

Workforce Disability Equality Standard (WDES) Data Collection

WDES

For: **South West London and St George's Mental Health NHS Trust**; Wed 1 April 2020 to Wed 31 March 2021

Submitted: **Fri 3 Sept. 2021, 8:24 a.m.** by **Jennifer Duncan (jennifer.duncan@swlstg.nhs.uk, South West London and St George's Mental Health NHS Trust)**

Status: **Complete**

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Workforce Disability Equality Standard – Data Collection Framework

Introduction

This data is being collected as part of the 2021 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 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 2021 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 2021 return if they were also included in the 2020 return. Please use the Notes sections to indicate whether Bank/Agency staff have been included or not.

Deadlines

NHS trusts should submit their data between **1 July 2021** and by **close of business on 31 August 2021**.

National healthcare organisations should submit their data between **1 August 2021** and by **close of business on 30 September 2021**.

Queries

For advice on submitting the data, please email england.wdes-datahelpdesk@nhs.net

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

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

Web form technical support queries should be sent to: ips.servicedesk@nhseandl.nhs.uk

Technical support queries about your account and password, locked accounts and password resets should be sent to: tservicedesk@nhseandl.nhs.uk

Metric 1 - non-clinical

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 2021.

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

	Disabled Headcount	Disabled Percent	Non-disabled Headcount	Non-disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
Under Band 1	<input type="text" value="0"/> *	<input type="text" value=""/> %	<input type="text" value="0"/> *	<input type="text" value=""/> %	<input type="text" value="0"/> *	<input type="text" value=""/> %	<input type="text" value="0"/>
Band 1	<input type="text" value="0"/> *	<input type="text" value=""/> %	<input type="text" value="0"/> *	<input type="text" value=""/> %	<input type="text" value="0"/> *	<input type="text" value=""/> %	<input type="text" value="0"/>
Band 2	<input type="text" value="0"/> *	<input type="text" value="0"/> %	<input type="text" value="5"/> *	<input type="text" value="3"/> %	<input type="text" value="9"/> *	<input type="text" value="6."/> %	<input type="text" value="14"/>

Band 3	0 *	0 %	12 *	9 %	1 *	7 %	13
Band 4	3 *	6 %	37 *	8 %	5 *	1 %	45
Band 5	0 *	0 %	46 *	8 %	6 *	1 %	52
Band 6	1 *	1 %	43 *	8 %	8 *	1 %	52
Band 7	0 *	0 %	20 *	9 %	2 *	9 %	22
Band 8a	3 *	8 %	30 *	8 %	4 *	1 %	37
Band 8b	0 *	0 %	10 *	7 %	3 *	2 %	13
Band 8c	1 *	7 %	9 *	6 %	3 *	2 %	13
Band 8d	1 *	3 %	1 *	3 %	1 *	3 %	3
Band 9	0 *	0 %	7 *	1 %	0 *	0 %	7
VSM	0 *	0 %	13 *	8 %	2 *	1 %	15
Other	0 *	%	0 *	%	0 *	%	0

e.g.
Bank/Agency,
please
specify

Notes

Total non-clinical	9	3.1 %	233	81.5 %	44	15.4 %	286
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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
A/C Bands 1 (and under), 1, 2, 3 and 4	3	4.2 %	54	75 %	15	20.8 %	72
A/C Bands 5, 6 and 7	1	0.8 %	109	86.4 %	16	12.7 %	126
A/C Bands 8a and 8b	3	6 %	40	80 %	7	14 %	50
A/C Bands 8c, 8d, 9 and VSM	2	5.3 %	30	78.6 %	6	15.8 %	38

Metric 1 - clinical

The percentage of staff in A/C 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 2021.

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

Metric 1 - clinical

	Disabled Headcount	Disabled Percent	Non-disabled Headcount	Non-disabled Percent	Disability Unknown Headcount	Disability Unknown Percent	Total Headcount
Under Band 1	0 *	%	0 *	%	0 *	%	0
Band 1	0 *	%	0 *	%	0 *	%	0
Band 2	2 *	1 %	12 *	7 %	2 *	1 %	16
Band 3	22 *	6 %	241 *	7 %	73 *	2 %	336
Band 4	28 *	8 %	261 *	8 %	32 *	1 %	321

Band 5	39 *	1 %	256 *	7 %	40 *	1 %	335
Band 6	45 *	1 %	346 *	7 %	43 *	9 %	434
Band 7	32 *	9 %	293 *	8 %	22 *	6 %	347
Band 8a	9 *	5 %	143 *	8 %	15 *	9 %	167
Band 8b	4 *	6 %	41 *	7 %	13 *	2 %	58
Band 8c	0 *	0 %	18 *	8 %	4 *	1 %	22
Band 8d	1 *	6 %	12 *	8 %	2 *	1 %	15
Band 9	0 *	0 %	2 *	5 %	2 *	5 %	4
VSM	0 *	0 %	0 *	0 %	1 *	1 %	1
Other	0 *	%	0 *	%	0 *	%	0

e.g.
Bank/Agency,
please
specify

Notes

Medical & Dental Staff, Consultants	4 *	3.4 %	106 *	89.1 %	8 *	6.8 %	118
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Medical & Dental Staff, Non-Consultants career grade	1 *	4.5 %	20 *	90.1 %	1 *	4.5 %	22
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Medical & Dental Staff, trainee grades	3 *	1 %	294 *	98.1 %	1 *	0.3 %	298
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Total clinical	182	8.9 %	1625	79 %	249	12.1 %	2056
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Total medical & dental	8	1.8 %	420	95.1 %	10	2.3 %	438
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Total clinical & non-clinical	199	7.2 %	2278	81.1 %	303	10.1 %	2780
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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	52	7.7 %	514	76.4 %	107	15.1 %	673
AFC Bands 5, 6 and 7	116	10.1 %	895	80.1 %	105	9.4 %	1116
AFC Bands 8a and 8b	13	5.8 %	184	81.1 %	28	12.4 %	225
AFC Bands 8c, 8d, 9 and VSM	1	2.4 %	32	76.1 %	9	21.4 %	42

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
Number of shortlisted applicants	206 *	2049 *	113 *
Number appointed from shortlisting	63 *	449 *	61 *
Likelihood of shortlisting/appointed	0.31	0.22	0.54

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

Notes

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.

