

Collection name: **Workforce Disability Equality Standard (WDES) Data Collection**

For: **Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (RP5), FY2021/22**

Submitted: **Wed, Aug 31, 2022, 2:02 PM** by **Qurban Hussain (kirby.hussain@nhs.net)**

Status: **Completed**

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# Workforce Disability Equality Standard – Data Collection Framework

## Introduction

This data is being collected as part of the 2022 data collection for the Workforce Disability Equality Standard (WDES). The aim of WDES is to improve the working and career experiences of Disabled staff in the NHS. The WDES is mandated through the NHS Standard Contract and has been approved as a data collection by the NHSX Data Alliance Partnership . It has also been subject to a data protection impact assessment.

The requirement to submit WDES data is outlined in clause 13.8 of the NHS Standard Contract 2022/23 Service Conditions, which state "The Provider (if it is an NHS trust or an NHS Foundation Trust) must implement and comply with the National Workforce Disability Equality Standard and submit an annual report to the Co-ordinating Commissioner on its compliance".

The Data Collection Framework (DCF) should be used to submit data for the WDES metrics (note the information on the tab for metrics 4 to 9a for NHS trusts). The survey tab contains a series of qualitative questions and should also be completed.

Guidance on how to complete the DCF has been produced and is available via this link .

## Navigation and Completion

Each section of the DCF can be accessed using the links near the top of the page. Please note:

- White boxes will collect the data. The grey boxes will be automatically filled when all the required information has been entered.
- Items marked with a red asterisk \* are compulsory.
- Entries and changes are not saved automatically. At the foot of each section is a button labelled "Save as draft": this should be used as often as possible.
- Once a section is complete, check the "This page is complete" box at the bottom.
- Once all sections are complete, the "Submit" button can be pressed at the foot of any section.
- Each page may be saved as a PDF or printed using the standard process for your browser. (For example, in Chrome, pressing the three dots at the top-right of the screen brings up several options including Print.)
- Once the data has been submitted, an option will be given allowing a PDF version of the submission to be produced. You are strongly advised to do this and retain it for your records, and to aid in the completion of your 2022 Action Plan.
- Do not use the Back button on your browser: this will return you to the Open Collections screen, and any unsaved data will be lost.

## Bank and Agency staff

Trusts should only include Band and Agency staff in the 2022 return if they were also included in the 2021 return. Please use the Notes sections to indicate whether Bank/Agency staff have been included or not.

## Deadlines

## Queries

**NHS trusts** should submit their data between **1 July 2022** and by **close of business on 31 August 2022**.

The metrics data in this submission should be used to create a SMART action plan, in collaboration with Disabled staff. The action plan should be approved by the trust's Board, and published with the metrics data on the trust's website by 31/10/22. For comparison and benchmarking information on WDES metrics, see the Model Health System (Link: ), the NHS Staff Survey (Link: ) and the WDES 2021 report (Link: ).

## Queries

For advice on submitting the data, please email [england.wdes-datahelpdesk@nhs.net](mailto:england.wdes-datahelpdesk@nhs.net) (Link: )

Our information governance notice can be viewed here: [data collection notice](#) (Link: )

Our Guidance can be viewed here: [Guidance](#) (Link: )

Web form technical support queries should be sent to: [ips.servicedesk@england.nhs.uk](mailto:ips.servicedesk@england.nhs.uk) (Link: )

Technical support queries about your account and password, locked accounts and password resets should be sent to: [itservicedesk@england.nhs.uk](mailto:itservicedesk@england.nhs.uk) (Link: )

## Metric 1 - non-clinical

The 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 2022.

If including Bank and Agency staff, please enter them in the "Other" category.

Disability Unknown refers to those staff who have indicated that they prefer not to say, as well as those who have not responded to the disability monitoring question in ESR.

