

# SINGLE EQUALITY SCHEME

Through partnerships, improve lives and the quality of care

2016-2021

(Incorporating the Trust Equality and Diversity in Employment Policy)

Nottinghamshire Healthcare NHS Foundation Trust recognises that valuing and embracing diversity is key to providing high quality, patient-led services.

The Trust takes pride in serving a diverse population and is fully committed to promoting and championing a culture of diversity and equality of opportunity, access, dignity, respect and fairness, both in the services it provides and in its range of progressive employment practices.

We will do this by valuing and celebrating individual difference and acknowledging potential contribution to the continued development of the organisation which will in turn improve the services we provide.



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## Foreword by the Chair and Chief Executive

We are delighted to welcome you to the fourth Nottinghamshire Healthcare Single Equality Scheme.

A great deal of change has taken place over the last few years, including our successful application to become a Foundation Trust, giving us the ability to make more decisions about the things which affect us. We've also taken on more services and now provide healthcare in a number of prisons across the East Midlands and Yorkshire. In 2015 we were recognised as Top Employer in the Stonewall Workplace Equality Index and in 2016 graduated to the status of Star Performers. This provided us with external assurance that the work we have been doing in relation to Equality, Diversity and Inclusion is making a difference to the lives of our staff and the people who use our services; something that we are particularly proud of. We know however that there is much still to be done.

Over the timeframe of this Scheme (2016-2021), two of the key drivers for the Trust will be the Workforce Race Equality Standard (WRES) and the Workforce Disability Equality Standard (WDES). The main purpose of the WRES, which came into effect in April 2015, is to support NHS organisations to help close the gaps in workplace experience between White and Black and Minority Ethnic (BME) staff, and to improve BME representation at Board level. From April 2016 progress in the WRES will be considered as part of the "well led" domain in the Care Quality Commission's (CQC's) inspection programme. It is anticipated that the WDES will model the aims of the WRES but with a key focus on people with disabilities and will be launched in April 2017.

The Scheme sets out who we are, our staff profile, why equality, diversity and human rights are important to us, and what we will do over the next five years to ensure we meet the standards we have set for ourselves and those our staff, patients, service users and carers would expect of us. It also sets out how we will monitor our progress and the steps we will take to promote equality and tackle all forms of bullying, harassment in discrimination both for our service users and our staff. This work will be supported by the role of the Freedom to Speak Up Guardian, which was appointed to in May 2016. Our aim is to build on our success and fashion the Scheme you have before you now; a Scheme which has been developed in partnership with our patients, service users, carers, volunteers, staff and statutory and non-statutory partners.

We have listened to your comments and made sure this Scheme sets out clear priorities, is easy to read and shows who is responsible for progress.

Our commitment is to make real and meaningful change by improving the quality of services we provide to meet the needs of the diverse communities that we serve. Consequently one of the Trust's Strategic Objectives is to have a diverse workforce that reflects the diverse communities we serve. Our Equality Scheme is therefore a living document which is subject to review and refinement, on which we can build and further develop our organisation wide approach to equality and diversity. We firmly believe that through partnerships we can improve lives and the quality of care



**Dean Fathers**  
Chair



**Ruth Hawkins**  
Chief Executive

**May 2016**

## Section A: Introduction

### 1 What do we mean by equality?

Equality essentially means making sure people are treated fairly and given fair chances inclusive of the protected characteristics defined in the Equality Act (2010); age, disability, sexual orientation, gender, race/ethnicity, gender reassignment/gender identity, religion or belief, pregnancy and maternity status and/or marriage or civil partnership status. Equality is not about treating everyone the same or in the same way, however many of the actions we can take to tackle discrimination and harassment and promote equality apply to all groups covered by the Equality Act (2010).

A core human rights requirement is that everyone should be treated fairly and with dignity and respect. By law, public bodies must respect fundamental human rights; this became law under the Human Rights Act 1998. As an organisation we take a human rights based approach to equality and meeting our public duties.

We recognise that people have different needs, circumstances and ambitions and that achieving equality requires the removal of the barriers which may discriminate and limit what people can do and the life chances they have. We also recognise that many people do not experience fair access to services, a fair quality of life or the opportunity to realise their full potential. People can also experience inequality in relation to the degree of independence they have to make decisions affecting their lives or the treatment they receive, including in relation to employment, through discrimination or disadvantage imposed by other individuals, groups, organisations or practices.

### 2 What is a Single Equality Scheme (SES) and why do we have one?

Equality Schemes are documents which provide organisations with the opportunity to show how they are addressing their current responsibilities and duties relating to all 9 protected characteristics. They require public bodies to show how results will be measured and inequalities removed, in particular how they will assess the impact of policies, strategies and action plans on the people who use their services and those who work for them. The underpinning aim is to ensure real, measured and positive outcomes for all sections of the diverse communities we serve.

This means that organisations such as the NHS must have Schemes in place to show how they are working to deliver equality in the most appropriate manner for different ethnic groups, disabled people, lesbian, gay and bisexual people, for men, women and trans people, young and old, people who hold a religion and belief (including people who hold no religious beliefs). The law requires public bodies to show how they are:

- Promoting equality of opportunity
- Eliminating harassment and unlawful discrimination
- Promoting good relations between people of different groups
- Promoting positive attitudes towards disabled people
- Encouraging participation by disabled people in public life, and
- Taking positive steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than other people. This means that public organisations have to take steps that go beyond treating disabled people and non-disabled people alike.

Full details of each of the duties are available on the Equality and Human Rights Commission's Public Sector Equality Duty webpage at <https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty>

## Section B: Our Single Equality Scheme

### 3 What this Scheme does

It sets out the actions that the Trust is taking to develop and progress equality and diversity in service delivery and employment practice. The Equality Scheme demonstrates the way in which the Trust will:

- a) Meet the implications of the general and specific duties
- b) Formulate our equality objectives and develop the actions we intend to take to deliver them and the measures we will use to track our progress
- c) Involve and consult with appropriate stakeholders
- d) Gather information which is relevant and use it to review the implementation of the Scheme's objectives
- e) Assess the impact of current and future service functions and policies on minority groups.

