Workforce Disability Equality Standard (WDES) 2020-2021

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1. Summary

1.1 2020-2021 is the third year of the Workforce Disability Equality Standard (WDES), which was introduced in 2018-2019. The Trust's 202-2021 WDES reports indicates that the overarching priority is engaging disabled staff; the 2020 Staff Survey engagement score for disabled staff is 6.5 compared to 7.1 for non-disabled staff, and 3.1% of staff are recorded on ESR are disabled compared to 19% who record disability in the Staff Survey reflecting the proportion of disabled people in the general population in the 2011 Census.

1.2 Core to the Trust's People Plan is creating an inclusive workplace environment where all staff feel a sense of belonging. To help with this a COVID-19 Disabled Staff Engagement Group (the Engagement Group) was established to ensure that the voices of the disabled staff are present and heard in advising and influencing the Trust's provision to support staff through the Pandemic. The Group is already influencing change in thinking about how staff blue badge holders may be able to park closer to their places of work, which has been the priority for many members. On the whole members are positive that the Engagement Group is increasing Disabled staff confidence in the Trust.

1.3 Car parking is an example of a broader priority for reasonable adjustments. A task and finish group has been established to strengthen the Trust's approach reporting the Engagement Group. The task and finish group has had a first meeting where it scoped its work and priorities including greater guidance and support for managers. An action already being taken is bespoke training for MFT managers and for all staff on reasonable adjustment that is being delivered by ACAS throughout 2020.

1.4 The Trust is working with the Engagement Group to establish a Disabled Staff Network. The Network will be pivotal to elevating the voices of disabled staff and will ensure a safe and confidential space for staff to share experiences. The Trust has partnered with Warrington Disability Partnership, a voluntary sector organisation of and for disabled people who have a track record of establishing disabled staff networks in the NHS, who ran a series of listening events with disabled staff at MFT in May 2021 to direct how a network is established over the coming months.

2. Introduction

2.1.   The WDES is a set of ten specific measures (metrics) that enable NHS organisations to compare the experiences of Disabled and Non-disabled staff. This information informs the development of an action plan to demonstrate progress against the metrics of disability equality. The WDES was mandated for all Trust's from April 2019 through the NHS Standard Contract.

2.2.   The purpose of the WDES is to improve the experience of Disabled staff and those seeking employment within the NHS. The Trust will need to outline how it has elevated the voices of Disabled staff as well as outlining the action it plans to take to improve the experience of Disabled staff, which is evidenced to be poorer than that of Non-disabled staff.

2.3.   The NHS metric requirements for the data presented in this report are outlined in the WDES Technical Guidance.

3. Scope

3.1.   The data in this report has been obtained from the following sources:
- Metrics 1, 2 and 10- Electronic Staff Records (ESR).
- Metric 3- Human Resource Team records.
- Metrics 4, 5, 6, 7, 8 and 9- NHS National Staff Survey.

3.2.   The WDES includes a reporting category of, 'Other Locally Agreed' pay. These are staff who are not on Agenda for Change (AfC) contracts, who are not Very Senior Managers (VSM) or Medical and Dental staff. They include for example, staff who remain on Whitley pay scales and Apprentices on specific pay points. There are 84 members of staff at the Trust on 'Other Locally Agreed' pay.

4. Analysis

4.1.   The detailed data table containing the Trust's 2020-2021 WDES data is attached at Appendix A to this report. The following section provides an analysis of the data by each metric.

4.2. Metric 1

4.2.1. This metric shows the percentage of staff in AfC pay bands 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 analysis is separate for non-clinical and for clinical staff. The WDES standard requires organisations to 'group' staff into 'clusters.'

The clusters are as follows:
- Cluster 1: AfC Band 1, 2, 3 and 4
- Cluster 2: AfC Band 5, 6 and 7
- Cluster 3: AfC Band 8a and 8b
- Cluster 4: AfC Band 8c, 8d, 9 and VSM (including Executive Board members)
- Cluster 5: Medical and Dental staff, Consultants
- Cluster 6: Medical and Dental staff, Non-consultant career grade
- Cluster 7: Medical and Dental staff, Medical and Dental trainee grades

Note: Definitions for these categories are based on ESR occupation codes except for medical and dental staff, which are based upon grade codes.

