

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

9th September 2013

1. Positive Highlights

- Stonewall Workplace Equality Index 2014 evidence and proforma submitted.
- Trust LGB Straight Allies Programme re-launched at the AGM in July.
- Dyslexia Guide for Staff and Managers launched in August edition of Positive.
- Specialist Gypsy and Traveller Health Visitor post created for Newark and Sherwood districts.
- BME Dementia Community of Interest (COI) renamed the 'Diversity within Dementia' COI to reflect the group's widening remit to include all the strands of diversity around dementia e.g. LGB, Disability, Trans etc.
- Spiritual and Pastoral Care provision increased at Arnold Lodge and the Wells Road Centre, enabling the recruitment of chaplains from key faith communities.
- Spirituality and Recovery sessions being delivered at the Woodlands Drug and Alcohol Unit.
- Asperger COI has published a booklet on 'Living With Asperger Syndrome'.
- Mental Health Services for Older People supporting the 'Last Outing Project', conducted by the University of Nottingham into the needs of older LGBT people.
- Successful new group for dads at Newstead SureStart Children's Centre.
- New Trust Domestic Violence Strategy launched at the AGM in July.
- Trust Staff Bullying and Harassment Support Line re-launched on 1 September.
- Board Apprenticeship Programme now 'live', supporting individuals from 'seldom heard' groups e.g. BME, LGBT, disabled.

2. Exceptions to Note

- Trust End of Life Care Strategy delayed pending updated guidance in light of the Francis Inquiry.
- Progress on Older Carers' Strategy stalled. This will be addressed at the re-launch of the Age Equality Steering Group in September.

3. Any Other Observations

- Meeting to be held with the British Deaf Association in September, with a view to signing the Trust up to the British Sign Language Charter at a later date.

**Catherine Conchar
Head of Equality and Diversity**

Date: 9 September 2013



AGE POSITIVE



Our Trust is
SMOKEFREE



Trustwide Equality and Diversity Priorities Report to Trustwide Equality and Diversity Committee- 9 September 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 complete. Stonewall WEI evidence and proforma successfully submitted by 6th September 2014 deadline.</p> <p>The Chief Executive, Head of Equality and Diversity and Chair of the LGBT Forum met with Stonewall's Deputy Chief Executive in July. Stonewall had requested the meeting to gather evidence, enabling them to features the Trust's good practice in a planned future publication.</p> <p>An LGBT parents and children picnic was held in Woodthorpe Park on the 17th of August. This was organised by the Chair of the LGBT Forum when a number of LGBT Forum members identified the need for a specific mutual support group, particularly since a number of members had recently become new parents.</p> <p>The Trust is working with the local Mind shop in Sherwood, Nottingham to raise awareness of LGB mental health within our diverse communities.</p>	C Conchar, R Phillips September 2013	100%	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 	<p>Action progressing well. Sessions continue to be delivered across Trust sites. Demand for the course remains high and continues to evaluate well. A bespoke training session was held for IAPT clinicians on the specific needs of</p>	R Phillips/S Unitt March 2014	85%	09/09/13	3.3

		Nottingham (NUH)	LGB clients on the 4 th September co-facilitated by the Chair of the LGBT Forum and the trainer from Healthy Gay Nottingham.				
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 Head of Equality and Diversity now represents the Trust on the Notts Hate Crime Partnership, whose membership includes the voluntary, statutory and community sectors.</p> <p>Copies of the Booklet One Minority at a Time have been distributed to all wards and services within the divisions, accompanied by a letter outlining the nature of multiple discrimination.</p> <p>The Trust hosted a stand at Nottinghamshire Pride on the 27th July. Services who supported the LGBT Forum included IAPT/Let's Talk Well-being, the Health Shop, Involvement, Substance Misuse Services, and Community Healthcare. Over 180 questionnaires were completed by attendees highlighting the physical and mental healthcare needs and experiences of LGBT communities.</p> <p>Two members of the LGBT Forum have featured in recent editions of the Positive newsletter, raising awareness of LGB issues and highlighting themselves as LGB role models.</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 	The LGBT Forum continues to travel across Trust sites to ensure staff accessibility. The format varies from drop in sessions to themed presentations, seminars	Sexual Orientation Steering Group Ongoing	95%	16/03/09	3.3, 4.1, 4.2

		<p>celebrating all aspects 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>market stalls and celebration events. The forum meeting on the 22nd August at Highbury Hospital took the form of a seminar on LGB Mental Health. Dr Sarah Fairbank, one of the Forum's most visible straight allies, presented on this topic, based on a book chapter she co-wrote with Dr Roshan das Nair.</p> <p>The Trust's Straight Allies Programme was re-launched at the AGM on the 26th July and over 100 staff, managers and community members signed up in support of LGB colleagues. Allies had their photographs taken as they held up a card saying why it was important to be a Straight Ally. A number of LGB staff displayed a similar card saying why Straight Allies were important to them. The LGBT Forum's 'ally-ometer' will feature at Executive Leadership Council in September where it is hoped that everyone able to will sign up in support of LGB Equality.</p>			
--	--	--	---	--	--	--