	Disabled Headcount	Disabled Percent	Non- disabled Headcount	Non- disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
Under Band 1	2 *	15. %	11 *	84. %	0 *	0 %	13
Band 1	7 *	6.5 %	84 *	77. %	17 *	15 %	108
Band 2	39 *	4.3 %	775 *	85. %	88 *	9.8 %	902
Band 3	8 *	2.1 %	341 *	88. %	38 *	9.8 %	387
Band 4	7 *	3.9 %	151 *	84. %	21 *	11 %	179
Band 5	1 *	2 %	47 *	94 %	2 *	4 %	50
Band 6	5 *	5.7 %	76 *	87. %	6 *	6.9 %	87
Band 7	4 *	7 %	51 *	89. %	2 *	3.5 %	57
Band 8a	1 *	2 %	44 *	89. %	4 *	8.2 %	49
Band 8b	0 *	0 %	18 *	90 %	2 *	10 %	20

Band 8c	1 *	4.3 %	19 *	82. %	3 *	13 %	23
Band 8d	0 *	0 %	8 *	88. %	1 *	11 %	9
Band 9	0 *	0 %	2 *	10. %	0 *	0 %	2
VSM	0 *	0 %	4 *	66. %	2 *	33 %	6
Other e.g. Bank/Agency, please specify	0 *	%	0 *	%	0 *	%	0

#### Notes

slight improvement in number of staff in Under band 1 bands 2,4,7  
Decrease in band 8A from 2.

#### Total non-clinical

Non-clinical summary by pay band grouping

Disabled Headcount	Disabled Percent	Non-disabled Headcount	Non-disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
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Headcount

Headcount

Percent

AfC Bands 1 (and under), 1, 2, 3 and 4

63

4

%

1362

85.1

%

164

10.1

%

1589

AfC Bands 5, 6 and 7

10

5.2

%

174

89.1

%

10

5.2

%

194

AfC Bands 8a and 8b

1

1.4

%

62

89.1

%

6

8.7

%

69

AfC Bands 8c, 8d, 9 and VSM

1

2.5

%

33

82.1

%

6

15

%

40

75

4

%

1631

86.2

%

186

9.8

%

1892

## **Metric 1 - clinical**

The 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 2022.

If including Bank and Agency staff, please enter them in the "Other" category

Disability Unknown refers to those staff who have indicated that they prefer not to say, as well as those who have not responded to the disability monitoring question in ESR.

	Disabled Headcount		Disabled Percent		Non-disabled Headcount		Non-disabled Percent		Disability Unknown Headcount		Disability Unknown Percent		Total Headcount
Under Band 1	1 *		10	%	8 *		80	%	1 *		10	%	10
Band 1	0 *		0	%	7 *		77.	%	2 *		22	%	9
Band 2	46 *		4.1	%	935 *		84	%	132 *		11	%	1113
Band 3	9 *		2.3	%	335 *		86.	%	43 *		11	%	387
Band 4	2 *		1.6	%	101 *		82.	%	19 *		15	%	122
Band 5	46 *		4	%	967 *		84	%	138 *		12	%	1151
Band 6	32 *		3.7	%	698 *		81.	%	129 *		15	%	859
Band 7	8 *		1.8	%	372 *		83.	%	67 *		15	%	447
Band 8a	1 *		1	%	87 *		87.	%	11 *		11	%	99
Band 8b	1 *		7.1	%	13 *		92.	%	0 *		0	%	14

Band 8c	1 *	8.3 %	11 *	91. %	0 *	0 %	12
Band 8d	0 *	0 %	3 *	75 %	1 *	25 %	4
Band 9	0 *	0 %	3 *	75 %	1 *	25 %	4
VSM	1 *	50 %	1 *	50 %	0 *	0 %	2
Other e.g. Bank/Agency, please specify	0 *	%	0 *	%	0 *	%	0

Notes

Slight improvements in under band 1 bands 2,3,4, 5,6,8b and 1 VSM. A decrease in band 7 by 1

