

### Step 1 Prepare

- ✓ Read through:
  - [WDES publications and online resources](#)
  - WDES 2021 Technical Guidance
  - Your trust's 2020 WDES annual report
- ✓ Identify key individuals and assign responsibilities for:
  - completing the WDES metrics and narrative data returns via the new WDES data collection framework (DCF)
  - confirming that all those responsible for the WDES data returns have an OKTA account as this is required to gain access to the DCF.
  - discussing the metrics with a range of stakeholders and preparing the WDES action plan.
  - publishing and communicating the WDES 2021 annual report.
- ✓ Schedule a board meeting date to enable the WDES annual report to be ratified and published by 31 October.
- ✓ Engage with staff, Disabled staff, staff networks, staff-side organisations, Disabled community groups and governors to prepare for the 2021 WDES reporting.

### Step 2 Review

- ✓ Review and check your data sources to ensure systems are in place to complete the WDES 2021 data return.
- ✓ Read the new WDES DCF guidance and ensure you are familiar with how to use the system.
- ✓ In 2021, trusts only need to complete data for metrics 1,2,3, 9b and 10. These rely on data gathered from:
  - Electronic Staff Record (ESR) – Metric 1 and 10
  - Recruitment datasets - Metric 2
  - HR dataset – Metric 3
  - Local datasets – Metric 9b
- ✓ Review metrics 4-9a sourced from the [NHS Staff Survey 2020](#) and compare with last year's results. Trusts need to publish data for all 10 metrics.
- ✓ Review the WDES narrative questions and ensure that you have the data required to submit a high quality return.
- ✓ Review progress made in the trust's 2020 WDES action plan.

### Step 3 Act

- ✓ Complete and submit the WDES metrics and narrative data returns via the DCF by 31 August.
- ✓ Produce a prioritised WDES action plan, gain input from key stakeholders, including Disabled staff, Disabled staff networks, staff groups and staff side.
- ✓ Involve workforce, learning development, talent management and organisational development to help deliver the actions.
- ✓ Share the metrics and the proposed actions with all staff and staff-side.
- ✓ Discuss and share good practice within your region and amongst your peers.
- ✓ Gain sign-off from the board for the 2021 WDES annual report, which should contain a metrics report and action plan.
- ✓ Publish the WDES annual report on your public facing website by 31 October.
- ✓ Share progress and achievements within and beyond the organisation.

## WDES Timetable

<b>July 2021</b>	NHS Trusts and Foundation Trusts review their datasets, declaration rates and published WDES 2020 annual report.
<b>1 July 2021</b>	WDES 2021 data collection period opens. The metrics and narrative data return to be submitted via the new WDES data collection framework (DCF).
<b>31 August 2021</b>	WDES 2021 data collection period closes.
<b>31 October 2021</b>	Deadline for trusts to publish on their website their WDES 2021 annual report, which contains the metrics data report and action plan.

## Guidance and resources

A range of tools and guidance have been developed by NHS England/Improvement and NHS Employers to support you with the 2021 WDES implementation:

- WDES Technical Guidance
- WDES Factsheet

Additional resources:

- [NHS WDES Annual Report 2020](#)
- [WDES Annual Report 2020 Easy Read Executive summary](#)

**To access further guidance and resources visit:**

<https://www.england.nhs.uk/about/equality/equality-hub/wdes/>

[www.nhsemployers.org/WDES](http://www.nhsemployers.org/WDES)