

DHCFT

DHCFT Equalities Action Plan 2016-17

Equality Objective	DHCFT Equalities Framework Ref	EDS Goal	WRES (Y/N)	Priority	PSED	Action	Target	Responsibility of...	By when	Evidence of outcome	RAG rating (Red/Amber/Green)
<b>Objective 1: Consider the impact of what we do (or are planning to do) on all sections of the community / protected characteristics</b>	Compliance / System and procedure	1,2,3,4	N	H	1,2,3	<b>Ensure that Equality Impact Assessments (EIAs) are undertaken on all key decisions, proposals, policies, procedures, services and functions that are relevant to equality</b>	Audit of committee papers to determine EIA completion rates	Equality and Diversity Lead	From Nov 2016 and ongoing		AMBER
							Quality/ Risk Committee to receive copies of all completed assessments	All	From Nov 2016 and ongoing		AMBER
							Sample of completed EIAs to be quality assured on a quarterly basis; to include consideration of outcome	Equality and Diversity Lead / Equality Forum	From Nov 2016 and ongoing		AMBER
							All completed and quality assured EIAs to be published on the Trust website	Communications Team	From Nov 2016 and ongoing		AMBER
	Compliance	1,2,3	Y	H	1,2,3	<b>Use monitoring information to identify and analyse:</b> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Incidents</li> <li>• DNAs</li> <li>• Satisfaction with services</li> <li>• Effectiveness / accessibility of workforce initiatives</li> </ul>	Monitoring reports produced and used proactively by service areas / divisions	IM&T Team / General managers/ Equality and Diversity Lead/ Head of Education/ Complaints Manager	From Nov 2016 and ongoing		AMBER
<b>Objective 2. Increase and improve DHCFT' awareness and understanding of equality, diversity, inclusion and Human Rights issues – improve</b>	Board capacity / Leadership capacity / Staff capacity	1,2,3,4	N	H	1,2,3	<b>Raise the profile of equalities and diversity throughout the organisation and develop Board, staff and service user awareness</b>	Organise, promote and run events to mark national NHS Equality and Diversity Week	Equality Forum (or nominated sub-group)	Nov 2016, and then annually		AMBER
							Wide range of equalities-related events marked annually	Equality and Diversity Lead	From Nov 2016 and ongoing		AMBER

organisational culture	capacity Board / Leadership capacity / Staff capacity	1,2,3,4	Y	H	1,2,3	<b>Increase cultural competence / awareness and understanding of equalities</b>	Review learning and Develop provision so that equalities is embedded and explicit	Learning and development / Equality and Diversity Lead	Nov 2016		AMBER
	Board capacity / Leadership capacity / Staff capacity	1,2,3,4	Y	H	1,2,3	<b>Implement and grow the Board Mentoring Programme for under-represented staff groups</b>	Recruit mentors and mentees	Equality and Diversity Lead	Jan 2017 and ongoing		AMBER
	Board capacity / Leadership capacity / Staff capacity	1,2,3,4	N	H	1,2,3	<b>Develop 'Equality Allies' programme across the Trust</b>	Produce paper to Board on proposed way forward	Equality and Diversity Lead	Jan 2017		AMBER
							Create campaign to recruit 'Equality Allies'	Communications Team	Jan 2017 and ongoing		AMBER
	Board capacity / Leadership capacity / Staff capacity	1,2,3,4	N	H	1,2,3	<b>Identify staff and patient stories with an equalities angle for governance committees</b>	Timetable of equality-related stories developed for all directorates to contribute to	Equality Forum	Jan 2017		AMBER
	Board capacity / Leadership capacity / Staff capacity	1,2,3,4	N	H	1,2,3	<b>Draw and bring to life the equities aspects of the DCHS Way so that it clearly communicates the Trusts equalities requirements</b>	Use the DHCFT 'Better together' for all staff	Amanda Rawlings and Anna Shaw (Deputy Director of Communications and Involvement)	Jan 2017		AMBER
							Build consideration of equalities more effectively into the Appraisal process	Learning and development / Equality and Diversity Lead	Feb 2017		AMBER
	Board capacity / Leadership capacity / Staff capacity	1,2,3,4	N	M	1,2,3	<b>Review the whole Trust environment and utilise it to positively promote equalities</b>	Sites identified for display of materials and exhibitions	Integrated Facilities Management Team	Nov 2016		AMBER
							Materials / exhibitions sourced	Equality and Diversity Lead	Nov 2016		AMBER
	<b>Objective 3: Better understand, and more effectively meet, the needs of all our service users / patients</b>	Leadership capacity / Staff capacity	1,2,3,4	Y	H	1,2,3	<b>Raise awareness , knowledge and understanding of Equality Monitoring</b>	Amend the monitoring questionnaire on TPP to include all required fields, including requirements of Accessible Information Standard and recording of reasonable adjustments, and roll out across the Trust	IM&T Team	Nov 2016	

