

Workforce Disability Equality Standard Action Plan 2023-2024

Area of Activity	Main Action	Success Measures	Deadline
To streamline the reasonable adjustment request process	<ul style="list-style-type: none"> Update the equality monitoring data protection statements and disclosure processes To create an online RA request form and embed in onboarding processes To create disability guidance documents for employees and managers 	<ul style="list-style-type: none"> Increase in number of known disabled staff in ESR to 5.5% 50 disability advance cases in year 1 provided by EDI Team 	March 2024
To ensure that all applicants, staff and managers, have clear processes to follow to request and agree reasonable adjustment; and standard processes to implement agreed adjustments.	<ul style="list-style-type: none"> To map disability disclosure processes for different type of employee/worker (Employer, Bank, Apprentice, International batch recruitment etc) To create processes / process diagrams / guidance for staff / manager / HR on the various reasonable adjustment processes. 	<ul style="list-style-type: none"> Each employee life cycle / stage mapped out, agreements in place. Standard Operating Procedures agreed and guidance published. Increase in number of known disabled staff in ESR to 5.5% 	<p>July 2024</p> <p>Dec 2024</p>
To implement a central disability reasonable adjustment advise service by the EDI Team	<ul style="list-style-type: none"> To implement an advice function by the EDI Team to disabled staff, managers, HRBP's, and OH. To make staff aware of this service via internal comms, website, guidance, and training. 	<ul style="list-style-type: none"> Increase in number of known disabled staff in ESR to 5.5% 50 disability advance cases in year 1 provided by EDI Team Staff Survey score improvements by disabled staff 	<p>March 2024</p> <p>October 2024</p>
To rollout disability reasonable adjustment policy, passport and EDI advice service to Southport and Ormskirk Hospitals following merger	<ul style="list-style-type: none"> To update S&O webpages with RA/EDI Team information To extend disability training to S&O managers To roll out disability comms to S&O Deliver new disability training sessions for S&O 	<ul style="list-style-type: none"> Increase in number of known disabled staff in ESR Complete Complete To deliver 10 training sessions to S&O 	<p>Aug 2023</p> <p>July 2023</p> <p>Ongoing</p> <p>Dec 2024</p>
Proportion of known disabled board members	To work with corporate services to review the completion of EDI Monitoring Data of the Board and whether ESR has been updated recently	Complete	March 2024

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Awareness of types of disability and common reasonable adjustments	To create and publish guidance documents on common disabilities and reasonable adjustments. Topics to include Dyslexia, ADHD, Autism, VI, HI, Physical impairment.	Complete	Dec 2023
To support partners to become disability confident	To offer information, advice and guidance on becoming disability confident to partner organisations who have not yet started their disability confident journey/would like to progress	X4 relationships completed	Dec 2024
To engage with the DWP/Job Centre and local disability groups to promote jobs and careers at MWL.	<ul style="list-style-type: none"> • Investigate Step into NHS programme with DWP • To work with “Supported Employment Services” at St Helens Council (and similar initiatives in Sefton/Knowsley/Liverpool City Region) to promote career opportunities and development relationships 	<p>Complete</p> <p>Relationships formalised</p>	Dec 2024
To promote apprenticeships, volunteering and work experience to disabled people	<ul style="list-style-type: none"> • To join the Apprenticeship Diversity Champions Network • To promote opportunities through networks 	<ul style="list-style-type: none"> • Membership completed • Increased in disabled apprentices, volunteers, work experiences participants 	Mar 2025
Reasonable Adjustment Policy and Passport	<ul style="list-style-type: none"> • To review policy after year 1, and usability of passport • Improve processes 	<ul style="list-style-type: none"> • Reviews complete • Increase in number of known disabled staff in ESR to 5.5% 	Mar 2024
Increase the use of Disability Leave in Employee Online/eRoster/ESR	<ul style="list-style-type: none"> • Include Disability Leave in Managers Training • Provide guidance for staff and line managers on when to use disability leave. • To review eRoster/ESR to determine whether the category of disability leave is clear in the system 	X10 staff recorded as using disability leave	May 2024
Estates information	<ul style="list-style-type: none"> • To work with estates to identify and make readily available information on the accessibility of the Trusts buildings for patients, visitors and staff • To draft a proposal to increase the number of changing places toilets at the Trust 	<ul style="list-style-type: none"> • Information collated and publicly provided • Changing Places strategy agreed 	Dec 2024

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Funding and Procurement of RA	<ul style="list-style-type: none">• To work with Finance and IT to review the procurement, buying and catalogue processes for RA purchases.• To review funding arrangement for RA, in particular A2W recharge	<ul style="list-style-type: none">• Recommendations for improvement identified and implements.• Decrease in wait time for RA purchases	July 2024