

**Trust-wide Strategic Equality and Diversity Action Plan
Report to Equality and Diversity Committee**

10th June 2013

1. Positive Highlights

- A successful conference was held on the 31st May 2013 entitled 'Practicing What We Preach?: The Journey So Far', focusing on raising awareness of mental health issues in the workplace and identifying appropriate support mechanisms.
- A number of events took place across the Trust in May 2013 in honour of IDAHO (International Day Against Homophobia and Transphobia), and were globally communicated via the Trust's Twitter and Facebook pages.
- A new Age Equality Champion has been identified to lead the Trust's Age Equality work and a new co-vice chair from the Health Partnerships Division has come forward to support.
- A job description template has been developed and implemented which ensures that all new job descriptions and person specifications include one of the key accountabilities of the role related to equality and diversity commensurate with the seniority/ remit of the post and the Knowledge and Skills Framework (KSF) outline.

2. Exceptions to Note

- Attendance at training on LGB Awareness and Trans Awareness is very low within the Forensic Division. Accordingly work is being done in partnership with the Learning and Development Service to identify the reasons for this.
- The re-launch of the Anti-Bullying and Harassment support line has been delayed and will now be launched in Summer 2013.

3. Any Other Observations

- None

Catherine Conchar
Head of Equality and Diversity

Date: 10 June 2013



Trustwide Equality and Diversity Priorities Report to Trustwide Equality and Diversity Committee- 10 June 2013

Performance Management Key

%	Colour Code
100%	Bright Green
75% to 99%	Blue
50% to 74%	Amber
1% to 49%	Orange
0%	Red

Equality Delivery System (EDS) Outcomes

Numbers	Outcome
1.1-1.5	Better Health Outcomes for All
2.1-2.4	Improved patient access and experience
3.1-3.6	Empowered, engaged and well supported staff
4.1-4.3	Inclusive leadership at all levels

Please note that this Strategic Action Plan is a dynamic document whereby objectives / actions are continually added in order to meet identified needs or gaps. Similarly where objectives / actions have been completed they are removed from the plan, except in rare circumstances where an outcome is awaited or an on-going action required. With effect from the 1st January 2012 a new column was added to the Plan that enables easy identification of the EDS outcome(s) to which the specified action relates.

Equality Area: Sexual Orientation (including Marriage and Civil Partnership)

Ref.	Equality Objectives	Actions	Progress	Lead/ timescales	% complete	Date Added	EDS Outcome
SO1	Secure accreditation as a Stonewall Diversity Champion and Top 20 positioning within the Stonewall Workplace Equality Index (WEI)	<ul style="list-style-type: none"> Submit evidence and proforma for Stonewall Workplace Equality Index (WEI) 2014 	<p>Action continues to progress well. Evidence continues to be collected for submission by the September 2013 deadline. Report on key areas for improvement to be submitted to the June 2013 meeting of the Equality and Diversity Committee, to include the formal launch of the 'straight allies' program at the AGM in July.</p> <p>The Head of Equality and Diversity presented at the 2013 Stonewall Workplace Conference in London on the Public Sector Equality Duty.</p> <p>A number of organisations have been in contact with the Trust to seek our advice and learn from our good practice. This has included Cardiff and Vale NHS Trust, who sent a delegation in May 2013, the Scottish Crown Prosecution Service, the Care Quality Commission, Leicestershire County Council and Guy's and St. Thomas' NHS Foundation Trust.</p>	C Conchar, R Phillips September 2013	50%	03/12/12	1.1, 3.1, 3.3, 4.1, 4.3
SO2	Deliver appropriate LGB focussed Equality and Diversity training for staff at all levels from induction to mandatory and specialist level	<ul style="list-style-type: none"> LGBT Forum to support with the delivery of a further 6 LGB awareness sessions in partnership with Healthy Gay Nottingham (NUH) 	<p>Action progressing well. An additional 2 sessions have been delivered, with a further 2 planned for Autumn/Winter 2013. Work is being done in partnership with the Learning and Development Service, which aims to identify why attendance is low within the Forensic Services Division.</p> <p>A bespoke training course for</p>	R Phillips/S Unitt March 2013	80%	25/06/12	3.3

