

WDES DISABILITY Action Plan			
		SMART PRINCIPLES	
Trust:	Bedfordshire Hospitals NHS Foundation Trust	Specific (<i>simple, sensible, significant</i>).	
Year:	For Autumn 2022 onwards	Measurable (<i>meaningful, motivating</i>).	
Primary author(s) of this Action Plan	EDHR Lead and Strategy Group	Achievable (<i>agreed, attainable</i>).	
Plan endorsed by:	Formal Executive of the Board, EDHR Groups, BAME Staff Network, Disability and Allies Staff Network	Relevant - (<i>reasonable, realistic, resourced, result based</i>).	
	To be further endorsed at next Workforce Committee, Main EDHR Meeting	Time bound (<i>time-based, time limited, time/cost limited, timely, time-sensitive</i>).	
Sources of information underpinning the Plan:	[1] NHS Staff Survey. [2] WDES Results 2022, previous years and deeper data. [3] Site specific, Trust wide, Regional and Diverse Peers benchmarking. [4] Trust ESR and HR records for Recruitment, Training, Discipline and Grievance. FTSU and Wellbeing records. [5] Feedback from Staff Networks etc. [7] NHS People and Business Plan.		
	<i>Please specify which actions are different to current practice, and which are continuation</i>	<i>Please specify KPIs and timelines for monitoring the actions</i>	<i>How will actions be made sustainable</i>
Actions Metric 1: Recruitment and Promotion	Recruitment team to review the recruitment process including wording and literature used in advertising (stated commitments, reasonable adjustments, access and inclusion) to increase the number of applicants with a disability.	By the end of Q4 YE 2023	Review reported to the Workforce Committee
	Improve the understanding of 'reasonable adjustment' and what this means in the context of disability. Develop a guide for staff working with the Disability Staff Network.	Guide for staff to be in place by June 2023	Guide available and on the intranet
Actions Metric 2: Appointments	Develop a process to understand the reasons for the low transfer of uptake to interview from candidates with a disability	Audit to be undertaken by March 2023	Assessing the impact of the audit and developing future actions
	Review the impact of the values recruitment and selection training with the Network Chairs.	Report review	Review and agree recommendations from the network chairs
	Participate in the NHSE exercise to review the recruitment process, 'Overhauling Recruitment and Inclusive Recruitment and Promotion Practices Programme' and implement any outputs.	Recommendations to reviewed and actioned as appropriate	Review and agree recommendations from NHSE

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Actions Metric 3: Capability	There are 17.86% of staff not declaring their disability - to complete a data collection campaign to improve declaration of staff by improving confidence in sharing / handling non-declaration of disability status.	Aim to improve declaration by 5%	Ensure new starters are recording their protected characteristics
Actions Metric 4 a: staff survey poor conduct from service users, managers or colleagues etc.	Engage with the Disability Staff Network to identify feedback from their members on what it is like to work for the Trust and improvements that could be made.	Feedback from the network	Report to the Workforce Committee
	Review the range of E courses offered by Skills Booster to see if there are other courses that would be beneficial to include in what is currently offered.	Review the training and implement by June 2023	Implemented training programmes
	Encourage more diverse speak up champions within the Trust and ensure they are fully supported in this role	Increase the numbers of speak up champions and focus on diversity	Reports to the E&D Committee
	Improve Trust wide communications and in particular highlight areas where BHFT are making good progress and areas where more work is required.	E&D Communication Plan to be in place by January 2023	Review of the Communication Plan by the E&D Committee
Actions Indicator 5: Bullying Harassment	Continue with the campaign 'no excuse for abuse' - Promotional plan through Comms team and local partners within BLMK	E&D Communication Plan to be in place by January	Review of the Communication Plan by the
Actions Indicator 6: Bullying Harassment from Staff	Using the respectful resolution as part of the embedding values and a kind life project.	New policies to reflect new approach	In policy with appropriate monitoring. Review WDES data to monitor impact.
Actions Indicator 7: Equal opportunities	Improve Trust wide communications and in particular highlight areas where BHFT are making good progress and areas where more work is required.	E&D Communication Plan to be in place by January 2023	Review of the Communication Plan by the E&D Committee
	Review other external initiatives and how they can support staff with a disability such as the NHS East of England EoE Coaching for inclusion.	Review progress quarterly to Equality and Diversity Committee and review any recommendations for implementation.	Report to the Workforce Committee

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Actions Indicator 8: Discrimination from a colleague, manager or leader	Review what career assistance and planning can be put in place internally. Such as career planning workshops, career conversations and talent management and reasonable adjustments.	Review to be completed and recommendations for implementation agreed by October 2023	Reports to the Workforce Committee
	Using the respectful resolution as part of embedding values and a kind life project.	In progress and to be embedded by October 2023	Reports to the Workforce Committee
	Increasing diverse speak up champions within the Trust and maintain communication about their role and access	Increase the numbers of speak up champions and focus on diversity	Reports to the E&D Committee
Actions Indicator 9: Board Representation	As for all protected characteristics one Executive and one Non Executive Director have been allocated leadership and championing of Disability, Carers and Allies on the Board. This will continue.	Board allocation and reports to Board Seminars	Board Seminar agendas and presentations
	Raising awareness of the Executive and Non-Executive Director champion role for the Disability, Carers and Allies Protected characteristic. The what it means to them in their role.	Board Seminar by March 2023	Ongoing Board Seminar training and development
Other components of trust plan	Undertake an initiative for "What's it got to do with you?" to raise awareness of the importance of declaration/data capture plus how the data is generic, anonymised and confidential - this is extended to the areas of Sexual Orientation and Religion ad Belief which also have data validity issues due to non or low declaration .	E&D Communication Plan to be in place by January 2023	Review of the Communication Plan by the E&D Committee
	Further explore Interstecctionality and health inequalities for our patient population with the support of our Staff Networks and wider communities.	Develop a plan for patient information review to target priority health inequality areas	Report to the Equality and Diversity Committee by June 2023