4.2.2. Overall, Disabled staff make up 3.17% of the workforce based on ESR data. There has been a slight increase in the representation of Disabled staff compared to 2019-20 (2.97%). However, the Trust's Disabled workforce is likely higher than this, as indicated by the NHS National Staff Survey declaration rate in 2020, where 19% of the Trust's staff who completed the survey declare that they identify as Disabled. The declaration percentage from the Staff Survey is closer to the 18% of Manchester's population who identify as Disabled. The reasons given by Disabled staff about why they do not state their disability status on ESR include that they are not aware that a long term condition qualifies as a disability, they manage their condition, that they are concerned about the impact of being recruited, they acquire their disability once in employment and are not aware they can amend them on ESR records. The small size of this data set also impacts upon data quality to inform decision making. It is a priority within the WDES action plan and *Diversity Matters*, the Trust's Equality, Diversity, and Inclusion Strategy 2019-2023, to improve the quality of this data.

4.2.3. The data highlights that Disabled staff are slightly more represented in non-clinical roles (3.70%) than in clinical roles (2.98%) by 0.72%. Disabled staff are under-represented in AfC and clinical senior roles.

4.3. Metric 2

4.3.1. The data shows that Non- Disabled applicants are 1.65 times more likely to be appointed from shortlisting than Disabled applicants. A result of one means equal likelihood. A result of more than one means non-disabled

staff are more likely than disabled staff to be appointed from shortlisting and a result of less than one means disabled staff are more likely than non-disabled staff to be appointed from shortlisting. However, the calculations for metric 2 are also impacted by the low declaration rate of disability at the Trust. The Trust is a Disability Confident Employer and implements a Guaranteed Interview Scheme (GIS) which means that any Disabled candidate who meets the essential criteria will be offered an interview.

4.4. **Metric 3**

4.4.1. Metric 3 shows the relative likelihood of Disabled staff compared to Non-Disabled staff entering the formal capability process, as measured by entry into the formal capability procedure. This metric is based on capability in relation to performance and is based on data from a two-year rolling average of the current year and the previous year. The data set for this metric is very small with only 18 cases recorded for formal capability this year. A small data set means that the addition or removal of one or two cases can have a significant impact on the calculation of relative likelihood. This year's data shows that the relative likelihood of Disabled staff entering the formal capability process is 0. This is because no cases involving Disabled members of staff have been recorded this year. This metric is impacted by the low declaration rate of disability at the Trust. The Trust will continue to review capability cases relating to disability each year with the aim to identifying and addressing any variation in experience or outcome.

5. Metrics 4-8: Staff Experience

5.1. Metrics 4 to 8 look at the experience of Disabled staff in the Trust.
Metric 4 is broken down into two sections:
- Section a) looks at the 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.

- Section b) looks at the 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. This data is taken from the NHS National Staff Survey.

5.2. A smaller proportion of both Disabled (26%) and Non-Disabled (20%) staff reported experiencing harassment, bullying, and abuse from patients and the public when compared to last year. However, Disabled staff are 6% more likely to experience harassment, bullying or abuse from patients/service users, their relatives, or other members of the public than Non-Disabled staff. Staff were immediately conscious of the need to

facilitate contact between patients, their families, carers, and parents during the Pandemic and made especial efforts to support people keep in touch. In addition, the Trust invested in supporting patients, families, carers and keep in touch. The NHSE COVID-19 Visiting Policy was equality impact assessed and amended to provide greater contact for patients and carers, for people giving birth and for children and young people. A Patient Liaison Team was created and increased facility for virtual contact on wards.

5.3.   The proportion of disabled staff reporting experiencing harassment, bullying, or abuse has increased in the last twelve months; from managers from 18% in 2019-2020 to 21% in 2020-2021 and from colleagues has from 25% in 2019-2020 to 27% in 2020-2021. Disabled staff are more likely to report experiencing harassment, bullying and abuse than non-disabled staff; 11% of non-disabled staff reporting experiencing harassment, bullying and abuse from managers and 16% from colleagues in 2020-2021.

5.4.   Metric 5 compares the percentage of disabled staff to non-disabled staff who believe that the Trust provides equal opportunities for career progression or promotion. 77% of disabled staff feel that the Trust provides equal opportunities for career progression or promotion which has increased by 2% in the last year, compared to 84% of non-disabled staff which has decreased by 1% in the last year. Disabled staff are 7% less likely to believe the Trust provides equality opportunities for career progression or promotion than non-disabled staff.

5.5.   Metric 6 compares the percentage of disabled staff to non-disabled staff who said that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties. The data shows that 35% of disabled staff have felt pressured to come to work despite not feeling well enough to perform their duties, an increase of 3% in the last year. The gap between the experience of disabled and non-disabled staff is significant, at 11%, with 24% of non-disabled staff reporting that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.