### 4 Being inclusive

As well as meeting our legal equalities duties, this Scheme has an integrated approach to equality helping us to tackle experiences of multiple discrimination more effectively as an organisation. The Trust acknowledges however, that whilst there are similarities between the different protected characteristics, there are also significant differences, particularly in relation to health inequalities. Consequently our Strategic Equality and Diversity Action Plan (Appendix 5), which is the delivery plan for this Scheme, is clearly mapped against the outcomes of the Equality Delivery System 2 (EDS2). Implementing the EDS2 is mandatory for all NHS Trusts and is embedded within the CQC inspection regime within the "Well Led" domain

The Equality Act (2010), which came into force in October 2010 created a new streamlined public sector single equality duty extending the race, disability and gender equality duties to cover; age, sexual orientation and religion/belief, pregnancy and maternity, gender reassignment/identity and marriage/civil partnership.

Consequently this document is our new Single Equality Scheme for the five-year period from 1 April 2016 until 31 March 2021. It sets out how we will meet our legal responsibilities under the Equality Act 2010.

### 5 Who does it apply to?

The Scheme specifically aims to eradicate discrimination, promote equality of opportunity and promote good community relations between people in our diverse communities in respect of the 9 protected characteristics:

- Race: Black and Minority Ethnic people (BME) and White British people
- Gender: women and men
- Age: older people and younger people
- Sexual Orientation: lesbian, gay, bisexual and heterosexual/straight people
- Disability: people with a physical disability or sensory impairment; learning disability and/or mental health issue
- Religion/Belief: people with a particular religion or belief as well as those who hold no religious beliefs
- Gender Reassignment/ Gender Identity: people who identify as Trans
- Marriage and Civil Partnership: people who are legally married or in a civil partnership
- Pregnancy and Maternity: Women who are pregnant or within the period of maternity.

## **6 What does it apply to?**

The Scheme applies to all aspects of the Trust's functions including:

- Service provision
- Commissioning and purchasing of goods and services (procurement)
- Recruitment, employment, retention, training and staff development
- Community involvement
- Exercise of statutory powers and responsibilities
- Partnerships with other organisations
- Education, promotion and publicity
- Management of complaints
- Planning.

The Scheme applies at all levels of the Trust's activities including corporate, local and individual.

## **7 Our Single Equality Scheme and the NHS Constitution**

The Trust's Single Equality Scheme has been developed in accordance with the following seven key principles of the NHS Constitution.

1. The NHS provides a comprehensive service, available to all irrespective of gender, race, disability, age, sexual orientation, religion or belief. It has a duty to each and every individual that it serves and must respect their human rights. At the same time, it has a wider social duty to promote equality through the services it provides and to pay particular attention to groups or sections of society where improvements in health and life expectancy are not keeping pace with the rest of the population.
2. Access to NHS services is based on clinical need, not an individual's ability to pay. NHS services are free of charge, except in limited circumstances sanctioned by Parliament.
3. The NHS aspires to the highest standards of excellence and professionalism – in the provision of high-quality care that is safe, effective and focused on patient experience; in the planning and delivery of the clinical and other services it provides; in the people it employs and the education, training and development they receive; in the leadership and management of its organisations; and through its commitment to innovation and to the promotion and conduct of research to improve the current and future health and care of the population.
4. NHS services must reflect the needs and preferences of patients, their families and their carers. Patients, with their families and carers, where appropriate, will be involved in and consulted on all decisions about their care and treatment.
5. The NHS works across organisational boundaries and in partnership with other organisations in the interest of patients, local communities and the wider population. The NHS is an integrated system of organisations and services bound together by the principles and values now reflected in the Constitution. The NHS is committed to working jointly with local authorities and a wide range of other private, public and third sector organisations at national and local level to provide and deliver improvements in health and well-being.
6. The NHS is committed to providing best value for taxpayers' money and the most effective, fair and sustainable use of finite resources. Public funds for healthcare will be devoted solely to the benefit of the people that the NHS serves.
7. The NHS is accountable to the public, communities and patients that it serves. The NHS is a national service funded through national taxation, and it is the Government which sets the

framework for the NHS and which is accountable to Parliament for its operation. However, most decisions in the NHS, especially those about the treatment of individuals and the detailed organisation of services, are rightly taken by the local NHS and by patients with their clinicians. The system of responsibility and accountability for taking decisions in the NHS should be transparent and clear to the public, patients and staff. The Government will ensure that there is always a clear and up-to-date statement of NHS accountability for this purpose.

## **Section C: The Trust**

### **8 Nottinghamshire Healthcare NHS Foundation Trust – What does it provide?**

Nottinghamshire Healthcare is one of the country's leading integrated health service providers; providing healthcare which includes mental health, intellectual disability and community health services. The Trust provides integrated health services to the whole of Nottinghamshire as well as parts of South Yorkshire, Leicestershire and other regions within the United Kingdom.

#### **Services currently provided by the Trust include:**

- Forensic Services
- Adult Mental Health Services
- Substance Misuse Services
- Mental Health Services for Older People
- Child and Adolescent Mental Health Services
- Intellectual and Developmental Disabilities Services
- Integrated Offender Healthcare
- Community Healthcare.

These services are provided in a variety of settings, from community through to acute wards as well as low, medium and high secure settings. The Trust manages two medium secure units, Arnold Lodge in Leicester and Wathwood Hospital in Rotherham as well as the high secure Rampton Hospital near Retford. It also provides healthcare in 12 prisons across the East Midlands and Yorkshire.

The Trust provides services from more than 100 sites, with more than 9,000 staff and a revenue income of £444 million for the 2016/17 year.

#### **Trust Philosophy**

Nottinghamshire Healthcare is committed to being recognised as the leading national integrated healthcare provider – nationally important, locally relevant and personally valued.

We will do this by ensuring our services are delivered in a way that will enable people to be in a better position to take ownership of their own health and care needs. We want to continuously move away from reactive, hospital based treatment models to a pro-active approach of prevention and early intervention, delivered in community locations where this is appropriate.

We will continually improve our services and our patient, service user and carer experience as well as reducing the stigma associated with mental illness and intellectual and developmental disabilities.

We will be a great place to work and a valued partner with clear service standards set by and with our Commissioners, service users and carers.

**Our Vision is:** Through partnerships, improve lives and the quality of care.

**Nottinghamshire Healthcare NHS Trust** is known and recognised for its **POSITIVE** values. Our ongoing commitment is to listen and learn from our patients, service users, carers and staff and ensure that we live by our values in a real and meaningful way.