Equality Area: Race

Ref.	Equality Objectives	Actions	Progress	Lead/timescales	% complete	Date Added	EDS Outcome
R1	<p><i>Develop and implement a 'stretching' Strategy to ensure continued delivery of the DRE vision, including:</i></p> <ol style="list-style-type: none"> 1. CDW legacy 2. Value Added Grant Project 3. Leadership/Mentoring development 	<ul style="list-style-type: none"> • <i>Equality and Diversity work programmes within the Forensic Services, Local Services and Health Partnerships divisions to include findings from;</i> - <i>Equality Impact Assessment priorities</i> 	<p>The Trust has initiated a task and finish group with NHS partner organisations and NAVO to develop a guidance document for staff on the physical and mental health care needs of Gypsies and Travellers.</p> <p>A Specialist Practitioner – Health Visitor post has been created for the Newark and Sherwood locality to</p>	S Crawford/ D Henry/ J Newman/ S Dudley April 2010 onwards	95%	16/03/09	1.1- 1.4, 2.1-2.4, 3.1, 3.4, 4.2, 4.3

	<p><i>Findings:</i></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"> - Investigation findings - Staff Survey findings 	<p>address prejudices experienced by Gypsy and Traveller communities in relation to healthcare services.</p> <p>BME inclusive images are actively being used within the Surestart Children's Centres to create a welcoming environment.</p> <p>Plans are in place across a number of Trust sites to raise awareness of BME health issues as part of Black History Month in October.</p> <p>Training on the health needs of Gypsies and Travellers continues to be delivered. Evaluation of the course is extremely positive and demand for further courses high. New dates are being scheduled for Winter 2013 and Spring 2014.</p>				
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>Action complete. The updated report on the health needs of Asylum Seekers and Refugees was presented at the June meeting of the Equality and Diversity Committee. A further more detailed report has been scheduled for the next meeting in September.</p> <p>Training on the health needs of Asylum Seekers and Refugees continues to be delivered in partnership with the Nottingham and Nottinghamshire Refugee Forum.</p>	S Regel/S Crawford March 2013	100%	25/06/12	1.1, 1.2
R3	Raise awareness and promote understanding of the specific health needs of BME communities, supporting service evaluation and	<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) has now been renamed the 'Diversity within Dementia' COI. This is to reflect the widening of the group's remit to include all the strands of diversity	S Crawford/ L Corcoran/Race Equality Steering Group and J Aicha/ Age Equality Steering Group	55%	19/03/12	1.1-1.4, 2.3

	improvement		around dementia e.g. LGB, Disability, Trans etc. The COI will focus on involving external groups and communities within the Mental Health Services for Older People's (MHSOP) service redesign, to enable our diverse communities to input into and influence services and campaign to challenge the stigma often associated with dementia. A post has been developed within MHSOP which is already beginning to build links with BME communities, providing information around dementia and other mental health problems which affect older people.	April 2014			
--	-------------	--	--	------------	--	--	--

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 	Funding provision for Spiritual and Pastoral Care provision has recently increased at Arnold Lodge and the Wells Road Centre, and accordingly the Service has been able recruit Sikh, Jewish and Roman Catholic 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 	<p>The Spiritual and Pastoral Care Service and the Chaplaincy Service at Rampton Hospital continue to provide support, advice and guidance for staff on issues relation to religion, belief and spirituality.</p> <p>The new information booklet developed by the Spiritual and Pastoral Care Service is being widely distributed across Trust services.</p>	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>This action is progressing well. Training events continue to be well supported by Trust services and evaluate as highly effective.</p> <p>Two very successful 'Summer Celebrations' of Faith and Spirituality were held in July 2014 at Highbury Hospital and Dovecote Lane in partnership with the community arts organisation SEND. These events brought staff and patients together to celebrate the diversity of spirituality and faith. Furthermore an Eid celebration was held at Rampton Hospital on the 9th of August.</p> <p>Services to support the religious and spiritual needs of patients continue to be held at Rampton Hospital. These include Muslim prayers, Muslim teaching sessions and Quaker, Catholic and Protestant services. Chaplains from the Buddhist, Pagan, Jewish, Muslim and Quaker communities continue to visit the hospital regularly to provide patient spiritual and pastoral care.</p> <p>The Spiritual Care Practitioner continues to deliver a 6 week Recovery College course on the theme 'Spirituality and Recovery'. These sessions continue to be in high demand with waiting lists being kept. The course has undergone an initial evaluation and also been subject to the Recovery College peer review process.</p> <p>Continued visits to Rampton Hospital, Wathwood Hospital and the</p>	<p>P Quilter March 2014</p>	<p>95%</p>	<p>05/12/11</p>	<p>3.3</p>
--	--	---	--	---------------------------------	------------	-----------------	------------

