

NHS Workforce Disability Equality Standard

Quick guide to implementation

Step 1 Prepare

- Read through the Technical Guidance and use the WDES presentation and resources.
- Identify key individuals and assign responsibilities for:
 - data reporting, completing the pre-populated WDES spreadsheet and online WDES reporting form
 - improving declaration rates for Disabled staff
 - discussing the Metrics with a range of stakeholders and preparing the action plan
 - publishing and communicating the Metrics and action plan.
- Present the WDES to the Board and senior leaders so they fully understand the WDES, are engaged and prepared for it's roll out.
- Engage with staff, Disabled staff, staff networks, staff-side organisations, Disabled community groups and governors to help prepare for and promote the WDES in advance.

Step 2 Report

- Between January and March 2019, check the data sources required for the WDES reporting which are drawn from:
 - Electronic Staff Record (ESR) – Metrics 1 and 10
 - Recruitment datasets - Metric 2
 - HR datasets – Metric 3
 - NHS Staff Survey – Metrics 4 - 9a
- Consider what evidence could be provided for the WDES Annual Report - Metric 9b.
- From April 2019 extract reporting data for Metrics 1,2,3 and 10.
- Review disability declaration rates, this provides context when analysing the WDES data and developing action plans.
- In May/June 2019 review the pre-populated WDES spreadsheet sent by NHS England which auto-calculates the Metrics.
- Between June and August 2019, check, add data and return via the Strategic Data Collection Service (SDCS).
- Complete and submit the WDES online reporting form.

Step 3 Act

- Review any Metrics showing differences, focus on a few key areas.
- Produce a prioritised action plan, gain input from stakeholders, including Disabled staff, Disabled staff networks, staff groups and staff-side organisations.
- Involve departments such as communications, learning and development, and organisational development (OD) to help deliver the actions.
- Gain sign-off for the WDES Metrics and action plan from the Board.
- Share the Metrics and the proposed actions with all staff and staff-side organisations
- By 30 September 2019 publish the WDES Metrics and aligned action plan on the organisation's website.
- Share progress and achievements within and beyond the organisation.

NHS Workforce Disability Equality Standard

Timetable

April – May 2019	NHS Trusts and Foundation Trusts review their datasets and declaration rates.
May – June 2019	NHS England will publish the WDES online reporting form on the NHS England website and will send NHS Trusts and Foundation Trusts a pre-populated WDES Spreadsheet.
June – 1 Aug 2019	<p>NHS Trusts and Foundation Trusts:</p> <ul style="list-style-type: none">• Complete the pre-populated WDES spreadsheet and submit data to NHS England via the Strategic Data Collection Service. Complete and submit the WDES online reporting form. <p>NHS Trusts and Foundation Trusts publish the WDES Metrics and action plan on their websites.</p>
1 Aug – 30 Sept 2019	<p>Note: The Action Plan and Metrics can be ratified by the next available Board meeting after 1 August, provided these are published no later than 30 September 2019. This deadline does not apply to the submission of the WDES spreadsheet and WDES online reporting form, which must be completed and submitted by 1 August 2019.</p>

Guidance and resources

A range of tools and guidance have been developed by NHS England and NHS Employers to support you with the implementation of the WDES:

- WDES Technical Guidance
- WDES Metrics
- WDES Factsheet
- WDES Presentation
- WDES Online FAQs

Additional resources:

- The WDES online reporting form will be published on NHS England's website.
- The pre-populated WDES spreadsheet will be sent directly to key contacts in Trusts.

To access further guidance and resources visit [NHS England](#) and [NHS Employers websites](#).