**People:** People are central to everything we do

**Openness:** We listen to and act on what people tell us; we are open to challenge; we value honesty and transparency

**Safety:** We put safety first in everything we do

**Involvement:** We work collaboratively with all our key stakeholders, including patients, carers, staff, volunteers and partners

**Trust:** We are trustworthy and act with integrity

**Innovation:** We use research, technology and global best practice to improve outcomes and lead the way in our field

**Value:** We value care, compassion, respect, dignity and diversity

**Excellence:** Excellence is our standard.

For further information on the Trust and its services, please contact: Nottinghamshire Healthcare NHS Foundation Trust, The Resource, Duncan Macmillan House, Porchester Road, Nottingham, NG3 6AA. Telephone: 0115 969 1300 [www.nottinghamshirehealthcare.nhs.uk](http://www.nottinghamshirehealthcare.nhs.uk)

## **Our Strategic Objectives**

Our objectives are the four key areas that describe how we will achieve our vision:

- Provide the best possible care and support
- Demonstrate best value
- Be the service provider of choice
- Make the Trust a great place to work

## **9 Community and workforce profile**

The Trust serves a diverse community, with a wide geographic spread across Nottinghamshire, Leicestershire, South Yorkshire and in some cases nationally. Consequently there are variations in the populations and communities the Trust serves.

### **Community population**

Between 2001 and 2011 the overall population of the East Midlands grew by 8.7% reaching a total of 4,533,222 people. The largest increases were in Leicester Unitary Authority (18% increase) and Nottingham Unitary Authority (14.5% increase).

Listed below are some of the key changes identified within the major equality groupings between the 2001 and 2011 censuses:

Age;

There has been a 40.5% increase in the 60-64 age group and 34% increase in those aged 90+, with the biggest percentage increases taking place in Leicestershire and Bassetlaw.

#### Ethnicity;

Despite an increase in the overall population of the East Midlands by 8.7%, only 1.7% of this increase was from the White British population. Black & Minority Ethnic groups accounted for the largest proportion of this increase.

#### Disability;

Households with one or more person with a limiting long-term illness fell from approximately 593,292 to 496,598 (a fall of 16.3%) in the East Midlands. The biggest changes were however in South Yorkshire with a reduction of 25.8%, Bassetlaw with a reduction of 23.0% and Nottinghamshire with a reduction of 20.0%.

#### Religion and Belief;

People identifying as Christian fell in all geographical areas, as did the number of people where religion was not stated. Increases were noted with the Muslim (+100.3%), Buddhist (+68%), Hindu (+34.5%), and Sikh (+32.0%) faiths.

#### Gender;

Throughout the East Midlands minimal movements in the gender split of males and females were noted. The biggest change was in Leicester Unitary Authority with a 1.2% (28,000) increase in males compared to females.

### **Workforce profile**

The Trust employs a workforce of 9006 staff (as at 31 March 2016). All aspects of recruitment, retention, development etc are reported on and monitored six monthly by the Workforce, Equality and Diversity Committee of the Trust Board and the various Equality and Diversity Forums/ Strand Steering Groups (see Appendix 2). This and other Equality and Diversity information is published on the Trust's intranet and internet sites. Profiles are available for the following areas:

- Race
- Age
- Gender
- Sexual Orientation
- Disability
- Religion/Belief
- Marriage and Civil Partnership
- Pregnancy and Maternity

These profiles review the recruitment, current staffing levels, sickness information, employment relation cases and leavers for each protected characteristic.

Gender Reassignment/Identity workforce data is not collected due to specific provisions relating to confidentiality within the Gender Recognition Act (2004) and the collective view of Trans community organisations and individuals that this information is irrelevant since individuals, with few exceptions, generally identify as male, female or gender neutral/third gender.

Details of the workforce profiles and community profiles can be seen in Appendix 4.

## **10 The workforce**

The Trust's 9,006 staff work across a broad range of occupational groups. In striving to be an employer of choice the organisation is committed to developing a workforce which reflects the population that it serves, ensuring that diversity is reflected at all levels of the organisation. This

goal will be achieved, in part, through the fair and consistent application of the Trust's progressive and robust employment policies, procedures and practices. In particular these include:

- Conduct Policy
- Grievance, including Bullying & Harassment Policy
- Recruitment & Selection Best Practice Guide
- Knowledge and Skills Framework
- Sickness Absence Management Policy and Procedure
- Special Leave Guidelines
- Equality and Diversity in Employment Policy
- Employment Policy- Incorporating Employing People with Disabilities, Employment Status, Employment Check Standards and Relocation
- Trans Employees Policy and Procedure
- Public Interest Disclosure
- Workforce Development, Employee Induction, Essential Training and Study Leave Policy

The Trust will continue to work in partnership with its staff-side organisations to eliminate discrimination by promoting good employment relations and employment practices, which support access and equality in all aspects of employment.

All employees are required, under the terms of their employment, to behave lawfully and to adopt high standards with regard to the treatment of service users, carers, colleagues and potential employees. The following legislation provides the framework for organisational behaviour in relation to equality and diversity:

- The Equal Pay Act 1970 & 1984
- The Sex Discrimination Act as amended 1975 & 1986
- The Rehabilitation of Offenders Act 1976
- The Race Relations Act 1976 as amended 2000
- The Race Relations Act 1976 (Amendment) Regulation 2003
- The Mental Health Act 1983 & 2007
- The Disability Discrimination Act 1995 as amended 2005
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Sex Discrimination (Gender Reassignment) Regulations 1999
- The Special Education Needs and Disability Act 2001
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003
- The Civil Partnership Act 2004
- The Gender Recognition Act 2004
- The Employment Equality (Sex Discrimination) Regulations 2005
- The Mental Capacity Act 2005
- The Equality Act 2006
- The Immigration and Asylum Act 2006
- The Employment Equality (Age) Regulations 2006
- Work and Families Act 2006
- Paternity and Adoption Leave (Amendment) Regulations 2006
- The Goods & Services (Sexual Orientation) Regulations 2007
- The Equality Act 2010.

Additionally, managers also have a duty to ensure that operational policies and practices are developed in line with relevant codes of practice and national guidance.

The Trust has taken strategic action to implement equality and diversity in all aspects of its work. The Trust's key strategic equality objectives for service delivery and employment practice are:

- a) Effective, high quality service provision which fully reflects the diversity of the communities served
- b) Equality of service delivery and access for all of the Trust's service user/carer communities
- c) Best employment practices, which promote workforce equality across all strands of diversity.

## 11 Employment practice

Best practice employment strategies will deliver equality of opportunity and treatment for all employees across the Trust in all job roles and in all circumstances. Equality & Diversity is a core Knowledge and Skills Framework competency and as such will be monitored, evaluated and advanced in the areas of staff recruitment/selection, induction, training, personal development, appraisal and employment casework.