			clinicians on the specific needs of LGB clients is being hosted by IAPT in early September.				
SO3	Promote a greater understanding of sexual orientation within the Trust and the impact of homophobic bullying and attitudes	<ul style="list-style-type: none"> Continue to identify internal and external agencies/partners who can support the Trust in bullying prevention, in particular homophobic bullying 	<p>The Trust continues to work with key partners in the campaign against homophobic bullying and harassment. To further this work the Trust are in the process of sending out invitations to partner organisations and relevant agencies to participate in a new Nottinghamshire LGBT Good Practice Network.</p> <p>500 copies of the 'One Minority at a Time' booklet have been purchased by the divisions for distribution with an explanatory letter outlining the nature of multiple discrimination.</p> <p>The Rainbow Flag was raised above Trust Headquarters and Rampton Hospital for IDAHO Day (International Day Against Homophobia and Transphobia)- 17th May- which was globally communicated via the Trust's Facebook and Twitter pages. Furthermore a stall promoting issues of Homophobia, Transphobia and other hate crimes was held in Duncan MacMillan House Reception and a coffee morning/ IDAHO display at Wathwood Hospital.</p>	Sexual Orientation Steering Group April 2010 onwards	95%	16/03/09	3.4, 4.1
		<ul style="list-style-type: none"> a. Encourage non-LGBT staff to participate in the Forum with the aim of valuing and celebrating all aspects 	The LGBT Forum continues to travel across Trust sites to ensure accessibility for staff. The format varies from drop in sessions to themed presentations, seminars market stalls and celebration events.	Sexual Orientation Steering Group Ongoing	95%	16/03/09	3.3, 4.1, 4.2

		<p>of diversity</p> <ul style="list-style-type: none"> • b. host the LGBT Forum at various sites across the Trust to provide staff people have an opportunity to meet members and ask questions 	<p>A Mindfulness workshop was held on the 15th of May at Rampton Hospital, attended by Forum members and non-members. A market stall highlighting the work of the Forum and the support it provides and offers to staff and managers followed on in the staff cafeteria over the lunchtime period.</p> <p>A film event to raise awareness of Homophobia and Transphobia was held in the Involvement Centre on 23rd May. Film and dialogue enabled issues to be raised and discussed in a safe environment.</p> <p>The Trust's LGBT Straight Allies programme has been further developed and is being formally launched at the AGM in July 2013. This will give the Forum's Straight Allies a new structure and awareness of the role that they can play in supporting our LGBT staff.</p> <p>An electronic survey was cascaded to staff at Rampton Hospital focusing on authenticity in the workplace. The aim was to gauge whether staff from 'seldom heard' groups wanted more support/ access to the LGBT Forum and/ or other forums. The survey report is now with the Forensic Equality and Diversity Lead and the HR Service.</p> <p>The LGBT Forum, through various fundraising activities has raised almost £70 to date for the Anthony Nolan Trust, its chosen charity for 2013/14.</p>				
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Equality Area: Race

