

Single Equality Scheme Action Plan

(1 November 2009 - 30 November 2011)

Not on schedule / No progress made	Red
On Schedule	Amber
Complete	Green
Notes for E&D Team / Awaiting Progress	Pink

UPDATED 19th November 2009

DIRECTORATE	Workforce (including Learning and Development, Occupational Health, Centralised Recruitment and Equality and Diversity)		
RESPONSIBLE OFFICER'S NAME	Stephanie Harris – Director of Workforce Julie Darby – Head of HR Julie Orrillard – Head of Training and Development John Brown – Staffside Representative Bruno Daniel – Head of Equality and Diversity	TELEPHONE No. 444202	

Line No.	ISSUE	AIM / OUTCOME	ACTION PLANNED TO REDRESS ISSUE	LEAD	Priority 1=High 2=Med 3=Low	TIME-SCALE	Reported to Trust Board?	PROGRESS
1	Process – Self Assessment and Monitoring	To give all PCT departments and contractors Guidance and the ability to carry out self audit checks on equality and diversity strands	a) To develop a generic Guidance and Self Audit Checklist for Equality.	E&D Team	2	June 2010		Oct 2009 - BD/YZ started working on draft several dates in diary.
b) Launch Guidance and Self Audit Toolkit			E&D Team	2	June 2010			
c) Provide training on how to use and implement toolkit			E&D Team	2	June 2010			

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2	Process – Reporting and Recording arrangement of diversity issues	All diversity issues are promptly and accurately recorded and monitored	a) Develop diversity monitoring form	E + D	1	To Follow		Completed
b) Develop and deliver training on reporting proforma			E+D	2	Jan 2010		Aug 2009 - Draft monitoring form developed and ready for consultation.	
c) Promote availability of reporting form			E+D	2	Feb 2010			
d) Monitor usage and issues that are recorded			E+D	2	Feb 2010			
3	Policy and Process – Eliminating Harassment	To monitor internal complaints, grievances, and disciplinary and harassment issues across all equality strands	a) Monitor all issues by equality strands to identify trends	HR	1	October 2009		Regular reports to TNC (Nov 2009) and Trust Board (Nov 2009). Monitoring reports produced on annual basis of all disc/grievance/b & h claims/outcomes. Monthly monitoring of casework, including ethnicity within directorates.
b) Redesign and full review training as required			JO and BD	high	31/3/10		19.11.2009 – JO advised that this will now be included as part of leadership programme.	

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			d) To continue to be a Positively Diverse Lead Site	Director of Workforce / E&D Team	2	Mar 2010		<ul style="list-style-type: none"> • BD/YZ gathered evidence for folder submission. • Jan 2009 - Lead Site status awarded from NHS Employers.
			e) To continue to be a Pacesetters Site	Director of Workforce / E&D Team	2	Mar 2010		<ul style="list-style-type: none"> a. Application made to SHA to fund Pacesetters co-ordinators post b. Developed JD and Person Spec for Post c. Recruited and appointed to post. d. Monthly submission of progress reports to SHA e. Regular steering group meetings f. Evaluations of local projects Oct 09
			f) Community Development Workers to work with the community to improve communication and raise awareness of the PCT	CDW's		March 2010		<ul style="list-style-type: none"> a) Ongoing delivery of E&D Mandatory training to Mental Health Staff. b) Updated community databases. c) Raised community issues with various departments such as ; PALS, Provider Services and Mental Health.

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								d) Delivered and supported in events; Count Me In Census, City Show, Positive Participation, Disabled Staff Conference.
4	Policy – There is no individual policies to cover individual equality strands	Individual policies developed to for each of the equality strands	a) Conduct research for individual policies	E&D Team	2	May 2009		May 2009 - Research relevant websites of organisations.
			b) Develop and consult on policies	E&D Team	2	Feb 2010		a. Draft Race Equality Policy completed May 09.
								b. Draft Disability Equality Policy completed June 09
								c. Draft Transgender Equality policy completed Sept 09
5	Process and Policy – Analyse data and statistical information in relation Equality and Diversity	The provision of quarterly reports on the following across equality strands: <ul style="list-style-type: none"> Job applicants and selection Those 	<ul style="list-style-type: none"> Carry out data cleanse exercise to update ESR Develop data base system to monitor staff that has attending training by equality strands 	HR/E & D Team/Director of Workforce	1	October 2009		<p>Quarterly reports produced regarding recruitment and selection of candidates – published on internet.</p> <p>Quarterly reports produced with breakdown of ethnicity within staff groups, bands – to Provider Services and directorates.</p>