Strategic objectives for Equality & Diversity are outlined in the Strategic Equality and Diversity Action Plan (Appendix 5) and the Trust's Integrated Business Plan (2013/14 - 2017/18). These objectives will also form a key part of all Directorate/ Service Integrated Business Plans and Equality and Diversity Action Plans. In developing the Strategic Action Plan the Trust has referred to and drawn on a number of initiatives within the NHS that provide key policy drivers for promoting equality. These include:

- The Vital Connection, An Equalities Framework for the NHS provides comprehensive information on developing a workforce that is capable of delivering fair, appropriate, accessible and responsive services. It provides easy to access information on building blocks for change that includes leadership for equality and diversity, monitoring and evaluation, involving stakeholders and working in partnership to deliver the national targets. The framework is a good introduction to the expectations of the NHS in delivering and mainstreaming equalities
- Human Resources Performance Framework for the NHS and Improving Working Lives published in 2000
- Tackling Racial Harassment in the NHS – Good Practice Guidance one of the initiatives of Improving Working Lives, provides guidance on dealing with racial harassment and what steps need to be taken to develop policies and procedures.
- Looking Beyond Labels, Working Lives: It provides brief guidance and sign posting on how to ensure that NHS Organisations are meeting the requirements of the Disability Discrimination Act
- Core Training Standards For Sexual Orientation, June 2006 - Making National Health Services Inclusive For LGBT people, a report commissioned by the Department of Health, provides best practice training standards for sexual orientation
- Department of Health Guidance on Religion or Belief, Sexual Orientation and Trans issues.

## 12 Duties

### a. The Trust's responsibilities

- The Trust will, as far as practicable, make every effort to provide a safe and secure working environment in which the principles of mutual respect, dignity and trust remain central. The Trust will ensure that all employees are aware of the content of this policy and ensure that any concerns are treated seriously and addressed swiftly, sensitively and appropriately. The Trust also has a responsibility to ensure that patients have an appropriate level of awareness of equality and diversity and for this reason equality and diversity training is mandatory for all staff.

## **b. Managers' responsibilities**

- All managers have a responsibility to create a culture where everyone is treated with dignity and respect. Where breaches of this do arise, managers are responsible for addressing the concerns swiftly, thoroughly and confidentially, respecting the feelings of all concerned.
- Managers will ensure that their staff are aware of policies and procedures relating to their employment with the Trust, Managers will also be responsible for ensuring that their staff attend training on equality and diversity e.g. Trust Induction and courses identified during other processes e.g. PAD (appraisal)/ KSF (Knowledge and Skills Framework).
- All managers have a duty not to discriminate within any area of staff management activity including recruitment, appraisal, training and development opportunities and the application of other Trust policies and associated legislative requirements

## **c. Employees' responsibilities**

- All employees have a responsibility to treat their colleagues with dignity and respect according to our Codes of Conduct and POSITIVE values. Employees are accountable for their behaviour and actions, and must understand the way in which their behaviour may affect others.
- Not to discriminate unfairly in any area of their work including harassing, bullying or otherwise intimidating any other members of staff or not inducing or encouraging other members of staff to do the same.
- To undertake mandatory training on equality and diversity and other relevant training as identified via the PAD process
- To inform either their line manager, HR Manager or Equality and Diversity Adviser if they suspect any discrimination is taking place.

## **d. HR Teams' responsibilities**

- The HR Teams actively support employees and managers in issues around equality and diversity with the support of the Divisional Equality and Diversity Leads. This also involves providing advice and support on all aspects of this policy and procedure and to ensure that a professional and consistent approach is maintained.

## **e. Accredited trade union representatives' responsibilities**

- Trade Union Representatives have the responsibility of advising their members in accordance with our agreed policy. Representatives should emphasise the importance of treating people with dignity and respect and creating a workplace in which people are treated fairly and diversity is both valued and celebrated.

## **13 What are our priorities?**

- a) Ensure active and meaningful participation and involvement of service users, their carers and families in the shaping, delivery and evaluation of their care and the future direction of our services
- b) Ensure that equality and diversity is central to everything we do and that we actively work towards eliminating all forms of prejudice and discrimination that affect our staff, service users, patients and carers
- c) Develop a diverse, highly skilled, motivated and culturally capable workforce

- d) Improve the quality of the services we provide, ensuring that they are patient led, patient centred and meet everyone's needs inclusive of age, race, culture, gender, gender identity/reassignment, language abilities, sexual orientation, disability, religion/belief, mental health status, marriage/civil partnership status and pregnancy/maternity status
- e) Develop existing and new partnerships to promote social inclusion for all our service users
- f) Value and respect the diversity of our staff, service users, carers and other stakeholders and ensure that we create a culture of inclusivity where everyone is welcomed and everyone can be themselves.

"I believe that opportunities exist within the Trust to engage and transform every patient's experience in a very positive manner, and ensure that all staff are supported to be the best they can".

**Sandra Crawford- Member of the Trust's Race Equality Steering Group**

## 14 Implementation

- Implementation of this policy is the responsibility of all employees of the Trust. Line Managers and Senior Managers (i.e. General Managers, Clinical Directors and Heads of Service) have a particularly significant role to play in the implementation of this policy.
- They will be required to actively promote this policy as integral to the requirements of effective people management practice and behaviour within the Trust. Line managers must ensure that all staff are aware of, and understand the requirements and expectations of the policy.
- All staff and managers will be required to support and facilitate the provisions of this policy, in all circumstances where such matters arise.

## 15 How will we know we have achieved?

The Actions within the Single Equality Scheme will be monitored and reviewed each year.

We will also measure our success through:

- Listening to patients, service users and carers via:
  - The national service user survey
  - Our own service user surveys
  - Community engagement events
  - Patient's councils and Involvement Centre focus groups
  - Local service user audits
  - Engagement in the equality and diversity strand steering groups
- Listening to staff via:
  - The National staff survey
  - The Friends and Family Test
  - Local staff surveys on issues such as mental health, equality and diversity etc
  - Members Council
  - The Staffside Partnership Forum
  - The Appraisal Process
  - Engagement in the equality and diversity strand steering groups

- Specially commissioned research
- Employment data
- Community Engagement Events.