Ref.	Equality Objectives	Actions	Progress	Lead/timescales	% complete	Date Added	EDS Outcome
R1	<p>Develop and implement a 'stretching' Strategy to ensure continued delivery of the DRE vision, including:</p> <ol style="list-style-type: none"> 1. CDW legacy 2. Value Added Grant Project 3. Leadership/Mentoring development <p>Findings:</p> <ul style="list-style-type: none"> - Poor understanding of care pathway - Prejudices experiences by service users - Over use of medication 'control' - Little understanding of cultural competence -Independent scoping undertaken on Race Equality actions agreed for Local Services 	<ul style="list-style-type: none"> • Equality and Diversity work programmes within the Forensic Services, Local Services and Health Partnerships divisions to include findings from; - Equality Impact Assessment priorities - Investigation findings - Staff Survey findings 	<p>Two highly successful community engagement events were organised and hosted by one of the Executive Mentee groups in March and April 2013. The aim of the project was to raise awareness of particular health issues such as diabetes, sickle cell anaemia, cancer etc. among BME communities. The Sheriff of Nottingham, Commissioners, Senior Managers and BME Community Groups actively supported the events, which engaged hundreds of people in the health debate.</p> <p>These actions are now well established within the Local Services Division and monitoring takes place within its Equality & Diversity Forum to review variances and address as appropriate.</p>	S Crawford/ D Henry/ J Newman April 2010 onwards	95%	16/03/09	1.1- 1.4, 2.1-2.4, 3.1, 3.4, 4.2, 4.3
R2	Provide services which meet the needs of Asylum Seeker/ Refugee Communities	<ul style="list-style-type: none"> • Conduct research and provide an updated report on the health needs of asylum seekers and refugees, identifying the common barriers and restrictions to treatment and examples of good practice • Identify gaps in service provision and put in place appropriate interventions 	<p>This paper has been re-scheduled for presentation at the June 2013 meeting of the Equality and Diversity Committee due to staff illness. All attempts have been made to gain the information from S Regel, to inform this work. If this information is not forthcoming by the prescribed date it will be taken forward within the Local Services Equality and Diversity Forum.</p> <p>Two training sessions have been delivered from Trust staff on the specific health needs of Asylum</p>	S Regel/S Crawford March 2013	50%	25/06/12	1.1, 1.2

			Seeker and Refugee communities. An additional 2 sessions will be delivered in 2013/14 also in partnership with the Nottingham and Nottinghamshire Refugee Forum.				
R3	Raise awareness and promote understanding of the specific health needs of BME communities, supporting service evaluation and improvement	<ul style="list-style-type: none"> Work with Mental Health Services for Older People to raise awareness of BME dementia within our diverse communities 	The BME Dementia Community of Interest (COI) met as planned in March 2013. The information gathered from this 'Think Tank' event was then disseminated in questionnaire format to all group members for comment. All feedback has now been collated and will be discussed in detail at the next meeting of the COI on 4th June, where future plans will be made. In addition a post has been identified within Mental Health Services for Older People to focus on this work, which will influence the Local Services Division as a whole.	S Crawford/ L Corcoran/Race Equality Steering Group and J Aicha/ Age Equality Steering Group April 2014	50%	19/03/12	1.1-1.4, 2.3
		<ul style="list-style-type: none"> Develop a communications plan to raise awareness of mental health within BME communities and engage seldom heard communities within Trust services and decision making processes 	The initial one year pilot project with Radio Kemet has now ended. During this period the Trust participated in 13 radio shows on key issues of interest to BME communities as well as a number of promotional events. The Trust will continue to participate over the summer months in BME community events hosted by Kemet. Talks with the BBC Asian Network are still ongoing in relation to developing a similar programme aimed at Nottinghamshire's Asian communities. Discussions are taking place within the Race Equality Steering Group in relation to Black History Month October 2013 celebrations.	A Bernard/ J Grant/ C Conchar April 2013	100%	19/03/12	1.1

