

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

3 December 2012

1. Positive Highlights

- Trust to receive Nottinghamshire Rainbow Heritage Annual Award in recognition of work with LGBT communities throughout the County and beyond
- Successful Black History Month Celebrations across Trust during October 2012
- New Health and Wellbeing Intranet site launched.

2. Exceptions to Note

- Re-launch of the Trust Anti-Bullying and Harassment Support Helpline has stalled
- Progress on Age Equality Strand slow, however clear actions have been put in place to address this over the next quarter.

3. Any Other Observations

- Work undertaken with divisions to ensure consistency of reporting via Equality and Diversity Action Plans, including the production of new cover sheet identifying highlights and exceptions.

E&D Lead Name: Catherine Conchar- Trustwide Head of Equality and Diversity

Date: 3 December 2012



Trustwide Equality and Diversity Priorities Report to Trustwide Equality and Diversity Committee - 03/12/12

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

Ref.	Equality Objectives	Actions	Progress	Lead/ timescales	% complete	Date Added	EDS Outcome
SO1	Secure accreditation as a Stonewall Diversity Champion and 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 	New Action as Stonewall 2013 WEI evidence submitted. Collection of evidence for the Stonewall WEI 2014 has commenced.	C Conchar, R Phillips September 2013	5%	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) 	An LGB Awareness training session was held at Rampton Hospital on the 22 nd November, and a session is scheduled for delivery at Highbury Hospital in December. These sessions are being delivered in partnership with Nottinghamshire Rainbow Heritage. A schedule of dates for training in 2013 is being developed in partnership with Healthy Gay Nottingham.	R Phillips/S Unitt March 2013	55%	25/06/12	3.3
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>Work on-going. The Trust continues to work with key partners in the campaign against homophobic bullying and harassment. The Trust hosted the September meeting of the East Midlands LGBT Forum, which a body composed of key partners from the voluntary, community and statutory sectors, one of the main aims of which is tackling hate crime, in particular homophobic bullying.</p> <p>Work has commenced within the Forensic Division by the Anti-Bullying Project Lead in relation to patient to patient homophobic bullying, commencing with a visit to one of the LGBT patient groups at Rampton Hospital in November.</p>	Sexual Orientation Steering Group April 2010 onwards	95%	16/03/09	3.4, 4.1

			The Trust is being recognised for its work with the LGBT community, and will receive an award at the Nottinghamshire Rainbow Heritage annual awards ceremony in February 2013.				
		<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 of diversity • 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>The LGBT Forum continues to meet at venues across the Trust to raise awareness and ensure accessibility, A Programme of speakers/events for 2012/13 has been developed and will includes a seminar on Substance Misuse and Sexuality in December.</p> <p>The Chair of the LGBT Forum published an article in the October edition of Positive entitled 'Are You Straight Not Narrow'. This article provided a thought provoking discourse on the subject of 'straight allies' -aimed at encouraging more staff (gay and straight) to join the LGBT Forum.</p> <p>A number of charity events are being planned for Spring 2013 to raise money for the LGBT Forum's chosen charity- the Anthony Nolan Trust- and encourage straight allies to participate in the work of the Forum.</p>	Sexual Orientation Steering Group Ongoing	95%	16/03/09	3.3, 4.1, 4.2