“As a young staff member in the Trust, I feel I have been greatly welcomed by every member of the team. Administration is not primarily seen as a ‘male’ role, but I have been given the opportunity to be part of the ‘family’ and have been given a very warm welcome by all. I feel I have known all the staff for years”.

**Gareth Jones- Local Partnerships**

## 16 Who’s involved and who does it apply to?

Quite simply the answer is everyone. Equality and Diversity is everyone’s business and cannot be delivered without partnerships between all Trust staff, the people who use our services, their carers, staff-side representatives, volunteers, governor members and our external partners. Within the Trust the Associate Director of Equality and Diversity will lead on this work in partnership with managers, HR, the Local Partnerships and Forensic Services Equality and Diversity Leads, clinicians, modern matrons, service leads, involvement leads and other internal and external equality and diversity partners.

The Trust is committed to ensuring that all stakeholders are given the opportunity to contribute to and influence policy formulation. Stakeholders therefore include; patients, service users, carers, Trust members, staff, governor members, volunteers, local/national interest groups, specialist interest groups, and other voluntary & statutory organisations. For the Single Equality Scheme to make a genuine impact on reducing inequality and promoting equality, it is vital that the Scheme, in particular the Strategic Equality and Diversity Action Plan (Appendix 5), is the result of meaningful consultation and genuine involvement.

Consequently the following staff, patient, service user, carer, staff side (unions) and community groups provide an example of those who have been involved in the development of this Scheme:-

- The Race Equality Steering Group
- AWAAZ
- Equation
- Astren
- The Carers. Friends and Families Community of Interest
- The Diversity in Dementia Community of Interest
- The Equality, Diversity and Inclusion Community of Interest
- Human Resources
- SHE (Supporting Healing Education)
- Trust Staff Partnership Forum
- Leadership Council
- The Disability Equality Steering Group
- Services for Deaf people, Rampton
- Deaf Services, Adult Mental Health (Stonebridge Centre)
- Nottinghamshire Deaf Wellbeing Action Group
- Nottinghamshire Pride
- Empowerment Plus
- Nottingham Irish Community

- Self Help Nottingham
- Nottingham Trent University
- Nottingham Pensioners Action Group
- Nottingham and Nottinghamshire LGBT Switchboard
- Trust Governors
- Living in Both Worlds
- The Gender Equality Steering Group
- The LGBT Staff Forum
- The Sexual Orientation Steering Group
- The LGBT Community at Nottinghamshire Pride
- The Age Equality Steering Group
- Nottinghamshire Refugee Forum
- The Rosewood Involvement Centre Service User/Carer Friday Group
- The Duncan Macmillan Involvement Centre Service User/Carer Tuesday Group
- Rampton Patient's Council
- Rampton Carer's Forum
- Wathwood Patient's Council
- Local Services Workforce, Equality and Diversity Group
- Forensic Services Workforce, Equality and Diversity Group
- Health Partnerships Workforce, Equality and Diversity Group
- Trustwide Workforce, Equality and Diversity Sub Committee
- Trust Board
- Workforce, Equality and Diversity Committee
- Attendees at the Trust AGM.

Methods of consultation and involvement have included focus groups, one to one sessions, meeting observations, questionnaires, training, conference feedback, diversity celebration events, meeting discussions, e-mail correspondence, advocate involvement, attendance at festivals/events etc.

"It's great to be not only visible as a lesbian, but to be listened to and supported as an individual".

**Rachel Phillips- CBT Therapist- Member of the Trust's LGBT Forum**

Involvement of people reflecting the range of communities and all protected characteristics will be ensured through the Equality Strand Steering Groups: Race, Gender (including Gender Reassignment/Gender Identity and Pregnancy and Maternity), Sexual Orientation (including Marriage and Civil Partnership), Disability (including Mental Health), Religion/Belief and Age which all have staff, staffside (unions), community, volunteer and service user/carer representation. These are supported and reinforced by the Trust's Equality, Diversity and Inclusion Community of Interest.

This ensures that all key stakeholder groups are part of the policy and decision making process from the outset.

The Trust will continue to develop the Equality Scheme to ensure that the following key areas are addressed effectively:

- Involvement and engagement of a range of people from diverse communities
- Mapping the arrangements that are in place for gathering information about the Organisation's performance in strengthening diversity
- Impact Assessment of the Trust's policies, procedures, strategies, plans, functions etc

- A five year Strategic Equality and Diversity Action Plan setting out the Trust's approach to promoting and mainstreaming equality across all areas of the Organisation
- Monitoring and reviewing the effectiveness of the Strategic Equality and Diversity Action Plan
- Engagement with internal and external partners to support the Trust in securing improvements in service delivery to all communities
- Publication of the results from Impact Assessments and monitoring information.

The Single Equality Scheme will act as an effective tool for the Trust in considering the needs of its diverse communities in planning and delivering services, whether at the point of treatment and care or in relation to the physical environment.

“The Trust’s International Women’s Day event in March was a source of inspiration and empowerment for many. It demonstrates one of the many approaches we are taking as a Trust to recognise, support and foster the many skills, talents and experiences of our diverse workforce”.

**Sheila Wright, Trust Vice-Chair, Non-Executive Director**

## Section D: Actions Speak Louder than Words

### 17 Words into actions

	What you told us	What we did
1.	<ul style="list-style-type: none"> <li>• Gypsy and Traveller Men have unmet health needs due to the lack of information and knowledge in available and accessible formats</li> </ul>	<ul style="list-style-type: none"> <li>• In partnership with other local health and social care providers a DVD was developed and widely shared, aimed at Gypsy and Traveller Men. It focussed on 3 particular health conditions:- Depression, Diabetes and Heart Attacks.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• FGM (Female Genital Mutilation) is a largely unknown practice which has a huge impact on the mental health and wellbeing of many women both in this country and abroad.</li> </ul>	<ul style="list-style-type: none"> <li>• A training event, open to all front-line staff who work with patients and carers, was held at Rampton Hospital. Supporting information was provided to all attendees for sharing with their respective teams.</li> </ul>
3.	<ul style="list-style-type: none"> <li>• More work needs to be done to ensure that staff consider their physical and mental health/ wellbeing and are given appropriate information and advice.</li> </ul>	<ul style="list-style-type: none"> <li>• The Trust has signed up to two Public Health Responsibility Deal pledges: Smoking Cessation and Mental Health and Wellbeing. These are now embedded in the Trust’s Health and Wellbeing Strategy, launched at Leadership Council in November 2015.</li> </ul>
4.	<ul style="list-style-type: none"> <li>• There is a need for Policy and Guidance for staff to help better understand and meet the needs of Trans patients.</li> </ul>	<ul style="list-style-type: none"> <li>• A Trans Patient Policy has been developed and consulted on. It is ready to be launched in the very near future.</li> </ul>