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		shortlisted and appointed <ul style="list-style-type: none"> • Breakdown of staff by: • Banding • Department • Diversity strand • Those attended training 						
6	Training – Deliver training on Equality Impact Assessments of policies and functions	All policies, strategies and organisational plans have undergone and EIA prior to being publishes as required by the policy on policies protocol	a. Deliver EIA training to all relevant manages b. Monitor EIA's being completed c. Publish the results of completed EIA's	BD	1	Ongoing	YZ Nov 2009	8.5.2009 – EIA training dates circulated on Stop Press. Training has been ongoing. As at Nov 2009 SS reported that 45 Managers have attended EIA training.
7	Access – Arrangements for public access to information and	Access to information and information to staff and the public is presented in a format that is	<ul style="list-style-type: none"> • Introduce standard statement for accessing information • Information for access is in all induction packs • 	Head of HR, Training and Development and E+D	1	March 2010		

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	services	easily accessible: <ul style="list-style-type: none"> • Access to training and development • Access to recruitment and selection • Access to promotion • Access to appraisals • Access to complaints and grievance procedures 						
8	Monitoring – Arrangements for regular review and progress of action plan	Quarterly reports on progress of action plan is presented to the Equality Diversity and Human Rights Committee. (EDHRC)	a. Develop reporting template for managers	BD	1	Dec 09	YZ Nov 2009	7 Oct 2009 – agreed at meeting with SH and BD: The establishment of the EDHRC has been in progress and will be set up in 2010. The group will provide governance for E&D management with support from targeted working groups. 7 Oct 2009 – agreed at meeting with Steph and Maroline: Work has begun on the development of the

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								SES action plans with Directors to embed actions within directorates and departments.
9	Blue Badge / Easy Access car parking spaces being used by non-disabled people	Blue Badge / Easy Access spaces to only be used by disabled people with a valid Blue Badge	a) System to be developed to stop non-disabled employees, visitors and service users parking inappropriately in Blue Badge / Easy Access spaces, and link to disciplinary policy where appropriate for PCT employees	BP	1	Sept 09		Security in place at PCT locations to stop inappropriate parking, persistent offenders to be disciplined.
			b) Signs to be installed to state that visitors, employees and service users should not use these spaces unless a valid Blue Badge is displayed	BP / SCot	1	Jan 2010		
			c) Regular articles to be advertised in various publications	Director of Workforce (ADVICE)	2	Ongoing		Notice placed in Stop Press to advise of unauthorised parking.

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10	Marketing and Promotion – materials open to the public	Materials open to the public to be available in different formats	a) 2.2.2009. Leaflets to form part of evidence base as they need to be available in different formats.	AP	1	TBA		2.2.2009 AP to send recently produced leaflets to the E&D office for evidence. AP to attend EIA training.
				MB	1	TBA	Yes Nov 2009	22.9.2009 - Draft Policy and Procedure for the Development of Patient Information circulated for comments by MB.
								19.11.2009 – request to be circulated to ADVICE, BME and LGBT staff groups.
11	Procurement	For procurement processes to include requirements of the DDA	a) All contractor/Service Level Agreement to be reviewed to ensure they are E&D legislative compliant; (Opticians, GP's, Pharmacists and Dentists)	TH / MH /	1		March 2010	
			a) Contracts (including terms and conditions) for	DH / GN / SCot / KH	1	Ongoing		Nov 2009 Draft E&D Assurance Questions completed and sent to LM.

