Care Academy (LHCA) Disability Awareness resources for staff development, these include but are not restricted to,* Unconscious Bias awareness
* Disability Confident
* Disability Etiquette
* Disabled adventures in work and recruitment
* Neurodiversity, an introduction
* Mental Health in the workplace, managing stress.
* Mental Health in the workplace, doing the right thing.
 | Increased access and completion of LCHA hosted Disability awareness learning.The WDES Metric score in 2023 was 0, a relative likelihood below 1 indicates that Disabled staff are less likely to enter formal capability processes compared to non-disabled staff: *(WDES Technical Guidance*) | OngoingReview 31.12.24 31.3.25 | **EDI** |
|  | Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process | Provide Wellbeing at Work Policy advice and guidance for Managers. | Improved NHS Staff Survey results | OngoingReview 31.12.2431.3.25 | **Human Resources** |
|  |  | Review number of formal ER cases twice per year and take corrective action as appropriate. | Reduction in number of formal ER cases | Ongoing (Review Sept & Mar each year) | **Human Resources** |
| **4a(i)** | Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse, from the public in the last 12 months.  | Ensure that advice & guidance on how to report bullying and harassment from patients, relatives, staff & managers is clear, concise, published and promoted to staff throughout the year.Promote importance of reporting any issues to Line managers and/or the Freedom to Speak Up Guardian.Ensure that advice & guidance on how to report bullying and harassment from patients, relatives, staff & managers is clear, concise, published and promoted to staff throughout the year.Delivery of the Cultural conversations programme and the West Yorkshire Health & Care Partnership Cultural Competency and Humility training. | A reduction of the percentage of staff experiencing harassment, bullying or abuse, from the public in the last 12 months, below the NHS Staff Survey results of 25.2% for disabled staff and 16.2% for non-disabled staff. | 31.3.2531.3.2530.9.2431.3.25 | **EDI****EDI** **EDI****Health Equity and EDI** |
| **4a(ii)** | Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from their managers in the last 12 months. | Ensure that advice & guidance on how to report bullying and harassment from patients, relatives, staff & managers is clear, concise, published and promoted to staff throughout the year.Promote importance of reporting any issues to Line managers and/or the Freedom to Speak Up Guardian.Ensure that advice & guidance on how to report bullying and harassment from patients, relatives, staff & managers is clear, concise, published and promoted to staff throughout the year.Delivery of the Cultural conversations programme and the West Yorkshire Health & Care Partnership Cultural Competency and Humility training. | A reduction of the percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from their managers in the last 12 months below the NHS Staff Survey results of 9.7% for disabled staff and 3.2% for non-disabled staff. | 31.3.2531.3.2530.9.2431.3.25 | **EDI****EDI****EDI****Health Equity and EDI** |
| **4a(iii)** | Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from other colleagues in the last 12 months. | Ensure that advice & guidance on how to report bullying and harassment from patients, relatives, staff & managers is clear, concise, published and promoted to staff throughout the year.Promote importance of reporting any issues to Line managers and/or the Freedom to Speak Up Guardian.Delivery of the Cultural conversations programme and the West Yorkshire Health & Care Partnership Cultural Competency and Humility training. | A reduction of the percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from other colleagues in the last 12 months below that of the 2023 NHS Staff survey of 13.6% for disabled staff and 8.5% for non-disabled staff.. | 30.9.202530.9.2431.3.25 | **EDI****EDI****Health Equity and EDI** |
| **4a(iv)** | Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse. Saying last time they experienced harassment, bullying or abuse at work, they or a colleague reported it in the last 12 months. | Promote importance of reporting any issues to Line managers and/or the Freedom to Speak Up Guardian.Continued development and implementation of No Bystanders initiative actions.Ensure that advice & guidance on how to report bullying and harassment from patients, relatives, staff & managers is clear, concise, published and promoted to staff throughout the year.Promote importance of reporting any issues to Line managers and/or the Freedom to Speak Up Guardian.Delivery of the Cultural conversations programme and the West Yorkshire Health & Care Partnership Cultural Competency and Humility training.Ensure that advice & guidance on how to report bullying and harassment from patients, relatives, staff & managers is clear, concise, published and promoted to staff throughout the year. | An increase in the percentage of staff saying last time they experienced harassment, bullying or abuse at work, they or a colleague reported it in the last 12 months, from the 2023 NHS Staff Survey results of 53.6% for disabled staff and 60.6% for non-disabled staff. | 30.9.2431.3.2530.9.2430.9.24(Ongoing)31.3.2530.9.24 | **EDI****EDI****EDI** **FTSUG****Health Equity and EDI****EDI** |
| **5** | Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.  | Following the evaluation of the BME Talent Management Programme, explore the development and delivery of an Organisational Approach to Improving Talent Management (*Disability Development Programme)*  | Increased representation across the banding hierarchy and leadership structure.Elimination unequal experiences at work, where some employees experience or perceive their career progression is limited by their protected characteristics. | End of Q4 24/25 | **EDI/ODI** |
| **6** | Percentage of Disabled staff compared to nondisabled staff saying that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties (presenteeism) | Provide Wellbeing at Work Policy advice and guidance to Managers. | A decrease in percentage of both disabled and 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 (presenteeism) below that of the 2023 NHS staff survey results of 19.2% for disabled staff and 10.7% for non-disabled staff.  | 31.3.2025 | **Human Resources** |
| **7** | Percentage of Disabled staff compared to nondisabled staff saying that they are satisfied with the extent to which the organisation values their work. | Promotion and release of staff to attend and actively participate in the *Disability, Neurodiversity and Long-Term Conditions staff network*. | An increase in the percentage of disabled staff and nondisabled staff saying that they are satisfied with the extent to which the organisation values their work of the 2023 NHS Staff Survey results of 50.4% for disabled staff and 57.2% for non-disabled staff. | 31.3.2025 | **EDI** |
|  |  | Continue to provide an administrative resource and budget to the Disability, Neurodiversity and Long-Term Conditions staff network. |  | 31.3.2025 | **EDI** |
|  |  | Continued promotion of Mindful Employer status achieved and positive support around mental health.  |  | 31.3.2025 | **EDI** |
|  |  | Continued promotion as a Menopause friendly Employer – highlighting the range of support available, managers awareness sessions and 1-1 support provided through OH provider. |  | 31.3.2025 | **EDI** |
|  |  | Continued promotion that LCH is an Endometriosis Friendly Employer highlighting the condition and support available.  |  | 31.3.2025 | **EDI** |
|  |  | Achieve revalidation of the Disability Confident Leaders Accreditation |  | 31.12.24 | **EDI**  |
| **8** | Percentage of staff with a long-lasting health condition or illness, saying that their employer has made adequate adjustments(s) to enable them to conduct their work  | Wellbeing at Work Policy advice and guidance s for Managers  | Improved NHS Staff Survey results 80% by 31/3/2583% by 31/3/26 | 31.3.2025 | **Human Resources** |
|  |  | Promote supporting guidance and Toolkit alongside the Policy |  | Ongoing | **Human Resources** |
|  |  | *(Action #23 -24/25)* Achieve revalidation of the Disability Confident Leaders Accreditation |  | 31.12.24 | **EDI** |
|  |  | Explore how Neurodiversity awareness training for all staff can be implemented  |  | 31.3.25 | **EDI** |
|  |  | Explore how Mandatory disability training for managers and staff can be implemented  |  | 31.3.25 | **EDI** |