							Analysis of service users equalities data available on all DHCFT systems undertaken, reported on and published	IM&T Team	January 2017		AMBER
							Review the guide to equality monitoring and produce revised version	Equality and Diversity Lead /	Dec 2016		AMBER
							Promote the guide to equality monitoring and DVD across the Trust	Communications Team / All services	From June 2016 and ongoing		AMBER
	Compliance	1,2,3	N	M	1,2,3	<b>Ensure that all DHCFT services and buildings are accessible to all</b>	Establish a mechanism for undertaking access audits (buildings and services)	Equality and Diversity Lead / Estates	Nov 2016		AMBER
							Regular translation and interpretation usage / performance reports produced and reported to the Equality Forum	Communications Team	March 2017		AMBER
	Compliance / Systems and procedures / Leadership capability / Staff capability	1,2,3,4	Y	T	1,2,3	<b>All services / divisions to develop an equalities action plan based on the outcome of their EDS self-assessment, equality monitoring evidence and patient experience feedback</b>	All services / divisions to have action plans in place	All services	Jan 2016		AMBER
							Progress on service / divisional action plans to be monitored through Governance meetings	All services	Jan 2016 and ongoing		AMBER
							Regular performance management of action plans with reporting to Equality, Diversity and Inclusion Leadership Forum	All services	Jan 2016 and ongoing		AMBER
<b>Objective 4: Better understand the profile and experiences of our employees and achieve a diverse workforce</b>	Compliance / System and procedure	3,4	Y	H	1,2	<b>Produce equalities analysis of workforce data on six-monthly basis (including Workforce Race Equality Standard WRES)</b>	Comprehensive, easy to read analysis published on the DHCFT website, analysed and actions identified	Workforce Systems and Information	Nov / Dec 2016		AMBER
	Leadership / Compliance	1,2,3,4	Y	H	1,2,3	<b>Establish action plan to achieve workforce diversity</b>	Increase our BME workforce at all levels across the organisation				AMBER
							Further investigate the differences in shortlisted to appointment of BME applicants				AMBER