Equality Area: Religion, Belief and Spirituality

Ref.	Equality Objectives	Actions	Progress	Lead/timescales	% complete	Date Added	EDS Outcome
RB1	Establish liaison groups to advise, guide and support in meeting the religious/faith needs of service users, carers and staff	<ul style="list-style-type: none"> Review and evaluate the effectiveness of the Multi-Faith Forum which advises, guides and support the Trust in matters of religion, belief and spirituality 	Action ongoing. The Trust continues to recruit 'Faith Advisers' to provide support and help in matters relating to spiritual and pastoral care. This will be strengthened via employing current voluntary chaplains on bank contracts.	P Quilter March 2014	95%	20/06/11	3.3
		<ul style="list-style-type: none"> Continue to develop information for patients, service users, carers and staff on religion, belief and spirituality via the staff intranet and leaflets/information sheets 	A new information leaflet for staff on the Spiritual and Pastoral Care Services has been developed and will be distributed across clinical services as required. The Trust's Spiritual and Pastoral Care Policy has been updated and published.	P Quilter March 2014	95%	08/06/09	2.1, 3.3
		<ul style="list-style-type: none"> Continue to raise awareness and understanding of different religions/belief, particularly around the importance of faith/spirituality in patient recovery 	<p>Action ongoing. Training on spirituality, religion and belief continues to be delivered across all Trust sites by the Spiritual and Pastoral Care (SPC) Service and Rampton Hospital Chaplaincy Team. In addition the SPC Service provide training and guidance within the Recovery Education College module syllabus. The Service is also delivering sessions as part of the Mindfulness training programme.</p> <p>A pilot project is underway at Wathwood Hospital to provide patient support from a pastoral therapeutic perspective. Through stories and narrative, patients are supported to explore key ideas and issues. It is believed that this project will be of benefit to other patients and work is being undertaken to</p>	P Quilter March 2014	95%	05/12/11	3.3

			<p>determine if it can be extended across other services/ divisions.</p> <p>A review of spiritual and pastoral care provision is currently underway at Arnold Lodge Hospital to ensure that patients and staff needs are met.</p>				
RB2	Raise awareness of the mutuality between religion/belief and spirituality and the other equality and diversity strands	<ul style="list-style-type: none"> • Develop opportunities to co-operate and collaborate between religion/belief and spirituality and the other equality and diversity strands 	Action ongoing. Work continues with the support of the LGBT Forum and the Age Equality Steering Group.	P Quilter March 2014	95%	22/03/10	3.3, 4.1-4.3
RB3	Provision of an effective and supportive end of life care service.	<ul style="list-style-type: none"> • Develop, agree and promote a Trust-wide strategy for Spirituality and End of Life Care 	Key work in this area is being developed within the Health Partnerships Division. Once completed this will be the focus of divisional leads who will meet to develop a Trustwide approach/ guidance on the provision of End of Life Care. The Head of SPC provided a keynote speech at the End of Life Care Conference in May.	P Quilter October 2013	30%	25/06/12	2.1, 3.3, 3.5

Equality Area: Disability

Ref.	Equality Objectives	Actions	Progress	Lead/timescales	% complete	Date Added	EDS Outcome
D1	<p>Disability programme of work to be developed, encompassing:</p> <ol style="list-style-type: none"> 1. Training and education 2. Employment practice and staff support – establish Trust Disabled Staff Forum 3. Ensure policies and procedures meet DDA requirements and best practice standards. 4. Accessibility 	<ul style="list-style-type: none"> • Develop and progress the priority actions of the Disability Equality Steering Group in relation to 'hidden disabilities' i.e. the Deaf Community, people with Asperger's, Dyslexia etc. 	<p>New Action. The Disability Equality Steering Group is meeting in June 2013 to develop their 2013/14 plan of action. The group have already received a presentation on Asperger's and are keen to ensure that specific training on this disability is available across the Trust.</p> <p>The Dyslexia Guide for Staff and Managers, developed in partnership with staffside colleagues, is now complete. This will be launched in June 2013 spearheaded by an article in Positive.</p> <p>A number of events in honour of Deaf Awareness Week were celebrated across the Trust (6-12 May). The 2013 theme "Get involved/ get aware" was promoted throughout its services.</p>	<p>D Wight/ Disability Equality Steering Group</p> <p>March 2014</p>	40%	10/06/13	3.3, 3.5, 4.1-4.3
D2	<p>Ensure that disabled staff, patients and visitors feel safe and supported</p>	<ul style="list-style-type: none"> • Continue to work with key services such as Estates and Facilities to ensure that buildings and services are accessible to disabled people and meet their needs 	<p>Action Ongoing. Members of the Disability Steering Group continue to support staff in the Estates and Facilities teams in relation to accessibility issues. The most recent consultation related to new equipment being purchased to improve access to conference rooms 1 and 2 at Duncan Macmillan House and hearing loops at Rampton Hospital.</p>	<p>D Wight/ J Clarke/S Winfield/ Disability Equality Steering Group</p> <p>March 2014</p>	50%	10/06/13	3.5