	<b>What you told us</b>	<b>What we did</b>
5.	<ul style="list-style-type: none"> <li>Staff need more visible LGBT role models, to give them the confidence to be themselves at work, should they choose to do so.</li> </ul>	<ul style="list-style-type: none"> <li>A 13 minute video clip called 'Here at Last' featuring one of the Trust's LGBT Forum members was uploaded onto the Trust website. The short documentary captures a Trust staff member's life and loves as a gay parent and captures key issues around diversity with diversity.</li> </ul>
6.	<ul style="list-style-type: none"> <li>Members of the Diversity in Dementia Community of Interest identified that Cognitive Stimulation Therapy (CST) does not meet the specific cultural needs of BME people with dementia.</li> </ul>	<ul style="list-style-type: none"> <li>In coproduction with carers, partner organisations and BME community organisations a project was developed which adapted CST to meet the needs of BME elders living with dementia or memory concerns thus making it more relevant. This means that the service is more accessible to BME patients, who can now draw upon the benefits experienced by the majority population e.g. reduced social isolation, enriched sense of self, improved well-being and heightened personal enjoyment.</li> </ul>
7.	<ul style="list-style-type: none"> <li>Patients within detained settings miss out on attending community events such as Pride. This is important to many LGBT people.</li> </ul>	<ul style="list-style-type: none"> <li>Members of the LGBT Forum worked in partnership with key Trust services to establish annual Pride events at key venues including Highbury and Rampton Hospitals. Other patients who were well enough have been supported to attend community events in person.</li> </ul>
8.	<ul style="list-style-type: none"> <li>Staff with lived experience of mental health issues need a forum- a place where they can meet together for mutual support, share experiences and make a vital contribution to improving Trust policies and practices</li> </ul>	<ul style="list-style-type: none"> <li>The 'Living in Both Worlds' Group was relaunched with dates for meetings set at venues across the Trust estate.</li> </ul>
9.	<ul style="list-style-type: none"> <li>Patients at Rampton Hospital identified that they would like to be involved in staff recruitment.</li> </ul>	<ul style="list-style-type: none"> <li>A number of patients have now been trained in recruitment and selection and participate as standard in the recruitment of ward based staff.</li> </ul>
10.	<ul style="list-style-type: none"> <li>Members of the Trust's Disability Equality Steering Group highlighted the importance of the Mindful Employer Charter in helping the Trust to better meet the needs of staff with lived experience of mental health problems.</li> </ul>	<ul style="list-style-type: none"> <li>The Trust was successful in submitting an application to enable it to continue to be recognised as a Mindful Employer.</li> </ul>

11.	<ul style="list-style-type: none"> <li>Staff highlighted that it would be helpful if the Trust had some resources available to help raise staff awareness of Historical Sexual Abuse and Disclosures.</li> </ul>	<ul style="list-style-type: none"> <li>One of the external members of the Trust's Gender Equality Steering Group worked with Trust staff to develop a DVD and information leaflets on understanding and supporting the needs of Survivors of Historical Sexual Abuse.</li> </ul>
12.	<ul style="list-style-type: none"> <li>Working with other local public and voluntary/community sector organisations around the health needs of Nottinghamshire's Deaf Communities will benefit Deaf people and the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>The Trust signed up to the British Deaf Association's (BDA's) British Sign Language Charter in May 2014. The Trust now meets quarterly with other local public and voluntary/community sector organisations to share good practice, develop accessible information and resources and consult with Nottinghamshire's Deaf communities.</li> </ul>
13.	<ul style="list-style-type: none"> <li>Patients from the Trust's High Secure Service identified that they wanted more information on key Trust processes such as Clinical Audit and the corresponding outcomes</li> </ul>	<ul style="list-style-type: none"> <li>A Clinical Audit information leaflet was development and distributed to patients within Rampton Hospital. This was supported by a leaflet providing 'Feedback from the Audit and Survey Activity at Rampton Hospital in 2015/16'.</li> </ul>
14.	<ul style="list-style-type: none"> <li>Staff in Mental Health Services for Older People identified that they needed some additional support on meeting the health needs of Older LGBT people, as this was a particularly difficult topic for many to broach.</li> </ul>	<ul style="list-style-type: none"> <li>A programme of staff training was delivered across the directorate and supported by presentations at team briefings. Rainbow pin badges were purchased and distributed to all staff to visibly display on their ID Badge Lanyard</li> </ul>
15.	<ul style="list-style-type: none"> <li>Patients and service users want to become more involved in their own recovery journey and supporting that of others.</li> </ul>	<ul style="list-style-type: none"> <li>Involvement volunteers have supported patients to lead on the delivery of training on the Recovery College modules. Patients at Rampton Hospital, for example, were involved in delivering the sessions on 'Understanding Distress' and 'Physical Healthcare and Nutrition'.</li> </ul>
16.	<ul style="list-style-type: none"> <li>Members of the Trust's Gender Equality Steering Group identified a need for a forum whereby positive female role models could encourage and motivate female staff to realise their full potential.</li> </ul>	<ul style="list-style-type: none"> <li>An International Women's Day Event was held in March 2016, whereby a number of the Trust's senior female role models shared their journeys and experiences and how they had 'broken through the glass ceiling'.</li> </ul>
17.	<ul style="list-style-type: none"> <li>Concerns were raised by patients at Rampton Hospital around the quality of halal food supplied.</li> </ul>	<ul style="list-style-type: none"> <li>A new food supplier has been sourced and work continues to increase the range of Halal products available.</li> </ul>

	What you told us	What we did
18.	<ul style="list-style-type: none"> <li>Patients within the Forensic Division identified that Story Book Mums and Dads opportunities were available in the Prison system, but not within the secure hospital environment.</li> </ul>	<ul style="list-style-type: none"> <li>A process is now in place for Forensic patients to produce audio stories to be sent to children who have been approved for contact purposes by the Division's Social Care Team.</li> </ul>
19.	<ul style="list-style-type: none"> <li>Involvement volunteers really value the opportunity to meet and discuss equality and diversity issues in a relaxed, informal setting.</li> </ul>	<ul style="list-style-type: none"> <li>Film nights have been regularly held in the Duncan Macmillan House Involvement Centre to celebrate key events in the Equality and Diversity calendar e.g. International Day of Disabled People, Black History Month, International Day Against Homophobia, Biphobia and Transphobia, and International Older People's Day.</li> </ul>
20.	<ul style="list-style-type: none"> <li>Staff identified the need to better understand the issue of personality disorder in older people.</li> </ul>	<ul style="list-style-type: none"> <li>A year-long Personality Disorder in Older People Project commenced in April 2015 in collaboration with Involvement Volunteers, peer group workers and local representatives from the national 'Emergence' Personality Disorder (PD) organisation. PD Training is now being rolled out to staff within Mental Health Services for Older People and a Practice Development Forum is currently being initiated.</li> </ul>

"It is so heart-warming and encouraging how Notts Healthcare Trust took this event so seriously by ensuring a comprehensive senior management presence".

