Response ID ANON-VQQ5-M7K6-J

Submitted to **Workforce Disability Equality Standard (WDES) online reporting form**
Submitted on **2019-08-23 14:48:40**

Trust information

1 Name of organisation:

Name of organisation::
Berkshire Healthcare NHS Foundation Trust

2 Date of report:

Month/year::
08/2019

3 Name and title of the Board lead for the Workforce Disability Equality Standard:

Name and title of Board lead for the Workforce Disability Equality Standard::
Bev Searle, Director of Corporate Affairs

4 Name and contact details of the lead compiling this report:

Name and contact details of lead compiling this report:
Bev Searle, Director of Corporate Affairs

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

Yes

If yes, please provide details::
We have established our own "Making it Right" Programme which has been established first with our BAME staff, piloted with managers and during the coming year we will extend to our disabled and LGBT staff. As part of our overall approach, we have established and supported our staff network – the Purple Network which has the following objectives:
• Increasing Purple confidence, and raising network profile
• Addressing barriers and issues faced by "Purple People"
• Supporting reasonable adjustments process
• Making a positive impact on staff wellbeing and work related stress, and promoting the 'Time to Talk initiative'
The Network has a Chair, Steering Group and Executive Sponsor (our Chief Finance Officer and Deputy Chief Executive).
The Network promoted Purple Light Up Day in December, on the International Day of Persons with Disabilities, and Time to Talk Day in February this year, when we encouraged staff to have conversations about mental health.
The Purple Conference was held in March this year, providing the opportunity for employees and managers to enhance their knowledge and skills, whilst having their views and experience noted, to help to shape our 'Purple' future. The event included a presentation on the Workforce Disability Equality Standard, feedback from the trust purple network survey and discussion of results, and was facilitated by our keynote speakers and colleagues from NHS England, NHS Employers and Purple Space.

Trust information

6 Name and contact details of the commissioner(s) this report will be sent to:

Name and contact details of commissioner(s) this report will be sent to:
East Berkshire CCG
King Edward VII Hospital
St Leonards Road
Windsor
SL4 3DP
eastberksccg.enquiries@nhs.net
NHS Berkshire West Clinical Commissioning Group (CCG)
57-59 Bath Road Reading
Berkshire
RG30 2BA
bwccg.enquiries@nhs.net

7 Unique URL link, or existing web page, on which the WDES Metrics data and associated Action Plan will be published:

Unique URL link, or existing web page, on which the WDES Metrics data and associated Action Plan will be published::
www.berkshirehealthcare.nhs.uk/about-us/key-documents/reports-policies-and-procedures/

8 Date of Board meeting at which organisation's WDES Metrics data and action plan were, or will be, ratified:

Date of Board meeting at which organisation's WDES Metrics data and action plan were, or will be, ratified::
10th September 2019

9 Total number of staff employed within the organisation on 31 March 2019:

Total number of staff employed within the organisation on 31 March 2019:
4,341

% Disabled staff::
5%

% Non-disabled staff::

% Unknown/Null::

% Other::

% Prefer not to say::

Data quality

10 Did your organisation undertake the NHS Staff Survey in the past year?

Yes

Full staff survey

11 Give the total number and % of responses to the NHS Staff Survey in your organisation:

Give the total number and % of responses to the NHS Staff Survey in your organisation::
Survey sent to 4175 staff
51% returned

12 Give the total number and % of Disabled staff responses to the NHS Staff Survey in your organisation:

Give the total number and % of Disabled staff responses to the NHS Staff Survey in your organisation::
Total number of responses – 2067
Number of disabled staff responses – 380

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

Yes

Metric 1 - Workforce representation

14 Please describe any challenges that your organisation has experienced in reporting data for this Metric:

Please describe any challenges that your organisation has experienced in reporting data for this Metric::
There have not been any technical details, but we are aware that the number of staff stating they have a disability on ESR is an area needing improvement.

15 Have any steps been taken in the last 12 months within your organisation to improve the declaration rate for disability status on ESR?

Yes

16 Please share any examples of interventions that have increased declaration rates at your organisation:

Please share any examples of interventions that have increased declaration rates at your organisation::
Yes – we have been sharing messages about the importance of declaring disability – using the phrase "do ask do tell". This has been encouraged through our Trust Leaders and Managers Forum and through our intranet information.
We have had a small increase in declaration rate, but not enough to feel confident that we have been effective in raising this sufficiently and consistently as yet. However, we are continuing to work on this through our "Great Place to Work for Everyone" initiative. In addition, we have held focus groups reviewing our Staff Survey results with managers and Staff Network leads to increase understanding and local ownership of results as well as action to improve them.

Metric 2 - Shortlisting

17 Please describe any challenges that your organisation has experienced in reporting data for this Metric:

Please describe any challenges that your organisation has experienced in reporting data for this Metric::
None

18 Has your organisation signed up to the Disability Confident Scheme?

Yes

Level 1 - Committed

19 Does your organisation use a Guaranteed Interview Scheme?

Yes

Metric 3 - Capability

20 Did your organisation submit data for Metric 3 this year?

Yes

If yes, please describe any challenges that your organisation has experienced in reporting data for this Metric::
None

If no, please explain why you did not submit data for this year::

21 Is capability on the grounds of ill health and capability on the grounds of performance managed by different policies in your organisation?

Yes

 If yes, please state the policies::

22 What are your views about including capability on the grounds of ill health and performance as two parts of a future Metric?

What are your views about including capability on the grounds of ill health and performance as two parts of a future Metric?:
We recognise the importance of gaining a greater understanding of this both locally and nationally, and suggest a more narrative approach to developing this rather than a metric focussed on numbers.

