

## WORKFORCE DISABILITY EQUALITY STANDARD REPORTING TEMPLATE

# Workforce Disability Equality Standard

<b>Name of organisation:</b>	Hull University Teaching Hospital NHS Trust
<b>Date of report:</b>	March 2021
<b>Name and title of Board lead for the Workforce Disability Equality Standard:</b>	Ellen Ryabov, Chief Operating Officer
<b>Name of lead compiling this report:</b>	Liz Dearing, HR Manager
<b>Names of commissioners this report has been sent to:</b>	Hull Clinical Commissioning Group, East Riding of Yorkshire Clinical Commissioning Group
<b>Name of co-ordinating commissioner this report has been sent to:</b>	Hull Clinical Commissioning Group
<b>Unique URL link on which this report and associated Action Plan will be found:</b>	<a href="http://www.hey.nhs.uk">www.hey.nhs.uk</a>
<b>This report has been signed off by on behalf of the Board on (insert name and date):</b>	Chris Long, Chief Executive

## 1. Background Narrative

**Any issues of completeness of data:** The data has been collected from the Trust's Electronic Staff Record (ESR) however 29.47% of the workforce have not declared as disabled or non-disabled, which represents 3,022 of the total workforce.

## 2. Total Numbers of Staff

**Total number of staff employed within the Trust at the date of the report:** 10,256

**Proportion of disabled staff employed within the Trust at the date of the report:** 2.75% of the total staff employed as self-declared through ESR.

## 3. Self-Reporting

**The proportion of total staff who have self-reported disabled/non-disabled:** 70.53%

**Have any steps been taken to increase declaration rates?** All new starters to the organisation are asked to complete an equality monitoring form and their details are recorded on ESR. Existing staff continue to be reminded to check their personal details and update their ESR entry where appropriate.

**Are any steps planned during the current reporting period to improve the level of self-reporting?** To improve the quality of data stored within ESR, ESR Self Service continues to be rolled out, highlighting to staff that they can update their personal information, including ethnicity, marital/partnership status and disability status.

## 4. Workforce Data

**What period does the organisation's workforce data refer to:** Staff in post at 31 March 2021 and activity during the financial year 2020/21.