Note:

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**.

Clarification for people completing the data collection: enter the number of staff entering the capability process from 1 April 2019 to 31 March 2021, divided by 2.

	Disabled	Non-disabled	Disability Unknown
Number of staff in workforce	199	2278	303
Number of staff entering the formal capability process	2 *	2 *	6 *
Likelihood of staff entering the formal capability process	0.01	0.00	0.02

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

Notes

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?

- Yes * Please provide at least one practical example of current action being taken in the relevant section of your WDES annual report.
- No

Our Trust has 3 Disability Staff Networks , Mental Health staff network, Deaf Staff Network and Diverse-ability Staff Network. We have a Staff Network Groups Policy which provides governance framework for all of our Staff Networks. The Policy provides guidance on Funding, network structures and activities , role of Executive Champion, EDI Team etc,

Notes

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 2021.

	Disabled	Non-disabled	Disability Unknown	Total
Total Board members	0 *	14 *	3 *	17
How many are voting members?	0 *	10 *	3 *	13
Number of non-voting members	0	4	0	4
How many are Exec Board members?	0 *	7 *	2 *	9
Number of non-exec members	0	7	1	8
Number of staff in overall workforce (from Metric 1)	199	2278	303	2780
Total Board members - % by Disability	0 %	82.35 %	17.65 %	
Voting Board members - % by Disability	0 %	76.92 %	23.08 %	
Non-Voting Board Member - % by Disability	0 %	100 %	0 %	
Executive Board Member - % by Disability	0 %	77.78 %	22.22 %	
Non-Executive Board Member - % by Disability	0 %	87.5 %	12.5 %	
Overall workforce - % by Disability	7.16 %	81.94 %	10.9 %	
Difference % (Total Board - Overall workforce)	-7.16 %	0.41 %	6.75 %	
Difference % (Voting membership - Overall Workforce)	-7.16 %	-5.02 %	12.18 %	
Difference % (Executive membership - Overall Workforce)	-7.16 %	-4.16 %	11.32 %	

Notes

Survey

Survey

Question 1

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

Name *	Email Address *
Jennifer Duncan	jennifer.duncan@swlstg.nhs.uk
Name	Email Address
Jennifer Duncan	jennifer.duncan@swlstg.nhs.uk

Question 2

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

Name *	Job Title *	Email *
Mary Foulkes	Director of Human Resources &	Mary.Foulkes@slam.nhs.uk

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	Name of Commissioning Body *	Email *
Fergus Keegan	SWLCCG	fergus.keegan@swlondon.nhs.u

Question 4

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

<https://www.swlstg.nhs.uk/about-the-trust/equality-and-diversity> *

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.

21st October 2021 *

Question 6

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

- Yes
- No

Please select one or more:

- Project SEARCH
- Disability Confident Scheme
- NHS Learning Disability Employment Programme (LDEP) pledge
- NHS Employers Equality and Inclusion Partners Programme
- Disability Equality Staff Network Group
- Equality and Diversity Conferences
- Other – please specify

Question 7

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

- Yes
- No

Question 8

Since you published your WDES 2020/21 Action Plan, 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
- Internal communications (e.g. staff email, intranet page)
- Poster campaign
- Survey of staff to understand views
- Consultation exercise / workshops
- Internal events
- 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

Question 10

Does your organisation use the Guaranteed Interview Scheme?

- Yes
- No

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

- Review of the implementation of the Guaranteed Interview Scheme
- Disabled people on interview panels
- Disabled people advising review of recruitment processes
- Review of recruitment policy and procedures
- External communications
- 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
- Disciplinary
- Exit
- 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 2020/21 WDES Action Plan was published to reduce harassment, bullying or abuse in relation to Disabled staff.

- Dignity at Work Campaign
- Disability Awareness campaigns
- Harassment and Bullying policy revision
- Consultation event
- Champions/ ambassadors/advisors
- Peer support scheme
- Training events
- None applicable
- Not at present but planned in the next 12 months
- 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.

Our Disabled Staff Network chairs (Mental Health , Deaf Staff Network and Diverse Ability staff network) will be attending the Calibre Leadership Programme in January 2022.

Question 14

Does your 2020/21 WDES Action Plan 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

Introducing a Disability leave policy in order that reasonable adjustments are provided in accordance with the Equality Act 2010 provisions. The Trust encourages our staff to avoid stress/demotivation and ill health when they come into work despite feeling not well enough to perform their duties. *

Question 15

Does your 2020/21 WDES Action Plan 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
- Disability networks/groups *
- Consultation events
- Health and wellbeing days
- Line manager disability awareness training
- All staff disability awareness training
- 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

Are costs for reasonable adjustments 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 *
- Consultation events involving Disabled staff
- Guidance and support provision
- Internal communications
- Reasonable 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 2020/21 WDES Action Plan that have not been completed.

Introduction of Disability Passport. Provision of a reasonable adjustments policy *

Question 20

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

- Yes *
- No

Question 21

Has the Board reviewed the 2020/21 WDES Action Plan in the last 6 months?

- Yes *
- No

Question 22

Do you have any further comments?