

Appendix 1 – WRES and WDES Delivery Plan

Standard	Deliverable	Timescale	Responsibility
WRES/WDES	Compliance:		
	Reporting of progress and concerns to the Trust Board via the Workforce and Equality Committee.	February 2021	Lisa Wright
	Annual analysis and submission of the data to NHS England.	August 2021	Lisa Wright / Louise Kemp
	Keeping up to date with national WRES and WDES developments including national benchmarking and good practice requirements.	Ongoing	Lisa Wright
	Implementation of the West Yorkshire and Harrogate Health and Care Partnership BAME Leadership Plan.		
WRES/WDES	Staff Engagement:		
	Support the development and strategic links of the Aspiring Cultures Staff Network to this agenda.	Ongoing	Lara Parkinson
	Run focus groups and ongoing dialogue with staff relating to the WRES/DWES.	Bi-annually	Lisa Wright
	Launch and development of the Health and Wellbeing Staff Network.	September 2021	Helen Farrar
WRES/WDES	Abuse, Bullying and Harassment:		
	Develop inclusive cultures within the organisation using organisational development interventions and equality support in teams.	Ongoing	Lisa Wright
	Deliver online resources around bullying and Harassment Training for Managers to support them to prevent, identify, address bullying and harassment.	December 2020	Lisa Wright
	Oversee the Bullying and Harassment Support Officers (20 staff) – training, supervision, troubleshooting, reporting on their contacts to identify hotspots and trends	4 monthly meetings	Lisa Wright
	Support implementation of the Racial and Other Types of Abuse from Service Users and the Public Policy within services. Training programme offered to staff alongside the policy.	June 2021	Lisa Wright / ACSN
	Promote membership of the staff network as a support mechanism.	December 2020	Lisa Wright

WRES	Disciplinarys		
	Develop clear guidance on Fact Finding.	January 2021	Annette Tindall
	Produce a Process Map.	January 2021	Annette Tindall
	Implement the Just Culture plan.	September 2021	Fiona Sherburn
	Review Grievance and Disciplinary data to measure change in the likelihood of BAME staff entering into disciplinarys as a result of the interventions listed above.	August 2021	Louise Kemp
WRES	Recruitment and Representation:		
	Positive action in recruitment - achieve the standards set out in the NHS national People Plan	Ongoing	Clare Sheridan
	BAME representation in recruitment processes at band 8a and above.	February 2021	Clare Sheridan
	Identification and training of staff to be involved in these processes.	January 2021	Clare Sheridan / ACSN
	Support to recruiting managers to ensure effective involvement of BAME Staff in the recruitment processes.	February 2021	Clare Sheridan
	Analysis of impact of the involvement on likelihood of BAME staff being appointed after shortlisting when compared with White staff.	September 2021	Louise Kemp
	Evaluation of BAME staffs involvement to be carried out and learning shared.	October 2021	Lisa Wright
WDES	Unconscious Bias training targeting into under-represented hotspots and into recruitment and selection training.	February 2021	Lisa Wright
WDES / WRES	Include the updated WRES and WDES data in the recruitment and selection training along with key messages about bias and its impact.	October 2020	Lisa Wright / Clare Sheridan
WDES	Review of Reasonable Adjustments:		
	Design of a policy (reasonable adjustments or disability policy). To include sickness triggers To include training access	February 2021	Lisa Wright
	Risk assessment for staff who can't meet key elements of the role relating to safety.	March 2021	Sharon Burkey
	Recording of reasonable adjustments in staff records.	June 2021	Lisa Wright / Claire White
	Evidence reasonable adjustments in recruitment.	February 2021	Clare Sheridan

The Reasonable Adjustment process will be promoted as a management tool not just as something to carry out if a member of staff with a disability or long-term condition hits sickness triggers but to prevent that from happening where possible.	January 2021	Lisa Wright
Compliance with the disability confident employer standards.	June 2021	Lisa Wright
Promotional campaign to raise awareness of staff in how, where and what to share to increase the number of staff sharing information about their health and wellbeing – specifically long-term conditions and disabilities.	September 2021	Lisa Wright
Implementation of the policy to ensure it is delivered consistently across the Trust.	September 2021	Annette Tindall
Disability passport development - The main purpose of a Disability Passport is to: <ul style="list-style-type: none"> • make sure that everyone is clear and has a record of what adjustments have been agreed • reduce the need to re-assess adjustments every time you change jobs, are relocated or are assigned a new manager • provide you and your line manager with the basis for future conversations about adjustments. 	November 2021	Annette Tindall
<ul style="list-style-type: none"> • To develop a central register of the reasonable adjustments equipment purchased. 	September 2021	Annette Tindall
<ul style="list-style-type: none"> • Training and guidance documents, online support for managers, trainers and staff regarding reasonable adjustments. 	November 2021	Annette Tindall
<ul style="list-style-type: none"> • Ensure that staff and managers have access to training on supporting Disabled staff; particularly relating to absence management and flexible working 	September 2021	Annette Tindall

Review of Reasonable Adjustments

- Case studies of reasonable adjustments will be carried out to highlight good and poor practice included in the absence management tool kit.
 - Work with managers to ensure they know how to support staff with the information that is shared – to run alongside the Reasonable Adjustment Review.
 - Progression with the disability confident employer standards.
- A review of all policies to ensure they are simple, clear and accessible