## 5. Workforce Disability Equality Indicators

	Indicator	Data for reporting year 2020/21	Data for previous year 2019/20	Narrative – the implications of the data and any additional background explanatory narrative	Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective																								
1	Percentage of staff in each of the AfC Bands 1-9 and VSM (including executive Board members) compared with the percentage of staff in the overall workforce. Organisations should undertake this calculation separately for non-clinical and for clinical staff.	<p>See Appendix 2 for breakdown by pay banding (From ESR). Where disability is known for 31 March 2021:</p> <table border="1"> <tr> <td>Non-clinical workforce (Non-disabled) =</td> <td>13.98%</td> <td>Non-clinical workforce (Non-disabled) =</td> <td>12.98%</td> </tr> <tr> <td>Non-clinical workforce (Disabled) =</td> <td>0.69%</td> <td>Non-clinical workforce (Disabled) =</td> <td>0.53%</td> </tr> <tr> <td>Clinical workforce (non-medical Non-disabled) =</td> <td>42.71%</td> <td>Clinical workforce (non-medical Non-disabled) =</td> <td>36.67%</td> </tr> <tr> <td>Clinical workforce (non-medical Disabled) =</td> <td>1.76%</td> <td>Clinical workforce (non-medical Disabled) =</td> <td>1.44%</td> </tr> <tr> <td>Clinical workforce (medical and dental non-disabled) =</td> <td>11.10%</td> <td>Clinical workforce (medical and dental Non-disabled) =</td> <td>11.54%</td> </tr> <tr> <td>Clinical workforce (medical and dental Disabled) =</td> <td>0.30%</td> <td>Clinical workforce (medical and dental Disabled) =</td> <td>0.21%</td> </tr> </table>	Non-clinical workforce (Non-disabled) =	13.98%	Non-clinical workforce (Non-disabled) =	12.98%	Non-clinical workforce (Disabled) =	0.69%	Non-clinical workforce (Disabled) =	0.53%	Clinical workforce (non-medical Non-disabled) =	42.71%	Clinical workforce (non-medical Non-disabled) =	36.67%	Clinical workforce (non-medical Disabled) =	1.76%	Clinical workforce (non-medical Disabled) =	1.44%	Clinical workforce (medical and dental non-disabled) =	11.10%	Clinical workforce (medical and dental Non-disabled) =	11.54%	Clinical workforce (medical and dental Disabled) =	0.30%	Clinical workforce (medical and dental Disabled) =	0.21%		In total 70.53% of Trust staff declared themselves as disabled or non-disabled. The highest percentage of disabled employees are within the clinical workforce (non-medical) whilst the lowest percentage of disabled employees are within the clinical workforce (medical and dental)	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
Non-clinical workforce (Non-disabled) =	13.98%	Non-clinical workforce (Non-disabled) =	12.98%																										
Non-clinical workforce (Disabled) =	0.69%	Non-clinical workforce (Disabled) =	0.53%																										
Clinical workforce (non-medical Non-disabled) =	42.71%	Clinical workforce (non-medical Non-disabled) =	36.67%																										
Clinical workforce (non-medical Disabled) =	1.76%	Clinical workforce (non-medical Disabled) =	1.44%																										
Clinical workforce (medical and dental non-disabled) =	11.10%	Clinical workforce (medical and dental Non-disabled) =	11.54%																										
Clinical workforce (medical and dental Disabled) =	0.30%	Clinical workforce (medical and dental Disabled) =	0.21%																										
2	Relative likelihood of Non-disabled staff being appointed compared to disabled applicants from shortlisting across all posts.	Non-disabled: 0.24 Disabled: 0.18 Relative likelihood: 1.31	Non-disabled: 0.22 Disabled: 0.16 Relative likelihood: 1.41	The data shows that Non-disabled staff are more likely than Disabled staff to be appointed from shortlisting.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.																								

Appendix 1

	Indicator	Data for reporting year 2020/21	Data for previous year 2019/20	Narrative – the implications of the data and any additional background explanatory narrative	Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective
3	Relative likelihood of Disabled staff entering the formal capability process compared to Non-disabled staff. This indicator will be based on data from a two year rolling average of the current year and the previous year.	Disabled: 0.00 Non-disabled: 0.00 Relative likelihood: 6.16	Disabled: 0.00 Non-disabled: 0.00 Relative likelihood: 4.00	The numbers of staff entering the formal capability process are low, the relative likelihood of entering the formal capability process is nil for both Disabled and Non-Disabled staff.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
4 a) i	Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months.	Non-disabled: 22.5% Disabled: 29.6% (From Staff Survey December 2020)	Non-disabled: 23.9% Disabled: 27.0% (From Staff Survey December 2019)	The percentage of disabled staff experiencing harassment, bullying or abuse from patients, relatives or the public has increased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
4 a) ii	Percentage of staff experiencing harassment, bullying or abuse from managers in last 12 months.	Non-disabled: 12.2% Disabled: 17.7% (From Staff Survey December 2020)	Non-disabled: 11.9% Disabled: 20.0% (From Staff Survey December 2019)	The percentage of Disabled staff experiencing harassment, bullying or abuse from managers has decreased.	Please see action plan. Actions link to EDS2 goals and the Trust Equality Objectives.
4 a) iii	Percentage of staff experiencing harassment, bullying or abuse from other colleagues in last 12 months.	Non-disabled: 18.8% Disabled: 30.9% (From Staff Survey December 2020)	Non-disabled: 17.8% Disabled: 29.7% (From Staff Survey December 2019)	The percentage of Non-disabled and Disabled staff experiencing harassment, bullying or abuse from other colleagues has increased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
4b	Percentage of staff that the last time they experienced harassment, bullying or abuse at work, they or a colleague	Non-disabled: 43.7% Disabled: 39.7% (From Staff Survey December 2020)	Non-disabled: 40.8% Disabled: 41.1% (From Staff Survey December 2019)	The percentage of Disabled staff reporting harassment, bullying or abuse at work has decreased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.