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 <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"> • <i>Forensics and Local Service Equality and Diversity work programmes to include findings from;</i> - <i>Equality Impact Assessment priorities</i> - <i>Investigation findings</i> - <i>Staff Survey findings</i> 	<p>Work on-going. As part of the Trust's commitment to raise awareness of BME issues and celebrate the contribution BME people have made to UK society, a number of Black History Month (BHM) events were celebrated across the Trust during October 2012. These included a BHM flag flying from Trust HQ, a banner on Duncan Macmillan House front gates, bios of famous BME people on e-mail footers, patient and staff celebrations at Rampton, Wathwood and Arnold Lodge Hospitals and a Trust-wide event on the 26th of October, headlined by the Sheriff of Nottingham and the Trust's Chief Executive. The theme of the event on the 26th was 'Everyone's a Leader' and it was attended by over 50 service users, carers, community members and staff.</p>	<p>M Persaud/S Crawford/ D Henry April 2010 onwards</p>	95%	16/03/09	1.1- 1.4, 2.1-2.4, 3.1, 3.4, 4.2, 4.3
R2	<p>Provide services which meet the needs of Asylum Seeker/ Refugee Communities</p>	<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 	<p>The updated paper on this subject has been re-scheduled for presentation at the December 2012 meeting of the Equality and Diversity Committee.</p> <p>A programme of training outlining the health and social care needs of Asylum Seekers and Refugees has commenced. The training is being delivered by the Nottingham and Nottinghamshire Refugee Forum.</p>	<p>S Regel/S Crawford September 2012</p>	40%	25/06/12	1.1, 1.2

		interventions					
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 	<p>The focus of the Radio Kemet FM Show on the 26th of September was BME Dementia. This was presented by Dr O Junaid, Consultant Psychiatrist/ Clinical Director from Mental Health Services for Older People (MHSOP).</p> <p>MHSOP, as part of the BME Dementia Community of Interest Action Plan, are continuing to engage with Nottinghamshire's diverse communities on BME dementia via community outreach events. A recent example of this was the event targeted at the Irish community in November.</p> <p>Funding has been secured to extend the proposed 6 month Community Development Worker (BME Dementia) post to a permanent position, embracing all strands of equality and diversity. One of the key roles of the post holder will be to support both the BME Dementia Project and the BME Dementia Community of Interest.</p>	S Crawford/ L Corcoran/Race Equality Steering Group and A Ward/Age Equality Steering Group	40%	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 	<p>The Trust has participated in four one-hour radio shows on Radio Kemet over the last quarter:- September -BME Dementia; October- Mental Health and Wellbeing, with an additional show on the Human Library as part of Mental Health Awareness Month; November- Service User and Carer Journeys. This makes a total of 9 sessions since the launch in April 2012.</p>	A Bernard/ J Grant/ C Conchar April 2013	70%	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 	<p>A decision has been made not to continue the Multi Faith Forum in its current form. The Spiritual and Pastoral Care Service will however use the contacts made in order to keep in touch with the various faith communities. In its place a team of Faith Advisers is being developed, and has recruited representatives from the Buddhist, Christian, Hindu, Islamic, Pagan and Sikh faith communities to date.</p> <p>The Spiritual and Pastoral Care Service has strengthened its links with the Nottingham Inter-Faith Council. Consequently the Trust is supporting the Southwell Diocese's 'Open Mind's' initiative, led by Dr M Hampson, which commenced with a half day Multi faith conference at the Nottingham Council House in November 2012.</p>	P Quilter January 2013	85%	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>Communications with staff on issues around Religion, Belief and Spirituality is on-going. The Spiritual and Pastoral Care Service are planning to update the staff information booklet as current stocks are low due to demand. It is noteworthy that the Service is also receiving a noticeable increase in emails and phone calls from staff seeking advice and support, which is deemed to be very encouraging.</p>	P Quilter March 2013	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>There has been an extremely positive response to the Islam Awareness training sessions held at Highbury and Wathwood Hospitals. (6 over the past 9 months) Plans are in hand to provide a minimum of 4 additional sessions in 2013. The Spiritual and Pastoral Care Service is also piloting 'Introduction to Paganism' training in February 2013.</p> <p>In partnership with the Recovery Education College, the Spiritual and Pastoral Care Service delivered a one day workshop entitled 'All you Need is Love' – aimed at exploring the theme of 'Love' from different angles and how it relates to mental health, wellbeing and recovery. Despite low attendance the event was very successful and consequently the Service is currently reviewing how to provide similar events but on a more local and focussed basis.</p> <p>A programme of celebrations for the major world religions has been developed at Rampton Hospital to ensure patients have the opportunity to learn about different religions and observe them. The Service is aiming to promote and support two festivals per religion per year, subject to cost and availability of food required.</p> <p>Eid Celebrations (both celebration days) took place at both Rampton and Wathwood Hospital over the last quarter.</p>	<p>P Quilter March 2013</p>	<p>95%</p>	<p>05/12/11</p>	<p>3.3</p>
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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 	A date has been set for a conference exploring Religion, Belief and Sexual Orientation during LGBT History Month 2013. The event, which is planned for the 21 st February 2013, will be developed by the Spiritual and Pastoral Care service in partnership with the Trust's LGBT Forum.	P Quilter March 2013	90%	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 	<p>Recent discussions with Barchester Healthcare around the provision of an end of life care support service have proved unsuccessful. Similarly little progress has been made with Bassetlaw Hospice which currently has no discernible Spiritual and Pastoral Care Service. A review is promised, however a positive outcome is not expected due to funding restrictions. This is particularly concerning as national research highlights the importance of spiritual care as an integral part of healthcare provision.</p> <p>Due to the imminent departure of the Specialist Palliative Care Chaplain at the John Eastwood Hospice, the Trust now has the opportunity to review the current service provision. Consideration is being given to determine whether this service returns to the Trust or remains under the auspices of the Sherwood Forest Hospitals Chaplaincy Department.</p> <p>The Head of Spiritual and Pastoral Care led a workshop on Spirituality and End of Life Care at the National End of Life Care Programme Conference in November 2012.</p>	P Quilter March 2013	25%	25/06/12	2.1, 3.3, 3.5