Equality Area: Mental Health

Ref.	Equality Objectives	Actions	Progress	Lead/ timescales	% complete	Date Added	EDS Outcome
MH1	<p>Continue to improve our practice as an Exemplar Employer and maintain this status including:</p> <p>A. Ensuring that specific mental health needs are identified pre-employment and reasonable adjustments and supports are put in place</p> <p>B. Ensuring that staff needs are identified by managers via the PAD (appraisal) process and that appropriate supports are put in place e.g. reasonable adjustments (where applicable)</p> <p>C. Work to reduce self stigmatisation and discrimination experienced by staff with mental health problems</p>	<ul style="list-style-type: none"> Continue to hold Human Resources led meetings which focus on employment opportunities and support for people with mental health problems Develop and deliver awareness briefing sessions for managers and their teams on mental health awareness, which clearly outlines appropriate support mechanisms 	<p>A highly successful conference was held on the 31st May 2013 at Highbury Hospital entitled 'Practicing What We Preach?: The Journey So Far'. Key Speakers included the Chair to Equality 2025, Acas, The Trust's: CEO, Recovery Lead, Associate Director for Allied Health Professionals, Workforce Recovery Lead, Head of Equality and Diversity, HR Workforce Wellbeing Manager and staff with lived experience of mental health issues. Over 80 people participated in the event and contributed to discussion, dialogue and awareness raising. The aims of the event included raising awareness of mental health in the workplace, tackling the stigma often associated with mental health issues, and exploring appropriate support strategies.</p> <p>The Workforce Recovery Lead is currently developing a Trustwide strategy to ensure that the needs of staff with lived experience of mental health issues are identified and addressed.</p> <p>Monthly SHIFT awareness training sessions for managers continue to be delivered by the Trust's Occupational Health Team. Feedback has indicated that those who attend find it very useful in raising their awareness and identifying knowledge gaps.</p>	L Eastham/S Humber August 2013	85%	21/12/09	1.1- 1.4, 3.3-3.6, 4.1-4.3

			<p>Sessions however are not always well attend therefore work is needed to consider how this training be better promoted.</p> <p>The Workplace Individual Support Plan (WISP), providing support for staff with disabilities and/or mental health issues as well as their managers, will be incorporated into the managers Tool Kit which supports the Trust's new Sickness Absence Policy. The WISP also provides a framework for discussion and agreement as part of the supervision/PAD process.</p> <p>The new Health and Wellbeing intranet site continues to be developed to meet the needs of staff.</p>				
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Equality Area: Age

Ref.	Equality Objectives	Actions	Progress	Lead/timescales	% complete	Date Added	EDS Outcome
A1	Develop a Trust protocol for developing age appropriate services	<ul style="list-style-type: none"> • Agree a Trustwide working group • Work with partnership organisations to develop a Trust protocol, then publish and implement it 	This action continues to progress well. Work continues within IAPT services to ensure that they are fully accessible to older people, in line with agreed targets and pathway development.	Age Equality Steering Group/ S Howe September 2013	90%	21/12/09	1.1-1.4, 2.1