Appendix 1

	Indicator	Data for reporting year 2020/21	Data for previous year 2019/20	Narrative – the implications of the data and any additional background explanatory narrative	Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective
	reported it in the last 12 months.				
5	Percentage of staff believing the Trust provides equal opportunities for career progression or promotion.	Non-disabled: 87.1% Disabled: 82.0% (From Staff Survey December 2020)	Non-disabled: 89.2% Disabled: 79.4% (From Staff Survey December 2019)	The percentage of Disabled staff believing the Trust provides equal opportunities for career progression or promotion has increased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
6	Percentage of staff saying they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.	Non-disabled: 24.9% Disabled: 31.3% (From Staff Survey December 2020)	Non-disabled: 21.8% Disabled: 29.2% (From Staff Survey December 2019)	The Percentage of Disabled staff saying they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties has increased .	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
7	Percentage of staff saying they are satisfied with the extent to which their organisation values their work.	Non-disabled: 52.2% Disabled: 37.1% (From Staff Survey December 2020)	Non-disabled: 50.2% Disabled: 36.9% (From Staff Survey December 2019)	The percentage of Disabled staff saying they are satisfied with the extent to which their organisations values their work has increased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
8	Percentage of Disabled staff saying their employer has made adequate adjustment(s) to enable them to carry out their work.	81.4% (From Staff Survey December 2020)	74.3% (From Staff Survey December 2019)	The percentage of Disabled staff saying their employer has made adequate adjustment(s) to enable them to carry out their work has increased.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
9a	Staff engagement score for Disabled staff, compared to Non-disabled staff and the overall score for the organisation.	Non-disabled staff: 7.2 Disabled: 6.7 Organisation: 7.1 (From Staff Survey December 2020)	Non-disabled staff: 7.1 Disabled: 6.6 Organisation: 7.0 (From Staff Survey December 2019)	The staff engagement score for Disabled staff continues to be lower than for Non-disabled staff.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.

	Indicator	Data for reporting year 2020/21	Data for previous year 2019/20	Narrative – the implications of the data and any additional background explanatory narrative	Action taken and planned including e.g. does the indicator link to EDS2 evidence and/or a corporate Equality Objective
9b	Has the Trust taken action to facilitate the voices of Disabled staff in the organisation to be heard?	Yes	No	The Trust has developed an Enabled Staff Support Network and held a Network Conference. An in-depth survey has been completed and the analysis of the data has fed into the Trust's Action Plan.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.
10	Percentage difference between the organisation's Board voting membership and its organisation's overall workforce.	5.0%	-2.0%	Considering the percentage of staff who have self-reported as Non-disabled and the percentage of staff who have self-reported as Disabled the disaggregated percentage difference would be expected to be very low. The Trust acknowledges that, in respect of disability, the Board is not representative of the population it serves. Within Hull and East Riding the disabled population is 19%.	Please see action plan.  Actions link to EDS2 goals and the Trust Equality Objectives.

**6. Are there any other factors or data which should be taken into consideration in assessing progress?**

During the pandemic Trust staff with underlying health conditions were advised to shield by the Government and therefore a significant number of the Trust's disabled staff were unable to undertake their roles within the hospital sites for prolonged periods of time.

**7. Organisations should produce a detailed WDES Action Plan, agreed by its Board. Such a Plan would normally elaborate on the actions summarised in section 5, setting out the next steps with milestones for expected progress against the WDES indicators. It may also identify the links with other work streams agreed at Board level, such as EDS2. You are asked to attach the WDES Action Plan or provide a link to it.**

The Draft WDES Action plan is attached.

