

**North West Ambulance Service NHS Trust - Workforce Disability Equality Standard – Proposed Action Plan for the period 2020-2021**

<b>Metric</b>	<b>Action</b>
1 – Workforce Information	Produce guidance on self-declaration about disability status on ESR then promotion of guidance across the Trust. Aim to reduce percentage of staff for whom disabled status is currently unknown. (Links in with Work and Wellbeing Passport too)
2 - Recruitment	<p>Review what is on external website and NHS Jobs about NWAS supporting disabled candidates</p> <p>Revision of HR Masterclass in Recruitment and Selection with consideration of reasonable adjustments and disability. Promotion of the course to also be targeted.</p> <p>Feedback sought from new starters with disabilities through new starter interview process</p>
3 – Capability	Review the formal cases of staff with disabilities to identify any themes as appropriate
4 - Staff survey	<p>Promotion of Treat Me Right campaign through local managers</p> <p>Promote range of other methods for raising concerns.</p> <p>Proactively seek views of staff in Disability Forum about any barriers in seeking help relating to B&amp;H issues.</p> <p>Ensure disability features in discussions in V&amp;A group as disabled staff seem to be having a poorer experience with members of the public</p>
5 – Career progression	<p>Monitoring of internal progression candidates by disability and review of processes as appropriate</p> <p>Random audit of the appraisal paperwork for group of staff with disabilities and subsequent feedback to manager (and employee if appropriate) to aid development and progression.</p> <p>Promotion of range of opportunities for staff and managers to better understand disabilities; targeted promotion of certain opportunities too.</p>
6 – Attending work	Random audits of RTWI for staff with disabilities to review support

	<p>Review of HR Masterclass in sickness with regards to disability and particular focus on support which can be offered to staff prior to an absence/preventative. Targeted promotion of the course.</p> <p>Sickness absence procedure to be reviewed and include reviewing impact on staff with disabilities</p> <p>(See section below on reasonable adjustments too)</p>
7 – Feeling valued	<p>Positive promotion of disability in the workplace through case studies, reward schemes and social media</p> <p>Review of induction and mandatory training content about rewarding staff to ensure recognition and valuing staff are key feature of the training content. Same for Be Think Do programme re compassionate leaders.</p> <p>Feedback from staff through Disability Forum about what they would like to see from managers</p>
8 – Reasonable adjustments	<p>Complete and evaluate pilot of Work and Wellbeing passport. Further roll-out as appropriate.</p>
9 – Staff engagement	<p>Continue to develop Disability Forum including encouraging action from attendees</p>
10 – Board Representation	<p>Board Team to be approached about personal monitoring information again.</p> <p>Encourage Board attendance at Disability Forum session</p>