Medical &  
Dental  
Staff,  
Consultants

7

\*

1.1

%

233

\*

35.2

%

421

\*

63.7

%

661

Medical &  
Dental  
Staff,  
Non-  
Consultants  
career  
grade

2

\*

2.2

%

71

\*

78

%

18

\*

19.8

%

91

Medical &  
Dental  
Staff,  
trainee  
grades

3

\*

1

%

178

\*

59.9

%

116

\*

39.1

%

297

Total  
clinical

148

3.5

%

3541

83.7

%

544

12.9

%

4233

Total  
medical &  
dental

12

1.1

%

482

45.9

%

555

52.9

%

1049

Total clinical & non-clinical

235	3.3	%	5654	78.8	%	1285	17.9	%	7174
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Clinical summary by pay band grouping

	Disabled Headcount	Disabled Percent	Non-disabled Headcount	Non-disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
AfC Bands 1 (and under), 1, 2, 3 and 4	58	3.5 %	1386	84.1 %	197	12 %	1641
AfC Bands 5, 6 and 7	86	3.5 %	2037	82.1 %	334	13.6 %	2457
AfC Bands 8a and 8b	2	1.8 %	100	88.1 %	11	9.7 %	113

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AfC  
Bands  
8c, 8d,  
9 and  
VSM

---

2

9.1

%

18

81.1

%

2

9.1

%

22

---

## Metric 2

### Metric 2 - Recruitment

Relative likelihood of non-disabled staff compared to 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 Survey section to ensure comparability between organisations.

	Disabled	Non-disabled	Disability Unknown
<b>Number of shortlisted applicants</b>	116 *	2103 *	311 *
<b>Number appointed from shortlisting</b>	37 *	631 *	127 *
<b>Likelihood of shortlisting/appointed</b>	0.32	0.3	0.41

Relative likelihood of non-disabled staff compared to Disabled staff being appointed from shortlisting across all posts

0.94

#### Notes

A significant increase in shortlisted applicant from 79 from last years figures to 116. this year. . A marked increase in appointed staff with disabilities from 26 to 37. Our overall direction is positive.

## Metric 3

Metric 3 - Capability

Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.

Notes:

- i. This Metric will be based on data from a two-year rolling average of the current year and the previous year.
- ii. This metric applies to capability on the grounds of performance and not ill health.
- iii. If a member of staff enters the capability process for reasons of **both** performance **and** ill health, they should not be included in the count of "ill health only" cases.
- iv. For clarification: the data required is the numbers of staff **entering** the capability process from 1 April 2020 to 31 March 2022, divided by 2.

	Disabled	Non-disabled	Disability Unknown
<b>Number of staff in workforce</b>	235	5654	1285
<b>Average number of staff entering the formal capability process for any reason</b>	18 *	225 *	44 *
<b>Of these, how many are on the grounds of ill health only?</b>	18 *	135 *	28 *
<b>Likelihood of staff entering the formal capability process</b>	0.000000	0.015918	0.012451

Relative likelihood of Disabled staff entering the formal capability process compared to non-disabled staff

0.000000

## Notes

Overall the number of people with a disability recorded has increased from 206 to 235. However the number of staff entering the capability process has increased from last years figure of 0 to 18. Context of the pandemic may have influenced this.

## Metric 4 - 9a

### Metric 4 to 9a

Please note that you are not required to submit data for WDES Metrics 4 to 9a. These metrics relate to the NHS Staff Survey and the WDES Implementation Team will access this data directly.

However, you should include data for these metrics when discussing, producing and publishing your organisation's WDES annual report. The annual report, which should be developed in partnership with the organisation's Disabled staff network and ratified by the Board, must contain data for all 10 metrics along with an action plan that sets out the actions the organisation will deliver over the coming 12 months.

## Metric 9b

### Metric 9 - Staff Engagement

b) Has your organisation taken action to facilitate the voices of Disabled staff to be heard?

If no, please provide an explanation for your answer.

- Yes  
 No

\*

Please provide at least one practical example of current action being taken in the relevant section of your WDES annual report.

We have set the Ability Staff Network to champion the voices of staff with Disabilities & long term conditions, \*

#### Notes

We will also be attending Careers fairs that are focused on peoples with disabilities and are being hosted by the Job Centre. Reciprocal mentoring programme this year will have a focus on all the 9 protected characteristics.

## Metric 10

Metric 10 - Board voting membership

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

The data for this metric should be a snapshot as of 31st March 2022.