"Great to see Notts organisations working together to sponsor an event like this"

"Being able to listen to such personal, emotive Trans journeys- what a privilege".

**Comments from some of the attendees of the LGBT History Month Partnership Conference: Exploring and Celebrating Trans Identities in February 2016**

## **18 The Trust's successes in Equality & Diversity: "Promoting individual rights, respect and responsibility"**

The Trust is committed to improving its equality and diversity agenda and is committed to securing improvement based on best practice and putting our values into action. We strive in every way to ensure that our staff, service users and carers are included in all Trust developments and that we provide inclusive services for the people who use our services and the people who care for them.

The Trust is extremely proud of the significant progress it has made to date in advancing the equality and diversity agenda. Key successes have included:

### **a) General**

- The appointment of a Freedom to Speak Up Guardian in May 2017, to help improve staff voice, particularly in relation to issues around Whistleblowing and experiences of Bullying and Harassment.
- Increase in mandatory Equality and Diversity Training statistics to above 90% in the corporate and the operational divisions.
- Participation in a number of high profile public events on tackling Hate Crime, with one of the Trust's Executive Director's representing the Trust as a sponsor on the Nottingham Citizens Panel. The Trust is actively working with partnership organisations such as Nottinghamshire Police and the County and City Councils on recording, reporting and eliminating hate crime. This feeds into and includes the work of Nottingham Citizens, the Serving Nottinghamshire Better Board and the Stonewall No Bystanders campaign.
- Engaging with Nottinghamshire's diverse communities and raising awareness of Trust services at community events such as Pride, the Riverside Festival, Nottinghamshire Rainbow Heritage Annual Awards Event, eth Awaaz 20 year celebration event etc., and in the community e.g. faith groups, Asda Hyson Green, health centres, youth groups.
- Launch of the Trust's 'Think Family' Domestic Violence Implementation Programme in May 2015 and successful roll out to the Thing Family Strategy.
- Two successful cohorts of the Trust's Board Apprentice Scheme, whereby the majority of 'Apprentices' have secured roles as Board Members, Governors or Trustees either in the Trust or farther afield.
- Development of an inclusive Carer's Strategy.
- The Trust's job description template has been updated to ensure 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).
- A number of events and campaigns to raise awareness of Equality and Diversity issues including Black History Month; International Men's Day; International Women's Day; International Day Against Homophobia, Biphobia and Transphobia; International Youth Day; International Older People's Day; Deaf Awareness Week LGBT History Month; Gypsy, Roma and Traveller History Month; International Day of Disabled People, World Mental Health Day; Bi Visibility Day etc.

### **b) Race**

- Development and dissemination of a DVD aimed at Gypsy and Traveller Men focussing on 3 particular health conditions:- Depression, Diabetes and Heart Attacks, in partnership with other local health and social care providers.
- In conjunction with the NAVO gypsy and Traveller Liaison Officer established a successful Gypsy, Roma Traveller Health and Social Care Partnership Group which works collaboratively to improve health outcomes for this 'seldom heard' community.
- The development of a robust Workforce Race Equality Standard (WRES) Action Plan to tackle the inequalities experienced by BME Staff within the Trust.

- All Children's Centres across the County now have a Race Equality Action Plan in place and are successfully working towards the Stephen Lawrence Equality and Diversity Inclusion Standards. Newark and Sherwood Children's Centres have achieved the bronze award.
- Development of a Trans Cultural Cognitive Stimulation Therapy (CST) Resource in coproduction with carers, partner organisations and BME community organisations to meet the needs of BME elders living with dementia or memory concerns thus making it more relevant.
- Programme of Training on the Health and Wellbeing Needs of Asylum seekers 7 Refugees and Gypsies & Travellers.
- Involvement of two senior Trust staff as active members of the Chief Nursing Officer's (CNO) BME Advisory Group.
- Contribution to the development of the National Workforce Race Equality Standard (WRES), the main focus of which is to address the gaps in workplace experience between White and Black and Minority Ethnic (BME) staff, and to improve BME representation at Board level. The Trust have a robust action plan in place to address the issues identified.

### **c) Disability**

- Development of an electronic web-resource for Deaf people who use British Sign Language (BSL). This is to be shared with partner organisations who are part of the Nottinghamshire BSL Partnership Group, whose membership includes the two local councils, Nottinghamshire Police, Nottingham University Hospitals, the Clinical Commissioning Groups and the Nottinghamshire Deaf Society.
- Working with other organisations both locally and nationally to ensure that we as a Trust are 'Disability Confident'.
- The Trust officially signed the British Deaf Association's (BDA's) BSL (British Sign Language) Charter Action Plan in May 2014. A robust action plan for improvement has been developed and continues to be a Strategic Equality and Diversity Priority for the Trust. In conjunction with local public and voluntary/ community sector partner organisations we have held a number of successful 'Listening' events at Nottinghamshire Deaf Society and plan to expand on this work.
- Launch of a new course for people with Type 2 diabetes living in Mansfield, Ashfield, Newark and Sherwood as part of Diabetes Awareness Week 2015.
- Effective partnership work between HR, staff side and Equality and Diversity to revise the Sickness Absence Policy, including key reference to the specific needs of disabled staff.
- Ongoing work with ImROC to raise awareness of the mental health needs of staff and the implementation of measures to enable better support.
- Taking the lead in providing multi-agency training for Special Educational Needs and Disabilities within the Health Partnerships Division
- New 'Building Access and Egress Compliance Standards for People with Disabilities embedded within the Trust's Estates functions following a formal training session.
- The new buildings for Wathwood Hospital's horticulture and kitchen areas are complete and include disabled toilet facilities, access ramps and other elements to assist people with disabilities.
- Installation of a Stair Riser at Duncan Macmillan House to aid accessibility to the Conference Rooms.
- Disability and Sexual Orientation now established as mandatory fields on the RiO Patient Information System Database.