			Work around End of Life issues for people with Working Age Dementia is currently being considered in partnership with Mental Health Services for Older People.			
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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 guidance for staff and managers to raise awareness of disability issues and identify appropriate support mechanisms 	<p>The Workplace Individual Support Plan (WISP) and the Workplace Wellbeing (WoW) Plan will go out to wider consultation as part of the current review of their associated policies. The Reasonable Adjustment Guide will also go out for wider consultation at the same time to compliment the process.</p> <p>Disability Awareness Training sessions continue to be delivered across key Trust sites for staff and Involvement Volunteers.</p>	D Wight November 2011	95%	20/06/11	3.3, 3.5, 4.1-4.3
D2	Ensure that disabled staff and visitors feel safe and supported	<ul style="list-style-type: none"> • Work with the Health and Safety Team to ensure that managers actively complete and submit Personal Emergency Evacuation Plans (PEEPS) for all staff and visitors with disabilities. 	<p>The Personal Evacuation Assessment Form has been added as an appendix to the Trust's Fire Policy and is available on the Trust Intranet for download. The draft guidance for managers on completing Personal Emergency Evacuation Plans (PEEPs) will form, part of the review of the Fire Policy</p>	D Wight/ I Freegard Disability Equality Steering Group November 2012	65%	19/03/12	3.5

			currently underway in light of new learning.			
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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 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 newly appointed Workforce Recovery Lead commences on 6th December 2012 within the Local Services Human Resource Team.</p> <p>A position paper on the Peer Support Worker Service is due for completion on the 5th of December 2012.</p> <p>Health Partnerships are actively working with Corporate Human Resources to develop a Trust-wide Health and Wellbeing programme.</p> <p>The new Trust Health and Wellbeing Intranet site has been launched and aims to cater for the needs of staff of all ages.</p>	L Eastham/S Humber March 2012	75%	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 	Work on-going. The Age Equality Steering Group is in the process of identifying a lead to take this forward.	Age Equality Steering Group/ A Ward June 2012	75%	21/12/09	1.1-1.4, 2.1
A2	Develop a Trust young carers Strategy	<ul style="list-style-type: none"> • Agree a Trust wide working group • Work with partnership organisations to develop a Trust young carers strategy, publishing and implementing it Trust wide 	The Young Carers Strategy Lead is now member of the Carers Community of Interest and is actively engaging with the group. He is currently looking at reporting procedures, Electronic Patient Records and RiO systems to capture data on young carers in terms of needs and under-represented groups. He links closely with the City and County Council carer's teams.	Age Equality Steering Group/ W Bradford July 2011	95%	21/12/09	2.1, 4.1
A3	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 	<p>IAPT staff now attend community mental health team meetings on a regular basis to help increase the number of referrals into the service from people over 65.</p> <p>Mental Health Services for Older People are continuing to work with the commissioners and the Adult Mental Health service to ensure equity of access across Nottinghamshire for older people within crisis services.</p> <p>Health Partnerships are working with Productive Nottinghamshire and the Clinical Commissioning Groups to take forward the elderly frail work-stream to help influence the delivery</p>	<p>General Managers/ Age Equality Steering Group</p> <p>April 2012</p>	90%	21/03/11	1.1-1.4