			Wells Road Centre are made by the Spiritual Care Practitioner to support service users wishing to explore meditation or spirituality in a broader, including general, personalised non-specific, non-religious, 'new age' or nature based (e.g. pagan) contexts. Sessions providing an 'Introduction to Spirituality and Recovery' have commenced at the Woodlands Drug and Alcohol Unit.				
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 	<p>Action ongoing. Work continues with the support of the LGBT Forum and the Age Equality Steering Group.</p> <p>Two Open Minds Multi-Faith events have been planned at Highbury Hospital for October 2013 and January 2014 to engage faith communities in the mental health agenda. Plans are also in place for a Church of England Diocesan event in February 2014.</p>	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 	Work on-going. A cross-divisional meeting will be held once the End of Life Care Strategy, developed within the Health Partnerships Division, has been finalised following the recommendations of the Francis Inquiry.	P Quilter October 2013	35%	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> <p>1. Training and education</p>	<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 	The Dyslexia Guide for Staff and Managers, developed in partnership with staffside colleagues was launched in the August edition of Positive. This Guide can be downloaded from the Trust and	<p>D Wight/ Disability Equality Steering Group</p> <p>March 2014</p>	50%	10/06/13	3.3, 3.5, 4.1-4.3

	<p>2. Employment practice and staff support – establish Trust Disabled Staff Forum</p> <p>3. Ensure policies and procedures meet DDA requirements and best practice standards.</p> <p>4. Accessibility</p>	<p>Deaf Community, people with Asperger's, Dyslexia etc.</p>	<p>Health Partnerships Intranet sites in a choice of five pastel colours.</p> <p>A meeting is being held with the British Deaf Association in September, with a view to signing the Trust up to the British Sign Language Charter at a later date.</p> <p>Training on Disability Awareness and Deaf Awareness continues to be delivered across Trust sites.</p> <p>Work with services to highlight the needs of people with Asperger's is ongoing and the Asperger Community of Interest has now developed and published a booklet entitled 'Living with Asperger Syndrome'.</p>				
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.</p>	<p>D Wight/ J Clarke/S Winfield/ Disability Equality Steering Group March 2014</p>	70%	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>The Workforce Recovery Lead continues to develop a Trustwide strategy to ensure that the needs of staff with lived experience of mental health issues are identified and addressed.</p> <p>The PAD (appraisal) documentation contains a section for completion to ensure that the needs of staff with disabilities are highlighted and that support processes, including reasonable adjustments are put in place. The Workplace Individual Support Plan (WISP), providing support for staff with disabilities and/or mental health issues and their managers has been 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>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> <p>The new Health and Wellbeing intranet site continues to be developed to meet the needs of staff.</p>	L Eastham/S Humber August 2013	85%	21/12/09	1.1- 1.4, 3.3-3.6, 4.1-4.3

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 	No action to report. Work on the protocol continues.	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 	Issues around equality of access in CRHT and IAPT are currently being reviewed and changes implemented. IAPT services already have equality of access and work is ongoing to increase the numbers of older people now accessing these services. Full psychology services are now in place for older people. Work is ongoing to agree the pathway for older people with alcohol related memory impairment.	General Managers/ Age Equality Steering Group August 2013	95%	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 To date on the Trust Strategy for older carers. This action will be invigorated by the re-launch of the Age Equality Steering Group in September, led by the new Age Equality Champion Ann Wright. Joint work with the Carers Community of Interest will be undertaken to ensure that the Trust Carers' Strategy is age inclusive and meets the needs of older carers.	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 	All Mental Health Services for Older People (MHSOP) in-patient wards continue to be engaged in and promoting "the Last Outing" research project. This research into needs of older LGBT people is being led by the University of Nottingham. The	John Davies July 2013	50%	11/03/13	1.1-1.3; 2.1, 2.3, 2.4, 3.1, 3.3

			<p>Trust continues to support the recruitment for this study via their extensive LGBT networks.</p> <p>Rather than conduct a questionnaire on the needs of LGBT older people at Nottinghamshire Pride in July, it was agreed to await the outcomes of the "Last Outing" Research, which it is believed will provide a detailed insight into the specific needs of this group, and thus help improve the service we provide.</p>				
--	--	--	---	--	--	--	--

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>A new group for dads held at Newstead SureStart Children's Centre is proving a great success.</p> <p>County Health Partnerships staff from SureStart Centres in the Ashfield District held a successful breastfeeding awareness event as part of an awareness raising week in June 2013.</p> <p>The Trust recently co-ordinated a successful partnership event, aimed at reviewing and discussing the findings of the 'Stella Project'. The Project is a three year national initiative which has developed and evaluated models of responding to survivors of domestic and sexual violence, who are also experiencing substance misuse and/or mental health problems. Participation in the Project has provided the Trust with</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