	Disabled		Non-disabled		Disability Unknown		Total
<b>Total Board members</b>	0	*	11	*	0	*	11
<b>How many are voting members?</b>	0	*	11	*	0	*	11
<b>Number of non-voting members</b>	0		0		0		0
<b>How many are Exec Board members?</b>	0	*	5	*	0	*	5
<b>Number of non-exec members</b>	0		6		0		6
<b>Number of staff in overall workforce (from Metric 1)</b>	235		5654		1285		7174
<b>Total Board members - % by Disability</b>	0	%	100	%	0	%	
<b>Voting Board members - % by Disability</b>	0	%	100	%	0	%	
<b>Non-Voting Board Member - % by Disability</b>		%		%		%	
<b>Executive Board Member - % by Disability</b>	0	%	100	%	0	%	

<b>Non-Executive Board Member - % by Disability</b>	0	%	100	%	0	%
<b>Overall workforce - % by Disability</b>	3.28	%	78.81	%	17.91	%
<b>Difference % (Total Board - Overall workforce)</b>	-3.28	%	21.19	%	-17.91	%
<b>Difference % (Voting membership - Overall Workforce)</b>	-3.28	%	21.19	%	-17.91	%
<b>Difference % (Executive membership - Overall Workforce)</b>	-3.28	%	21.19	%	-17.91	%

**Notes**

Overall the workforce data shows there has been a slight increase in the representation of staff with a disability 3.28% compared to last years figure which was 2.97%. However we still have no staff with a declared disability on the board this is the same as last years figure.

**Survey**

Survey

## Question 1

Name and contact details of the lead(s) compiling this report.

Name \*

Rosie Rowley

Email Address \*

Rosie.rowley@nhs.net

Name

Qurban Hussain (Kirby)

Email Address

kirby.hussain@nhs.net

## Question 2

Name and contact details of the Board lead for the Workforce Disability Equality Standard.

Name \*

Zoe Lintin

Job Title \*

Chief People Officer

Email \*

zoelintin@nhs.net

## Question 3

Name of commissioner, name of commissioning body and email address that the WDES Annual report (containing the WDES metrics report and action plan) will be sent to.

Name of Commissioner

Doncaster CCG

Name of Commissioning Body \*

Doncaster CCG

Email \*

donccg.communications@nhs.net

## Question 4

Unique URL link or existing web page on which the WDES Annual report will be published.

<https://oesn11hpbml2xaq003wx02ib-wpengine.netdna-ssl.com/wp-content/uploads/2022/06/WDES-Submission-PDF-file.pdf>

\*

## Question 5

Date of Board meeting at which organisation's WDES Annual report will be ratified. If the date is not known, please provide an approximate date or explain why a date cannot be provided.

27th September 2022

\*

## Question 6

Does your organisation participate in any programmes or initiatives that are focused on disability equality and inclusion?

- Yes  
 No

\*

## Question 7

Do your staff have access to the ESR self-service portal?

- Yes  
 No

\*

## Question 8

Since you published your action plan last year, have any steps been taken within your organisation to improve the declaration rate for disability status?

- Yes
- No

\*

If yes, please share any examples of interventions that have increased declaration rates at your organisation.

- Promotion of ESR self-service to encourage staff to update details
- Other internal communication activities (e.g. staff emails, intranet pages, internal events, poster campaign)
- Survey of staff to understand views
- Consultation exercise / workshops
- Raising visibility of senior Disabled Staff
- Include an ESR "How to" guide in induction pack or on intranet
- Other - please specify

\*

## Question 9

What level of Disability Confident accreditation does your organisation currently hold?

- None
- Level 1 - Committed
- Level 2 - Employer
- Level 3 - Leader

\*

Are you working towards obtaining a higher level of accreditation?

- Yes
- No

\*

## Question 10

Do you encourage Disabled people to apply for jobs by offering an interview to any applicant who declares they have a disability and meets the minimum criteria?

- Yes
- No

\*

Please add any examples of interventions that have impacted positively on the recruitment of Disabled staff.