				Snapshot of data as at 31st MARCH 2021						
Metric	Indicator	Measure	Disabled staff		Non-disabled staff		Disability Unknown or Null		Overall	
			# Disabled	% Disabled	# Non-disabled	% Non-disabled	# Unknown/ Null	% Unknown/ Null	Total	
1	Percentage of staff in A/C paybands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.	<b>1a) Non Clinical Staff</b>								
		Under Band 1	Headcount	1	12.5%	7	87.5%	0	0.0%	8
		Bands 1	Headcount	1	2.4%	25	59.5%	16	38.1%	42
		Bands 2	Headcount	28	2.8%	663	65.1%	327	32.1%	1018
		Bands 3	Headcount	16	3.3%	299	62.2%	166	34.5%	481
		Bands 4	Headcount	6	3.2%	119	62.6%	65	34.2%	190
		Bands 5	Headcount	9	5.1%	117	66.1%	51	28.8%	177
		Bands 6	Headcount	1	1.0%	55	56.1%	42	42.9%	98
		Bands 7	Headcount	3	3.0%	68	68.0%	29	29.0%	100
		Bands 8a	Headcount	1	1.6%	34	54.0%	28	44.4%	63
		Bands 8b	Headcount	3	6.8%	16	36.4%	25	56.8%	44
		Bands 8c	Headcount	1	5.3%	9	47.4%	9	47.4%	19
		Bands 8d	Headcount	0	0.0%	5	62.5%	3	37.5%	8
		Bands 9	Headcount	0		0		0		0
		VSM	Headcount	1	3.7%	17	63.0%	9	33.3%	27
		Other (e.g. Bank or Agency) Please specify in notes.	Headcount	0		0		0		0
		<b>1b) Clinical Staff</b>								
		Under Band 1	Headcount	4	5.71%	61	87.14%	5	7.14%	70
		Bands 1	Headcount	0	0.00%	4	66.67%	2	33.33%	6
		Bands 2	Headcount	32	2.28%	1011	72.01%	361	25.71%	1404
		Bands 3	Headcount	14	2.08%	431	64.04%	228	33.88%	673
		Bands 4	Headcount	16	5.11%	211	67.41%	86	27.48%	313
		Bands 5	Headcount	65	3.09%	1544	73.31%	497	23.60%	2106
		Bands 6	Headcount	31	2.88%	679	63.05%	367	34.08%	1077
		Bands 7	Headcount	14	2.11%	325	48.95%	325	48.95%	664
		Bands 8a	Headcount	4	2.40%	80	47.90%	83	49.70%	167
		Bands 8b	Headcount	0	0.00%	20	40.00%	30	60.00%	50
		Bands 8c	Headcount	0	0.00%	9	40.91%	13	59.09%	22
		Bands 8d	Headcount	0	0.00%	2	50.00%	2	50.00%	4
		Bands 9	Headcount	0	0.00%	0	0.00%	2	100.00%	2
VSM	Headcount	0	0.00%	3	30.00%	7	70.00%	10		
Medical & Dental Staff, Consultants	Headcount	4	0.76%	331	63.29%	188	35.95%	523		
Medical & Dental Staff, Non-Consultants career grade	Headcount	1	1.37%	55	75.34%	17	23.29%	73		
Medical & Dental Staff, Medical and dental trainee grades	Headcount	26	3.18%	752	92.04%	39	4.77%	817		
10	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  This is a snapshot as of at 31st March 2020.	Total Board members	Headcount	1	6.25%	0	0.00%	15	93.75%	16
		of which: Voting Board members	Headcount	1	7.69%	0	0.00%	12	92.31%	13
		: Non Voting Board members	Auto-Calculated	0	0.00%	0	0.00%	3	100.00%	3
		of which: Exec Board members	Headcount	1	12.50%	0	0.00%	7	87.50%	8
		: Non Executive Board members	Auto-Calculated	0	0.00%	0	0.00%	8	100.00%	8
		Difference (Total Board - Overall workforce )	Auto-Calculated		4%		-68%		64%	
		Difference (Voting membership - Overall Workforce)	Auto-Calculated		5%		-68%		63%	
		Difference (Executive membership - Overall Workforce)	Auto-Calculated		10%		-68%		58%	

## WORKFORCE DISABILITY EQUALITY STANDARD ACTION PLAN 2020/2021

The Action Plan has been developed, based on the 20/21 WDES technical data results, to help close the gaps in workplace experience between Disabled & Non-disabled staff.