			<p>invaluable information on how survivors of domestic and sexual abuse want professionals to respond, which in turn helps the implementation of more effective care pathways. Participation has also enhanced working relationships with partner and voluntary organisations allowing the delivery of a much more integrated and enhanced level of care.</p> <p>Awareness raising on domestic violence, including same sex domestic violence is being carried out across the Trust in line with the Trust's new domestic violence strategy, launched at the AGM in July.</p>				
G2	Create integrated service and employment strategy for Transgender people	<ul style="list-style-type: none"> Develop and circulate patient transgender guidelines 	<p>The Trust facilitated a further meeting in July 2013 with the Nottingham Clinical Commissioning Group, NHS England and representatives from the Trans community.</p> <p>The Trust, via the Gender Clinic, has been actively involved in discussions around the development of a national Trans clinical care pathway. The Service has actively campaigned to ensure that key areas of local good practice are embedded within the new national care pathway. The new nationally commissioned gender service aims to ensure equality of access and choice to individuals and will help align services, ensuring that there is equity of provision in relation to key services such as surgery.</p>	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, with bespoke advice and guidance provided to individuals and teams as required.	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 	All Trust policies, procedures, strategies, and functions are Equality Impact Assessed (EIA) to ensure that they actively consider the nine protected characteristics as per the Equality Act 2010. The outcome of these EIAs is monitored by the divisions and feeds into their respective divisional Equality and Diversity Action Plans.	Local, Forensic and Health Partnerships Services E & D Forums Ongoing	95%	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 	This is now an objective in each of the divisional Equality and Diversity Action Plans. Following the Trust Census Day on the 4 th of July a progress report from all three operational divisions has been requested by the Equality and Diversity Committee for discussion at the September meeting.	Local, Forensic and Health Partnerships Services E & D Leads December 2013	75%	10/06/13	
		<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, 	This is now a key objective in each of the divisional Equality and Diversity Action Plans. All Trust communications are available in different formats including easy read for people with learning disabilities and in different languages.	Local, Forensic and Health Partnerships Services E & D Leads/ E&D Forums April 2014	75%	10/06/13	

		additional language requirements etc.	<p>In Health Partnerships all leaflets and communications are written in plain English.</p> <p>Key policies and procedures which have an impact on patients within the Forensic Division (excluding security arrangements) are available in a patient friendly version.</p>				
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 	<p>The Trust Bullying and Harassment Support line was re-launched on the 1 September 2013, and is managed by the Corporate HR Team (Health and Well-Being).</p> <p>In addition the Trust actively promotes reporting of all hate incidents through a number of additional channels e.g. Conflict Resolution Training and Equality & Diversity Training.</p> <p>All patients with Rampton Hospital have been issued booklets which give clear guidance as to what to do if they feel they have been bullied. Plans are in place in to roll this out across the Forensic Division. Furthermore all Forensic wards have the Anti-Bullying posters on display on patient notice boards. The Forensic Division Anti-Bullying Forum meets bi-monthly and includes service users, carers and staff representatives. Anti-Bullying Training has been received by all ward managers across the Forensic Divisions and to Team Leaders and other staff identified as anti-bullying support workers. Delivery of workshops for patients has been facilitated in all wards at Rampton</p>	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

			and Wathwood Hospitals and is ongoing at Arnold Lodge Hospital and the Wells Road Centre.				
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 workforce monitoring report highlighting staff progression by equality strand will be presented to the December meeting of the Equality and Diversity Committee.</p> <p>The Board Apprentice Programme, which aims to support individuals from 'seldom heard' groups e.g. BME, LGBT, disabled etc is now live and three 'Non-Executive Mentees' have been successfully recruited.</p> <p>The Executive Mentoring Programme actively supports and develops individuals from all 'seldom heard groups' i.e. all strands of diversity. In addition this development program guides and encourages 'mentees' to learn more about themselves and others, encouraging them to develop an awareness and understanding of the diverse communities who work for and receive services from the Trust.</p>	R Cotterill/ L Eastham /E & D Committee Ongoing	95%	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. 	Action complete. All new job descriptions now meet this objective.	L Eastham/ J Cynnik June 2013	100%	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>Action complete. It has been confirmed that the guidance and training provided for all Recruiting Managers covers this topic. Panel composition will be monitored by HR as part of on-going good practice checks.</p>	<p>L Eastham/ J Cynrik June 2013</p>	<p>100%</p>	<p>19/03/12</p>	<p>3.1, 4.1, 4.3</p>
--	--	--	--	--	-------------	-----------------	--------------------------