- Review of the implementation of the commitment to interview an applicant who declares they have a disability and meets the minimum criteria \*
- Disabled people on interview panels
- Disabled people advising review of recruitment processes
- Review of recruitment policy and procedures
- Develop external communications to encourage Disabled applicants
- Refresh of website to encourage Disabled applicants
- Actions to support Disabled applicants through the application and interview process (e.g. providing questions in advance)
- Targeted recruitment campaigns
- Accept applications in alternative formats
- Other - Please specify

## Question 11

Has your organisation compared any of the following other datasets you hold to the WDES Metric 4 (Harassment, Bullying or Abuse)?

- Grievance data
- Disciplinary data
- Exit interviews or surveys
- Data held by Staffside representatives
- Data held by Freedom to speak up guardians
- Data held by Health and Wellbeing leads

\*

- Other

## Question 12

Please add any actions taken since your action plan was published last year to reduce harassment, bullying or abuse in relation to Disabled staff.

- Dignity at Work Campaign
- Disability Awareness campaigns
- Harassment and Bullying policy revision
- Champions/ ambassadors/advisors
- Peer support scheme
- Training events
- NHS Civility and Respect toolkit
- Working with Staff Networks
- None applicable
- Other

\*

## Question 13

Does your organisation provide any targeted career development opportunities for Disabled staff?

- Yes
- No
- Not at present but planned in the next 12 months

\*

If yes, or planned, please select relevant examples. Please feel free to expand in the free text box.

Reciprocal Mentoring programme this year will include all protected characteristics.

## Question 14

Does your action plan from last year set out any targeted actions to reduce presenteeism i.e. feeling pressured to come to work when not feeling well?

- Yes
- No
- Not at present but planned in the next 12 months

\*

## Question 15

Does your action plan from last year set out any targeted actions to increase the workplace satisfaction of Disabled staff?

- Yes
- No
- Not at present but planned in the next 12 months

\*

If yes, or planned, please select relevant examples. Please feel free to expand in the free text box.

- Working with Disability networks/groups
- Health and wellbeing days or events
- Line manager disability awareness training
- All staff disability awareness training
- Implementing changes following staff surveys
- Other – please specify

\*

## Question 16

Does your organisation have a reasonable adjustments policy?

- Yes
- No
- Not at present but planned in the next 12 months

\*

## Question 17

Evidence shows workplace adjustments are more effective when costs are met from central budgets. Are costs for workplace adjustments in your organisation met through centralised or local budgets?

- Centralised budgets
- Local budgets
- Both

\*

## Question 18

Have you undertaken any actions in the last 12 months to improve the reasonable adjustments process?

- Yes
- No
- Not at present but planned in the next 12 months

\*

If yes, or planned, please select relevant examples. Please feel free to expand in the free text box.

- Training for managers
- Guidance and support provision
- Internal communications
- Reasonable/workplace adjustment policy revision
- Sharing best practice examples through induction/intranet/training
- Disability/Workplace adjustments passport
- Other - please specify

\*

## Question 19

Please list any actions contained in your action plan from last year that have not been completed.

Our EDI action plan is ongoing

\*

## Question 20

Are there plans for your Trust to merge with another trust in the next 12 months?

- Yes  
 No

\*

## Question 21

When did the Board most recently review progress in delivering the action plan from last year?

- In the last 3 months  
 Between 3 and 6 months  
 Between 6 months and 1 year  
 More than 1 year

\*

## Question 22

Do annual Health and Wellbeing conversations take place with all staff which include opportunity to discuss disability?

- Yes  
 No

\*

Please provide brief details \*

This is included in the quality appraisal conversations that all staff have with their line managers

### Question 23

What has been done specifically to support Disabled staff through the COVID-19 pandemic?

We created supportive wellbeing spaces and return conversations and TLC calls

\*

### Question 24

Have you taken specific actions to support staff with "Long COVID"?

- Yes
- No

Please provide brief details \*

We have a long covid pathway supported and delivered by Vivup our mental health and wellbeing staff service

\*

### Question 25

Do you have any further comments?