Metric 4 - Harassment, bullying and abuse

23 Are there any issues with the data for this Metric?

Are there any issues with the data for this Metric?:
No

24 Has your organisation compared Staff Survey results against other datasets that may be held, e.g. bullying and harassment advisers, Freedom to Speak Up guardians, grievances, etc.

Yes

If yes, please provide further details on what comparison your organisation has undertaken::
We have undertaken focus group discussions about our Staff Survey results by protected characteristic, as well as by service areas to link information about responses with the understanding of managers about their services. We are continuing to work with our Purple Network to increase our understanding of the experiences of individuals and how we can improve these.

25 Please summarise any actions taken to reduce harassment, bullying and abuse in relation to Disabled staff:

Please summarise any actions taken to reduce harassment, bullying and abuse in relation to disabled staff::
Our annual plan on a page, which is disseminated throughout our organisation, includes the following message: "We will promote an inclusive and compassionate culture, with zero tolerance of aggression, bullying and exclusion."
Our Freedom to Speak Up Guardian has made good links with our staff networks – including the Purple Network – to promote confidence about raising concerns about bullying and harassment.
The Purple Conference "Maximising our Ability" held in March this year promoted the importance of speaking up and supporting those who do so.
Our "Making it Right" for managers programme has been piloted with our senior managers and includes information about the experience of our disabled staff as well as personal narratives to bring this to life.
We provide "Essential skills for New Managers" and an "Excellent Managers Programme" for all our managers, which both include a focus on equality and inclusion. These enable managers to better understand: individual differences through personality and through the lens of equality and diversity; the Equality Act; protected characteristics and the role of a manager.
Our staff intranet provides information and resources aimed at encouraging people to join the Purple Network, share their experiences and seek help and support.

Metric 5 - Career promotion and progression

26 Are there any issues with the data for this Metric?

Are there any issues with the data for this Metric?:
No

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

Yes

If yes, please provide further details::
Our Making it Right programme has been established to address the differences in experience between those staff who have a protected characteristic and those who don't. Having successfully delivered this to a number of cohorts of BAME staff, we are now starting work with the Purple Network to confirm the content for our disabled staff, which will include a series of workshops and individual mentoring opportunities.

Metric 6 - Presenteeism

28 Are there any issues with the data for this Metric?

Are there any issues with the data for this Metric?:
No

29 Does your organisation provide any targeted actions to reduce presenteeism i.e. feeling pressured to come to work when not feeling well?

Yes

If yes, please provide further details::
We have established a permanent Wellbeing Lead post within our HR Directorate – and addressing presenteesim has been identified as a priority for this role. We have established fast track access to MSK physiotherapy and support for mental health issues for our staff, recognising that these are the 2 biggest reasons for sickness absence, and aiming to help people who may still be at work with these health problems.
As part of an ongoing commitment to employee wellbeing, Berkshire Healthcare offers all employees and their respective family members free access to emotional and practical support through an external, independent provider. This includes a Confidential Care service available 24 hours a day, seven days a week, 365 days a year and is accessed through a freephone number.

Metric 7 - Staff satisfaction

30 Are there any issues with the data for this Metric?

Are there any issues with the data for this Metric?:
No

31 Does your organisation provide any targeted actions to increase the workplace satisfaction of Disabled staff?

Yes

If yes, please provide further details::
Our staff network – the Purple Network – has been established to support us to increase our disability confidence, address barriers and promote a culture of openness. We welcome all staff that fall under the 'Purple' title but also welcome allies, who are passionate about 'Purple Support' within the Trust. We have training for allies planned later this year, recognising that all of us have an opportunity to support the increase of workplace satisfaction of disabled staff.
Our work to increase the workplace satisfaction for all staff, "Great Place to Work" for everyone has a focus on those people with protected characteristics which includes disabled staff.
Our "Making it Right" for managers initiative includes a focus on the difference in experience of disabled staff, with the aim of increasing understanding of the issue and what action can be taken to improve this experience.

Metric 8 - Reasonable adjustments

32 Are there any issues with the data for this Metric?

Are there any issues with the data for this Metric?:
No

33 Does your organisation have a reasonable adjustments policy?

No

34 Are costs for reasonable adjustments met through centralised or local budgets?

Local

35 Has your organisation taken action to improve the reasonable adjustments process?

Yes

If yes, please provide further details::
We are about to launch our new policy following specific piece of work to identify best practice in our organisation and externally, and ensure that this is embedded throughout our services and locations.
Although our funding for reasonable adjustments is at local level, we expect any funding challenges to be escalated to enable central support as needed. This approach would be supported by Exec sponsor of Purple Network who is our Chief Finance Officer.
We identified funding for, and established a fixed term post to undertake a piece of focussed work to ensure that we are able to provide good quality information to assist managers and staff in understanding reasonable adjustments.
Our new policy and guidance is being co-produced with our staff network and our HR team, in liaison with our JSCC.
Information about reasonable adjustments is provided on our staff intranet, and includes guidance about what this means and how to take action, contact details of staff who are able to assist staff and managers, as well as links to external information and sources of help.

Metric 9 - Disabled staff engagement

36 Are there any issues with the data (9a) or evidence (9b) for this Metric?

No

If yes, please provide details::

37 Does your organisation have a Disabled Staff Network (or similar)?

Yes

Not Answered

If you answered yes to the above, please give details of the expected timescale.:

Metric 10 - Board representation

38 Please describe any challenges that your organisation has experienced in collecting and reporting data for this Metric:

Please describe any challenges that your organisation has experienced in collecting and reporting data for this Metric::
None

39 Does your Board have a champion for disability equality?

Yes

If yes, with their permission, please provide name and position of the Board/Executive champion/sponsor::
Alex Gild, Chief Finance Officer and Deputy Chief Executive.