			of future services. The Involvement Team are leading on a project to engage more young people within the work of the Trust, particularly as Involvement Volunteers.				
A4	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 	Work on-going. The Age Equality Steering Group is in the process of identifying a lead to take this forward, in light of the retirement of the previous lead. The timescale for completion has therefore been amended to June 2013.	Jo Daukintis/A Ward June 2013	25%	20/06/11	2.1, 4.1
A5	Ensure a level of training on age discrimination which meets the needs of the Trust and individuals	<ul style="list-style-type: none"> • Identify organisational needs re age discrimination training • Identify the required content of any training 	Action on-going. The training entitled "Over the Rainbow, Not Over the Hill" continues to be delivered within the Trust. Training needs in relation to this area are reviewed at each meetings of the Age Equality Steering Group as part of its action plan.	Age Equality Steering Group March 2013	90%	20/06/11	3.3
A6	Develop a long term work force strategy to ensure that the Trust's needs are met in light of the Aging workforce profile	<ul style="list-style-type: none"> • Provide employment and development opportunities for young people to encourage them to seek careers in the Trust • Provide flexible working opportunities to enable older employees to consider working within the Trust beyond the previously determined retirement age • Develop Health and Wellbeing promotions 	<p>This objective has now been added to each divisional Equality and Diversity Action plan. This work is being translated within all directorates in relation to developing a workforce strategy that is fit for purpose and future orientated e.g. Mental Health Services for Older People has developed a workforce stream as part of the service redesign project. This covers all aspects of recruitment and retention and involves both younger and older people.</p> <p>The Involvement Team are leading on a project to engage more young people within the work of the Trust, particularly as Involvement</p>	Lorraine Eastham March 2013	90%	25/06/12	3.1, 3.3

		that are appropriate to staff of all ages.	<p>Volunteers.</p> <p>The Young Carers Lead/CAMHS Service Manager is involved in a national initiative, and plans to host an event whereby young people take over the Trust for a day, shadowing staff in a secure and safe environment (i.e. not in a confidential or risk environment). It is also noteworthy that the CAMHS service includes young people on interview panels and in scoring for recruitment and selection.</p> <p>The new Trust Health and Wellbeing Intranet site has been launched and aims to cater for the needs of staff of all ages.</p> <p>The Workforce Strategy Development day held on the 23rd of November looked at a number of issues including recruiting and retaining staff across the full age spectrum, from school leaver to those wishing to work beyond the state retirement age.</p>			
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Equality Area: Gender

Ref.	Equality Objectives	Actions	Progress	Lead/timescales	% complete	Date Added	EDS Outcome
G1	Advanced progress in delivering the Gender Duty – Equality Act 2006	<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 	The new Chair of the Domestic Violence and Abuse Community of Interest, Helen Scott, has now taken up post. Helen is also a member of the Trust's Gender Equality Steering Group and will be working jointly with the Steering Group on issues around domestic violence and abuse.	A Magore/C Conchar March 2013	95%	20/09/10	1.1, 1.2, 1.5, 3.2, 3.6, 4.1-4.3