A2	Improve equity of access to services for Older People; e.g. IAPT, Alcohol, CRHT, Psychology	<ul style="list-style-type: none"> Identify services where age discrimination occurs and ensure that this is reflected and addressed in directorate IBPs 	No action to report. Progression of this action now awaits the outcome of the Commissioner's Review, which is due in September 2013.	General Managers/ Age Equality Steering Group August 2013	90%	21/03/11	1.1-1.4
A3	Develop a Trust strategy for older carers	<ul style="list-style-type: none"> Agree a Trust wide working group Work with partnership organisations to develop a Trust strategy, publishing and implementing it Trust wide 	No specific progress has been made on the Trust Strategy for older carers, however a new lead/Age Equality Champion has been identified as Ann Wright from the Specialist Services Division in Local Services. Amanda Edmonds from the Health Partnership Division will also provide support as co-vice chair to Paula Herr (Local Services HR).	A Ward June 2013	30%	20/06/11	2.1, 4.1
A4	Ensure the distinct age related needs of our patients, service users and carers are met	<ul style="list-style-type: none"> Engage with the diverse communities the Trust serves to determine their needs in terms of age related care 	<p>All Mental Health Services for Older People (MHSOP) wards are engaged in and promoting "the Last Outing" research project. This study into needs of older LGBT people is being led by the University of Nottingham. The Trust is also facilitating recruitment for this study via their extensive LGBT networks.</p> <p>MHSOP staff will be supporting the Trust's stand at Nottinghamshire Pride in July 2013 and will conduct a survey into the distinct needs of older LGBT people.</p>	John Davies July 2013	40%	11/03/13	1.1-1.3; 2.1, 2.3, 2.4, 3.1, 3.3

Equality Area: Gender (including Gender Reassignment/Gender Identity and Pregnancy and Maternity)

Ref.	Equality Objectives	Actions	Progress	Lead/timescales	% complete	Date Added	EDS Outcome
G1	Advanced progress in delivering Gender Equality	<ul style="list-style-type: none"> Continue to raise Awareness of Gender issues, including Domestic Violence and health issues, for both men and women through campaigns, events etc 	<p>Action ongoing. A successful conference was held at Rampton Hospital in March 2013 in partnership with SHE (Survivors Helping Each other). One of the key aims of the event was to raise awareness of the long terms effects of child sexual abuse on adults.</p> <p>Two new Women's wards were opened in March 2013, enabling the Trust to provide impatient services to women with mental health needs who require care in a low secure environment.</p> <p>A Family Nurse Practitioner Programme is being delivered across Nottinghamshire by the Trust. This programme aims to support teenage mums from early pregnancy until their child's second birthday. Research in America has suggests that such support can be instrumental in breaking the cycle of disadvantage and social exclusion often experienced by teenage parents.</p> <p>The Trust's stall at the Gedling Women's Event on Saturday 9th March was well attended and feedback was extremely positive. This year's focus was self-referral to IAPT services, the work of the LGBT Forum and physical healthcare checks. Dr M Hampson gave a keynote speech on 'Women and</p>	H Scott /C Conchar March 2014	95%	20/09/10	1.1, 1.2, 1.5, 3.2, 3.6, 4.1-4.3

			Mental Health', which was very well received.				
G2	Create integrated service and employment strategy for Transgender people	<ul style="list-style-type: none"> Develop and circulate patient transgender guidelines 	Action ongoing. Consultation continues to seek the views and opinions of clinical staff across the divisions to ensure that this complex policy meets both the Trust's needs and that of patients and carers.	S Murjan/C Conchar October 2013	95%	08/06/09	1.1-1.4, 2.1-2.3
		<ul style="list-style-type: none"> Encourage discussion and debate on gender and transgender issues in order to raise awareness, create new learning and best practice 	Trans Awareness training continues to be delivered across Trust sites. Work is being done in partnership with the Learning and Development Service, which aims to identify why attendance is poor within the Forensic Services Division.	O McInerney/ C Conchar March 2014	95%	19/03/12	3.3,4.1

Equality Area: All Strands/General

Ref.	Equality Objectives	Actions	Progress	Lead/timescales	% complete	Date Added	EDS Outcome
Ge1	Inclusive policies and practices which meet the diverse needs of staff and service users	<ul style="list-style-type: none"> Continue to ensure that all Trust policies consider the needs of all strands of Equality and Diversity and that they are clearly identified and not simply inferred 	Action ongoing. Refresher training continues to be provided across the Trust for all writers of policies and strategies as well as facilitators of service redesign. The focus this year will be supporting the Health Partnerships Division in this work.	Local, Forensic and Health Partnerships Services E & D Forums Ongoing	90%	08/06/09	1.1-1.5, 2.1-2.4, 3.1-3.6, 4.1-4.3
		<ul style="list-style-type: none"> Ensure patient demographics are collected and monitored for all of the Equality and Diversity Strands in line with the Trust and Divisional Integrated Business Plans 	New action. A Trustwide patient census day will take place across all services on Thursday 4 th July. Communications will be sent to clinical services via the divisional leads to ensure awareness of and appropriate action. The operational divisions are in the process of setting achievement targets, particularly in	Local, Forensic and Health Partnerships Services E & D Leads December 2013	20%	10/06/13	