							Investigate reasons why BME staff fared less favourably than white staff across most areas measured by the equality standard				AMBER
							Achievement of all actions in the People Services Equality, Diversity and Inclusion Action Plan 2016/17				AMBER
	Compliance / System and procedure	3,4	Y	H	1,2	<b>Undertake benchmarking of DHCFT' workforce equality data with other comparator organisations</b>	Benchmarking report received by Equality, Diversity and Inclusion Leadership Forum	Workforce Systems and Information / Equality and Diversity Lead	Nov 2016		AMBER
	Staff capacity	3	N	H	1,2	<b>Improve declaration of sexual orientation, disability and religion or belief</b>	Undertake additional data verification and validation exercises	Workforce Systems and Information	Nov 2016		AMBER
	Compliance / Systems and procedures	3	Y	H	1,2	<b>Undertake equality analysis of Staff Surveys and act on results</b>	Produce analysis of data by 6 'Protected Characteristics' – age, gender, disability, race/ethnicity, religion or belief and sexual orientation	Communications Team	Jan 2017		AMBER
							Produce report to Equality Forum and Quality Committee on results	Equality and Diversity Lead	Feb 2017		AMBER
							Embed actions arising from equalities analysis into main Staff Survey Action Plan	Communications Team / Equality and Diversity Lead	May 2017		AMBER
	Staff capacity	3	Y	H	1,2	<b>Raise profile of, and use to better effect, DHCFT' Employee Network Groups:</b> <ul style="list-style-type: none"> <li>• LGB&amp;T (Myriad Voices)</li> <li>• BME</li> <li>• Disability and long-term conditions</li> </ul>	Employee Network Groups are supported, enabled and empowered to achieve their objectives	Equality and Diversity Lead	Jan 2017 Ongoing		AMBER
<b>Objective 5: Progress the equalities agenda within DHCFT</b>	Compliance	1,2,3,4	N	T	1,2,3	<b>Undertake EDS2 Audit on annual basis</b>	Audit completed, externally validated and verified and outcome reported to PCC and QC	Equality and Diversity Lead / Equality Forum	Nov 2017		AMBER
	Governance	1,2,3,4	Y	T	1,2,3	<b>Co-ordinate and facilitate the achievement of all actions in Corporate Equalities Action Plan</b>	100% of actions completed	Equality Forum / Equality and Diversity Lead	March 2017		AMBER

Governance	1,2,3,4	Y	T	1,2,3	<b>Co-ordinate and facilitate the achievement of all actions in Board Equalities Action Plan</b>	100% of actions completed	Board / Equality and Diversity Lead	March 2017		AMBER
Systems and processes / Governance	4	Y	H	1,2,3	<b>Ensure that regular Equality, Forum meetings are arranged, held, well attended and appropriately supported</b>	Meetings arranged etc.	Equality and Diversity Lead	Bi-monthly from Nov 2016		AMBER
Governance	4	Y	H	1,2,3	<b>Ensure that monthly Equality Forum Summary Reports are prepared and submitted to both the PCC and QC as appropriate</b>	Papers prepared, submitted and presented etc.	Equality and Diversity Lead	Ongoing		AMBER
System and procedure	1,2,3,4	N	M	1,2,3	<b>Continue to contribute towards the work of the Regional NHS Equalities Leads Group and other associated partnership meetings or projects</b>	Attend and contribute towards meetings as and when they are held	Equality and Diversity Lead	Ongoing		AMBER
Compliance	1,2,3,4	Y	T	1,2,3	<b>Publish information to evidence equalities best practice and compliance with the Public Sector Equality Duty (Equality Act 2010)</b>	Information produced and made available publicly on the website	Communications Team / Equality and Diversity Lead	Jan 2017		AMBER
Systems and processes / Governance	4	Y	H	1,2,3	<b>Support the Board-level Equalities Forum</b>	Meetings arranged and held; attendees supported	Equality and Diversity Lead	July 2017 and ongoing		AMBER

**EDS Goals:**  
**Goal 1: Better health outcomes for all**  
**Goal 2: Improved patient access and experience**  
**Goal 3: Empowered, engaged and well supported staff**  
**Goal 4: Inclusive leadership at all levels**

**Priority:** Top (T), High (H) or Medium (M)

**PSED (Public Sector Equality Duty) reference:**  
**1 = Eliminate Discrimination, harassment**  
**2 = Advance Equality of Opportunity**  
**3 = Foster Good Relations**

**Protected Characteristics:**  
**Age**  
**Disability**  
**Gender Reassignment**  
**Marriage and Civil Partnership**  
**Pregnancy and Maternity**  
**Race**  
**Religion or Belief**  
**Sex**  
**Sexual Orientation**