			<p>The Trust led on a number of 'White Ribbon Campaign' partnership events (aimed at ending male violence against women) at various venues throughout the County during November 2012.</p> <p>A number of physical health check sessions took place across Trust sites and in the community during November 2012, in aid of International Men's Day on the 19th of the month. This included Duncan Macmillan House, Highbury, Wathwood, Arnold Lodge and Rampton Hospitals as well as Asda in Newark. Encouraging men to have a basic health MOT, these sessions were also open to women.</p> <p>The International Men's Day Flag was flown above Trust Headquarters throughout November to raise awareness of gender equality.</p>				
G2	Create integrated service and employment strategy for Transgender people	<ul style="list-style-type: none"> • Develop and circulate patient transgender guidelines 	No action to report. Consultation with nursing staff to determine the operational impact/needs continues.	S Murjan/C Conchar January 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 	<p>In partnership with Nottinghamshire Rainbow Heritage, the Trust are hosting a 'Living Our Lives' photo exhibition in February 2013 at Trust Headquarters. This exhibition aims to raise awareness of Transgender issues through the medium of photography and the accompanying information leaflets.</p> <p>Trans Awareness sessions continue to be delivered across Trust sites and continue to be well attended. A</p>	A Magore/C Conchar March 2013	85%	19/03/12	3.3,4.1

			well evaluated session was delivered at Duncan Macmillan House in November, and a further session is scheduled at Rampton Hospital in March 2013.				
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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 	On-going. Equality Impact Assessment (EIA) Training for policy writers continues to be delivered across the Trust. Plans are in place to provide refresher training within the Health Partnerships Division in early 2013.	Local, Forensic and Health Partnerships Services E & D Forums Ongoing	80%	08/06/09	1.1-1.5, 2.1-2.4, 3.1-3.6, 4.1-4.3
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>A new anti-bullying Project Lead is in place within the Forensic Division, focusing on patient to patient bullying. The new post holder has already made contact with a number of the patient groups to raise awareness of her role and is now part of the Forensic Division Equality and Diversity Forum.</p> <p>The Re-launch of the Trust Anti-Bullying and Harassment Support Helpline has stalled due to a disagreement regarding the training of guides.</p>	L Eastham/Local and Forensic Services E & D Forums, Forensic Services Anti-Bullying Project Lead, E & D Champions, E & D Leads -March 2012	40%	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 	No action to report. The Trust is still awaiting the national report that will enable us to report on promotion by each Equality and Diversity strand (originally anticipated March 2012). The current focus of ESR (electronic staff record) development is around sickness absence management and	R Cotterill/ L Eastham /E & D Committee Ongoing	80%	08/06/09	3.1, 4.3

		under-representation and tackle barriers	analysis with the aim of improving functionality in this key area.				
Ge4	Develop and utilise various methods to access the views of the Trust's diverse workforce	<ul style="list-style-type: none"> Use the Trust results from the National Staff Satisfaction Survey and the Trust's Equality & Diversity Staff Surveys to gauge staff perceptions/ attitudes on Equality & Diversity issues as well as issues which impact on minority groups 	The National Staff Survey, which includes supportive questions on Equality and Diversity, has now commenced with a closing date of 4 December 2012. The survey results are anticipated in January/February 2013 at which time reports will be produced for each of the divisions and directorates for discussion in management teams and team briefings.	L Eastham May 2012	70%	19/09/11	4.1-4.3
Ge5	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>The job description template has been amended to ensure that all new job descriptions now include a clear Equality and Diversity initial statement.</p> <p>HR will liaise with managers to ensure that all existing job descriptions are reviewed to include the new statement a part of the supervision process.</p> <p>The review of the Trust's recruitment process is nearing completion, and as intimated previously supporting documentation will be provided, to include a mandatory question around applicants' understanding of Equality and Diversity in line with the Knowledge and Skills Framework (KSF) outline.</p>	L Eastham/ J Cynrik June 2012	90%	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 review of the Trust's recruitment process is nearing completion and, as previously intimated, supporting documentation and training will be provided to highlight the need to consider the composition of interview panels.</p>	<p>L Eastham/ J Cynrik June 2012</p>	85%	19/03/12	3.1, 4.1, 4.3
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