5.6.   Metric 7 compares the percentage of disabled staff to non-disabled staff who said that they are satisfied with the extent to which their organisation values their work. 40% of disabled staff feel that their work is valued by the Trust, a decrease of 1% in the last year. Disabled staff are 9% less satisfied that the organisation values their work than their non-disabled colleagues, 4% of whom report being satisfied with the extent to which their organisation values their work.

5.7.   Metric 8 shows the percentage of disabled staff who said that they feel the Trust has made adequate adjustment(s) to enable them to carry out their work. 70% of disabled staff reported that they felt that adequate reasonable adjustment to enable them to carry out their work had been made. This metric has remained constant in the last three years.

6. Metric 9

6.1. Metric 9 looks at the Disabled staff engagement compared to that for non-disabled staff and the overall engagement score for the organisation. The data shows that disabled staff have a lower engagement score than non-disabled staff, 6.5 compared to 7.1, in line with the Trust's overall engagement score is also 7.1.

7. Metric 10

7.1. 5.56% of the Trust Board self-report to be Disabled, which is higher than the overall workforce. This is however a small data set and as such the addition or removal of one or two people will impact the percentage representation significantly.

8. The actions the Trust is taking to advance workforce disability equality.

8.1. The 2020-2021 WDES indicates The Trust's 202-2021 indicates that the overarching priority is engaging disabled staff. The Trust is committed to amplifying staff voice to inform its decision making. In 2020, a COVID-19 Disabled Staff Engagement Group (the Engagement Group) was established to ensure that the voices of the disabled staff are present and heard in advising and influencing the Trust's provision to support staff through the Pandemic.

8.2. Through the Engagement Group, the Trust is establishing a Disabled Staff Network to elevate the voices of disabled staff and provide a safe and confidential space for staff to share experiences. A series of listening events to inform a plan for the Network have been held in May 2021. The feedback from these events are being used to direct how a network is established over the coming months.

8.2.1. A priority that disabled staff have discussed in the COVID-19 Engagement Group and at the listening events is getting reasonable adjustment. A reasonable adjustment sub-group of the Engagement Group has been established to draw up proposals to improve staff experience and ACAS will be delivering training sessions for managers and for all staff on reasonable adjustment.

8.2.2. The Trust will develop a campaign to increase declaration rates via ESR. This will accompany a programme of work designed to develop an inclusive workplace for disabled staff directed by disabled staff. The ESR campaign will include information and guidance on how to access ESR and how to update disability status on ESR.

8.2.3. The 2020-2021 WDES reports also highlights a priority to address bullying, harassment, and abuse. The Trust is developing a zero tolerance to bullying, harassment, and abuse campaign in response to its 2020 Staff

Survey showing an increase in staff reporting feeling they have experienced bullying, harassment, and abuse at work from other staff. Conversations have been taking place with staff across the Trust to hear their lived experiences as well as what actions they think would help. In addition, desk top research of practice elsewhere has been undertaken to inform the actions the Trust will take. The approach to bullying, harassment and abuse is part of the Trust's broader Putting People First programme aimed at strengthening culture around employment issues. It builds on what is already in place such as Freedom to Speak Up and builds on national NHS initiatives such as the NHS violence reduction. Hospitals managed clinical services, community services and corporate services have held engagement events following release of the Staff Survey to hear the lived experience of staff and create engagement plans.

8.2.4. The Trust will monitor progress of the WDES action plan at the Trust Equality, Diversity and Human Rights Committee. Assurance on delivery of the various strands of work will be through the Human Resources Scrutiny Committee

Appendix A: WDES Data for Manchester University NHS Foundation Trust (MFT) 2020-2021