			relation to the two less populated 'protected characteristics' sexual orientation and disability.				
		<ul style="list-style-type: none"> Ensure all patient, service user and carer communications are provided in an accessible format to meet the needs of all individuals, including people with learning disabilities, cognitive impairments, additional language requirements etc. 	<p>New action. Each of the divisions have been tasked with ensuring that this new objective is highlighted within their respective Equality and Diversity Action Plans, with the aim of ensuring that all patient/ service user/ carer communications are audited to meet the needs of their intended audience.</p> <p>The Communications Community of Interest is currently working on developing accessible communication templates for Trust services.</p>	<p>Local, Forensic and Health Partnerships Services E & D Leads/ E&D Forums</p> <p>April 2014</p>	60%	10/06/13	
Ge2	Demonstrate the Trust's commitment to eradicating all forms of bullying and harassment	<ul style="list-style-type: none"> Develop guidance for staff and service users on recording and reporting hate incidents 	The Trust Bullying and Harassment Support line is due to be re-launched in Summer 2013, and will be managed by the Corporate HR Team (Health and Well-Being).	L Eastham/Local and Forensic Services E & D Forums, Forensic Services Anti-Bullying Project Lead, E & D Champions, E & D Leads -March 2012	95%	21/12/09	1.4, 3.4
Ge3	Recruit and retain a diverse workforce which is reflective of the communities we serve	<ul style="list-style-type: none"> Actively monitor staff progression by all strands of diversity including sexual orientation. Put appropriate actions into place to address under-representation and tackle barriers 	<p>The providers of the Electronic Staff Record (ESR) system have recently developed a new reporting template that is envisaged to enable the electronic monitoring of staff progression by equality strand. Consequently work is now underway within Corporate HR to determine how this can be interrogated to meet the Trust's needs in this respect.</p> <p>A more detailed analysis of tracking vacancies, applicants to offer will be done during the period June to November 2013 by R Cotterill.</p>	R Cotterill/ L Eastham /E & D Committee Ongoing	85%	08/06/09	3.1, 4.3

Ge4	Develop inclusive HR practices which ensure staff are committed to and practice the principles of Equality and Diversity, in line with the Equality Act 2010 and models of good practice	<ul style="list-style-type: none"> Ensure that all job descriptions and person specifications include one of the key accountabilities of the role related to equality and diversity commensurate with the seniority/ remit of the post and the Knowledge and Skills Framework (KSF) outline 	<p>A job description template has now been developed and implemented which ensures that all new job descriptions and person specifications meet this objective.</p> <p>Consideration is now being given as to how existing job descriptions can be updated in this respect. It should however be noted that all Agenda for Change (AfC) posts are already aligned to the KSF Framework which contains clear equality and diversity accountabilities commensurate with the seniority/remit of the post.</p>	L Eastham/ J Cynnik June 2013	95%	19/03/12	3.1, 3.3, 4.1, 4.3
		<ul style="list-style-type: none"> Appointing managers to carefully consider the composition of interview panels in terms of all Equality and Diversity strands where practicable, but specifically in relation to gender, disability and race. Panel composition will be monitored by HR 	<p>The recruitment and selection guidance and associated paperwork is being updated to include this requirement. A checklist will be included for all appointing managers to complete, to identify how they considered the makeup of the appointing panel, including equality and diversity characteristics. This will be introduced during the June-September 2013 period.</p>	L Eastham/ J Cynnik June 2013	85%	19/03/12	3.1, 4.1, 4.3