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			other goods, prescribing, works (estates), services and employees and interpreting to include E&D legislation					
			b) Supplier profile (including terms and conditions) to be reviewed to include E&D legislation	DH / GN	1	March 2010		
			c) Evidence systems to be put in place for procurement processes for a) and b) above	DH / GN / KH / SCot	1	July 2010		
12	Business Planning Milestones	Business planning to incorporate the Disability Discrimination Act and disability equality	a) Business plan to include E&D legislation	Director of Workforce	2	Next plan and ongoing TBC		
			b) Annual report to be published	Director of Workforce and BD	2	Ongoing		

DIRECTORATE		Primary Care – Providing Services						
RESPONSIBLE OFFICER’S NAME(S)		M Espley – co-ordinating Director for Provider Services/Director of Care Services L Allen – Director of Primary Care L Shore – Director of Specialist Services M Gay – Director of Community Services						TELEPHONE No’s. 446052 444817 445981 445183
13	Service Provision	To ensure that employees are responsive to the needs of all people	a) Employees to be trained in equality and diversity and human rights issues	Director of Workforce / JO	2	Ongoing	Ongoing : Mandatory training delivered to Mental Health staff. E&D dept deliver Race Relations Amendment Act, Intercultural Awareness, Equality Impact Assessment, disability equality, discrimination awareness training.	
			b) Above training available to GP’s, Opticians, Pharmacists and Dentists by negotiation	Director of Workforce / JO	1	Ongoing		

14	Financial resources to be made available to comply with DDA requirements	<p>Appropriate finances for disability equality to be set aside</p> <p>Action a) will support recommendation 5.1 of <i>Improving the Life Chances of Disabled People (Final Report)</i>, http://www.strategy.gov.uk/downloads/work_areas/disability/disability_report/pdf/disability.pdf</p>	a) Directorates/departments to appropriately reflect disability equality within annual budget setting e.g., providing information in different formats (audio tape, large print, Braille), providing sign language interpreter, suitable disability accessible venues, suitable catering (where required e.g., diabetic), taxis (including wheelchair accessible taxis), carers etc., and in principal extended to the families of disabled people and children where possible	Director of Finance / All Budget Holders	1	Ongoing		
15	Human Resources to identify additional information requirement	To be able to identify career progression gaps	a) Develop a system to identify and monitor gaps in career progression of all employees	JD	1	Jan 2010		Sept 2009 Draft Balancing Measure policy out for consultation.

16	Employment processes to be assessed	To improve quality of customer care and achieve disability confidence.	a) To regularly undertake the Disability Standard Benchmarking Exercise run by the Employer's Forum on Disability.	Director of Workforce	2	Bi-annually next assessment 2011	Yes Nov 2009	First assessment was in 2007. Second assessment was in 2009. Sub report forms part of Single Equality progress report to Trust Board for 3 rd November 2009.
17	DDA Compliant Audits	Ensuring all PCT premises are compliant with DDA legislation	b) DDA compliant audits to be undertaken on all premises and where PCT services are provided. Lifts to be provided whenever possible.	BP	1	Ongoing		<p>Unto Nov 2009 - Many audits undertaken, some outstanding.</p> <p>Outstanding DDA Compliant audits to be carried out and action planned for compliance.</p> <p>Ongoing - Disability Access Consultant audits undertaken, monitored and action planned to redress inequalities for disabled people.</p> <p>19.11.2009 - Annual report request for publication.</p>
18	Pay and Reward Systems	Ensure all new posts are subject to an objective and bias-free job evaluation process	Job Evaluation scheme is in place and will continue to be applied for all new posts and re-grades.	Director of Workforce		Ongoing		Ongoing

19	Recruitment and Selection	Ensure all Recruiting Managers have received recruitment and selection training, encompassing employment law and best practice	Training programme is currently running	Recruitment Manager		Ongoing		Ongoing
20	Childcare Vouchers	Raise awareness of the benefits of this scheme	Continued internal promotion of scheme and benefits to all staff	Childcare Co-ordinator		Ongoing		Ongoing - Publicised on Stop Press.

KEY

AP	Adrian Percy
BD	Bruno Daniel
BP	Bob Perry
CDW's	Community Development Workers
DH	Derek Handley
E&D	Equality and Diversity
GN	Geoff Nixon
HR	Human Resources
JD	Julie Darby
JO	Julie Orrillard
KH	Kevin Hutchings
MB	Maxine Bygrave
MH	Marion Hall
Scot	S Cotterill
TH	Tracy Harvey