WDES Metric	MFT 2018-2019	MFT 2019-2020	MFT 2020-2021
Metric 1. Percentage of staff in Agenda for Change (AfC) pay bands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce: Cluster 1: AfC Band 1, 2, 3 and 4 Cluster 2: AfC Band 5, 6 and 7 Cluster 3: AfC Band 8a and 8b Cluster 4: AfC Band 8c, 8d, 9 and VSM (including Executive Board members) Cluster 5: Medical and Dental staff, Consultants Cluster 6: Medical and Dental staff, Non-consultant career grade Cluster 7: Medical and Dental staff, Medical and dental trainee grades Note: Definitions for these categories are based on ESR occupation codes except for medical and dental staff, which are based upon grade codes.	**Overall: 2.84%** Cluster 1: 2.87% Cluster 2: 3.09% Cluster 3: 2.27% Cluster 4: 1.70% Cluster 5: 0.63% Cluster 6: 1.05% Cluster 7: 1.81% Other locally agreed: 2.88% **Clinical** **Overall: 2.62%** Cluster 1: 2.68% Cluster 2: 3.03% Cluster 3: 1.86% Cluster 4: 1.71% Cluster 5: 0.63% Cluster 6: 1.05% Cluster 7: 1.81% Other locally agreed: 3.13% **Non-Clinical** **Overall: 3.48%** Cluster 1: 3.55% Cluster 2: 3.63% Cluster 3: 3.35% Cluster 4: 1.69% Other locally agreed: 2.50%	**Overall: 2.97%** Cluster 1: 2.96% Cluster 2: 3.47% Cluster 3: 2.52% Cluster 4: 2.26% Cluster 5: 0.58% Cluster 6: 0.78% Cluster 7: 1.16% Other Locally Agreed: 1.11% **Clinical** **Overall: 2.83%** Cluster 1: 2.70% Cluster 2: 3.37% Cluster 3: 2.34% Cluster 4: 2.19% Cluster 5: 0.58% Cluster 6: 0.78% Cluster 7: 1.16% Other Locally Agreed: 0.00% **Non-Clinical** **Overall: 3.37%** Cluster 1: 3.20% Cluster 2: 4.38% Cluster 3: 3.01% Cluster 4: 2.30% Other Locally Agreed: 2.17%	**Overall 3.17% 789** Cluster 1 3.35% 301 Cluster 2 3.53% 420 Cluster 3 2.83% 41 Cluster 4 1.73% 7 Cluster 5 0.72% 9 Cluster 6 1.09% 2 Cluster 7 1.24% 9 **Clinical** **Overall 2.98% 544** Cluster 1 3.05% 134 Cluster 2 3.47% 366 Cluster 3 2.14% 22 Cluster 4 1.40% 2 Cluster 5 0.72% 9 Cluster 6 1.09% 2 Cluster 7 1.24% 9 **Non-Clinical** **Overall 3.70% 245** Cluster 1 3.63% 167 Cluster 2 4.02% 54 Cluster 3 4.48% 19 Cluster 4 1.92% 5
Metric 2: Relative likelihood of Disabled staff compared to Non-disabled staff being appointed from shortlisting across all posts.	1.43 times more likely	1.53 times more likely	1.65 times more likely
Metric 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.	1.9 times more likely	7.68 times more likely	0 times more likely

Metric 4. Staff Survey
 	
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
	(a) i. Disabled 27%
	     Non-Disabled 12%
	
	  ii. Disabled 19%
	     Non-Disabled 11%
	
	  iii. Disabled 25%
	     Non-Disabled 16%
		(a) i. Disabled 28%
		     Non-Disabled 23%
		
		  ii. Disabled 18%
		     Non-Disabled 9%
		
		  iii. Disabled 25%
		     Non-Disabled 15%
			(a) i. Disabled 26%
			     Non-Disabled 20%
			
			  ii. Disabled 21%
			     Non-Disabled 11%
			
			  iii. Disabled 27%
			     Non-Disabled 16%

NHS
Manchester University
NHS Foundation Trust

WDES Metric	MFT 2018-2019	MFT 2019-2020	MFT 2020-2021
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.	(b) Disabled 45% Non-Disabled 44%	(b) Disabled 49% Non-Disabled 46%	(b) Disabled 47% Non-Disabled 44%
Metric 5. Staff Survey Percentage of Disabled staff compared to Non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.	Disabled 75% Non-Disabled 86%	Disabled 75% Non-Disabled 85%	Disabled 77% Non-Disabled 84%
Metric 6. Staff Survey 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.	Disabled 57% Non-disabled 34%	Disabled 32% Non-disabled 21%	Disabled 35% Non-Disabled 24%
Metric 7. Staff Survey Percentage of Disabled staff compared to Non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.	Disabled 36% Non-Disabled 50%	Disabled 41% Non-Disabled 52%	Disabled 40% Non-Disabled 49%
Metric 8. Staff Survey Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.	69% - yes	70% - yes	70% - yes
Metric 9. a. 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? (Yes) or (No)	(a) Disabled 6.6 Non-disabled 7.2 Trust 7.1 (b) Yes	(a) Disabled 6.6 Non-disabled 7.2 Trust 7.1 (b) Yes	(a) Disabled 6.5 Non-disabled 7.1 Trust 7.1 (b) Yes
Metric 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.	Overall representation: 10.4% Difference: • By voting membership of the Board. 3.05% • By Executive membership of the Board. -2.84%	Overall representation: 5.56% Difference: • By voting membership of the Board. 2.59% • By Executive membership of the Board. -2.97%	Overall representation: 5.56% Difference: • By voting membership of the Board. 2.83% • By Executive membership of the Board. -3.17%