| **Objective**  **(Service Related)** | **Date Arisen** | **Action** | **Milestones** | **Lead** | **Action By** | **Progress Report** |
| --- | --- | --- | --- | --- | --- | --- |
| Improved Patient Access and Experience |  | 1. We will work to improve the accessibility of information that we provide to our service users | 1. Implement and evaluate the success of a pilot study using Synertec software |  | Complete | **Jun** - Meeting took place in December 2018, agreement to focus on a local solution rather than the Synertec approach |
| 1. Research into software package ‘Recite Me’ which turns text into speech |  |  | **Jun** - Meeting arranged for 18.06.2019  **Jul** - KO advised the Trust have signed up to this service and are now waiting for developers to find best place on website to put the icon. The design of the icon is to be agreed – Update from KO in August |
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| **Objective**  **(Workforce Related)** |  | **Action** | **Milestones** | **Lead** | **Action By** | **Progress Report** |
| A representative and supported workforce | May 2019 | 1. Implement and monitor a campaign for staff to update their personal information through ESR Self Service | 1. A baseline metric of protected characteristic information for staff to be recorded |  | Complete | **Jun** - WDES Date meeting on 18.06.2019  **Jul** - CR advised now available |
| 1. Develop a briefing note for staff advising them of why we collect the information and how they can update their personal information |  | Complete | **Jun** - CR to circulate to networks |
| 1. Communications Campaign on why we wish to collect this information, how staff can update their information and the benefits of doing so |  | Sept 2019 |  |
| 1. Quarterly updates on progress – the campaign needs to roll until we have x% detailed coverage of protected characteristics of staff |  | Ongoing |  |
| May 2019 | 1. Implement the Workforce Disability Equality Standard | 1. Receive and disseminate WDES Technical Standard |  |  | **Jun** - Roll out of information commenced April 2019  **Jul** - Received standard and had discussions about what it means. Will now go to Trust Board in August. |
| 1. Review date and reporting against the metrics |  |  | **Jun** - Metrics to be completed by 1 August 2019 |
| 1. Release of reporting sheet with prepopulated data to check and complete |  |  |  |
| 1. Report compiled and presented to Trust Board along with associated action plans |  |  |  |
| 1. Upload our report to NHS England |  |  | **Jun** - Deadline 30 September 2019 |