Action	Metric	Delivery Timescale	Lead Responsibility
<p><b>1. Development of a pathway to ensure disabled staff have an input into infrastructure and estate development and projects</b></p> <ul style="list-style-type: none"> <li>Attendance of network members at future projects meeting to assist with consultation of accessibility considerations for new builds.</li> <li>Attendance of Director of Estates, Facilities and Development at Enabled Staff Support Network meetings.</li> <li>Ensure EF&amp;D colleagues actively use the Equality Impact Assessment process as part of capital and estate development projects as well as when considering changes to services which directly impact on staff.</li> </ul>	9a	March 2022	Workforce & OD EDI Team
<p><b>2. Development of a secure support forum on Pattie (Trust intranet)</b></p> <ul style="list-style-type: none"> <li>Creation of an administered secure online forum for disabled members of staff to use as a social networking space to post questions and ask for support and guidance.</li> <li>Explore the creation of an administered 'questions area' for non-disabled members of staff on Pattie to offer guidance and support on disability issues.</li> </ul>	9a	March 2022	Workforce & OD EDI Team
<p><b>3. Development of a signposted area for disabled staff on Pattie containing information regarding career progression, accessibility assistance, information on Access to Work, educational tools and disability awareness information.</b></p> <ul style="list-style-type: none"> <li>The online resource hub will support all HUTH staff and line managers.</li> <li>Explore the possibility of developing the current wellbeing champions to incorporate disability awareness.</li> </ul>	9a, 7	March 2022	Workforce & OD EDI Team
<p><b>4. Review the reasonable adjustment process and raise awareness and knowledge</b></p> <ul style="list-style-type: none"> <li>Develop a managerial education package and management clinics to offer support and guidance to managers in supporting and enabling their disabled staff members.</li> <li>Update the existing reasonable adjustment process to make it more accessible to managers and staff with a disability.</li> </ul>	8, 6	February 2022	Workforce & OD EDI Team and Head of Workforce



Action	Metric	Delivery Timescale	Lead Responsibility
<p><b>5. Review existing recruitment process and raise awareness and knowledge</b></p> <ul style="list-style-type: none"> <li>Support the development of the Diversity in recruitment Scheme by promoting the opportunity for disabled staff to become Diversity in Recruitment Specialists,</li> <li>Continuation of the 'Disability Confident Scheme' to guarantee an interview for disabled applicants, who meet the shortlist criteria.</li> </ul>	2	October 2021	Workforce & OD EDI Team
<p><b>6. Continue to encourage staff to complete/update personal information details relating to disability on ESR, through increasing disability confidence</b></p> <ul style="list-style-type: none"> <li>Emphasis on disability education to encourage the creation of a more disability confident culture within HUTH.</li> </ul>	All	March 2022	Workforce & OD EDI Team
<p><b>7. Continue to update disability awareness element of the Trust mandatory inclusion training</b></p> <ul style="list-style-type: none"> <li>Creation of updated learning modules focusing on 'Disability awareness and inclusion' which will become an integral part of the Trust's revamped Equality, Diversity and Inclusion training.</li> <li>Content of disability modules to be monitored to ensure that all the government and Trust policy information remains up to date.</li> </ul>	7, 9a	March 2022	Workforce & OD EDI Team
<p><b>8. Continue promotion of the Enabled Staff Support Network through disability confidence campaigns.</b></p> <ul style="list-style-type: none"> <li>Promotion of the staff film created by Craig Lazenby in a targeted Trust wide disability awareness campaign</li> </ul>	7, 9a	March 2022	Workforce & OD EDI Team
<p><b>9. Develop a leadership programme to support leaders at all levels to develop their understanding and gain practical skills in relation to EDI</b></p> <ul style="list-style-type: none"> <li>Programme to run alongside the update of the existing mandatory training package and will be specifically aimed at staff with a disability</li> <li>Implementation of complimentary learning opportunities throughout the year including: 'Lunch and Learn@ session, which would provide short bursts of learning and development.</li> <li>Promotion of existing leadership programmes targeted at the recruitment of staff with a disability.</li> </ul>	5, 7, 9a	March 2022	Workforce & OD EDI Team