### **d) Age**

- Development of a Trustwide End of Life Care Strategy to inform practice and decision making.

- Increase in the number of Apprentices working in the Trust in both non-clinical and clinical settings. The Trust employs c.50 young apprentices each year, 89% of whom achieve a positive outcome of employment or progress onto further training.
- Ongoing work within Mental Health Services for Older People (MHSOP) around the NHS toolkit on Progressive Hearing Loss in partnership with the Specialist Dementia Audiology Department at Nottingham University Hospitals.
- Work to ensure that Crisis Resolution and Home Treatment (CRHT) services are equitable and accessible for older people.
- Ensuring Child and Adolescent Mental Health Services (CAHMS) provide equity of service via a number of different measures including: Improved Access to Psychological Therapies (IAPT); the Choice and Partnership Approach (CAPA); You're Welcome Standards; Single Point of Access; Allocation; and management supervision.
- Development and launch of a Trust-wide Integrated Children's Strategy entitled 'One Door, Many Pathways'.

#### **e) Sexual Orientation**

- The Trust secured 2<sup>nd</sup> place in the 2014 Stonewall Workplace Equality Index (WEI); 1<sup>st</sup> in the 2015 WEI and graduated to the status of Star Performer in 2016.
- Successful LGBT History Month Conference in February 2015 in partnership with Nottinghamshire County Council focusing on the perspectives of older and younger people in 'coming out'.
- Successful programme of seminars sponsored by the LGBT Forum on issues such as LGBT Mental Health, Older LGBT Issues, Top 10 Legal and Financial Tips for LGBT People, Bi Awareness, Fostering and Adoption, 'Sugar and Snails': An LGBT Novel.
- Supporting the University of Nottingham's research into the Health and Social Care Needs of Older LGBT People, entitled the 'Last Outing'.
- Sharing good practice with other organisations around LGBT issues e.g. Nottingham City Council, Nottinghamshire County Council, Bassetlaw LGBT Forum, Nottinghamshire Police.
- Exceeding the target of 300 'Straight Allies' set at the Programmes launch Trust's AGM in 2014.
- Sexual Orientation and Disability now established as mandatory fields on the RiO Patient Information System Database.

#### **f) Religion, Belief & Spirituality**

- Development of a new recruitment leaflet for volunteers developed by the Spiritual and Pastoral Care Service
- A series of successful events held for the Diocese of Nottingham and Southwell on mental health awareness
- Creation of a new full time Assistant Chaplain post created within the Nottingham-based team to help meet high demand.
- Programme of training on key aspects of religion, belief and spirituality, which continues to be delivered across Trust sites.
- Raising awareness and understanding of different religions/beliefs and the importance of faith/spirituality in patient recovery is now an established and routine component of the Spiritual and Pastoral Care Service.
- Increase in the staffing provision of the Trust's Spiritual and Pastoral Care Service to include Sikh, Jewish and Roman Catholic Chaplains on bank contracts.

#### **g) Gender/Gender Identity**

- Successful LGBT History Month partnership conference in February 2016 focusing on Exploring and Celebrating Trans Identities. Partners involved were Nottinghamshire Police, Nottinghamshire County Council, Nottingham City Council and Nottingham City Homes.

- Roll out of a programme of Trans Awareness Training open to all Trust staff and volunteers. Visitors from partner organisations have also participated in the training to learn from and share good practice, including staff from Her Majesty's Prison Service.
- An inspirational and motivational International Women's Day seminar held at Trust Headquarters on March 2016, where attendees were able to hear how senior female Trust staff has successfully broken through the glass ceiling.
- Production of a DVD and associated guidance to support staff to better understand and support the needs of Survivors of Historical Sexual Abuse.
- Ongoing work in partnership with Equation to deliver training and raise awareness of Male Domestic Violence and Abuse.
- Joint assessments of patients believed to have gender dysphoria continue to be undertaken by key staff from Rampton Hospital and the Trust's Nottingham Centre for Gender Dysphoria.

"I find it incredibly helpful working with the Trust on issues around Domestic Violence and value the resources and commitment invested by the Trust in this important area".

**Adrian- Equation**

## h) Future Focus

The following activities are documented within the Strategic Equality and Diversity Priorities, as part of the Trust's continuous improvement plan, ensuring that we are both a service provider and employer of choice:

- Ensure that the Accessible Information Standard is embedded within the relevant Trust practices
- Tackle issues around issues of bullying and harassment experienced by all staff, in particular BME staff as identified within the National NHS Staff Survey.
- Delivering the WRES Action Plan to help reduce the gaps in experience between BME and White staff
- Complete the building of the new Children, Young People and Families Unit and implement the action plan for the seamless transfer of services to the new site
- Implement and embed the new Trans Patient Policy, supported by additional staff training
- Retain our status as a Stonewall Star Performer by developing and sharing good practice, including formally mentoring Nottinghamshire Police in this area
- Provide spiritual and pastoral care which meets the diverse needs of our patients and carers
- Listening to and acting on the voice of children and young people
- Delivering a programme of unconscious bias training to all senior managers and staff involved in recruitment & selection and the development of policies & procedures
- In conjunction with local public and voluntary/ community sector partner organisations hold an annual 'Listening' event at the Deaf Centre in Mansfield, which is attended by a number of individuals who reside in North Nottinghamshire.
- Improving the Equality and Diversity demographic details for patients and service users across Trust services.
- Raise awareness of job opportunities and volunteering within the Trust via attendance at community events and groups.

## Section E: Commitment and Accountability

### 19 Delivering Equality & Diversity across the Trust

The Trust is committed to mainstreaming the Equality and Diversity agenda across all services and is confident that, in addition to meeting its statutory duties, this activity will deliver clear business benefits to the Organisation and its service user population. The Trust will continue to build capacity within its service teams to deliver this agenda through a process of learning, development, reflective challenge and education as part of daily work practices.

We will proactively implement the equality duties set out within this document, in all its areas of work through the Single Equality Scheme and the Strategic Equality and Diversity Action Plan (see Appendix 5). We will continue to ensure that the Scheme is further embedded within the Organisation's business planning, strategic development and management framework.

Accordingly these requirements have been captured as mandatory elements of the Trust's business planning process and the Trust's Annual Health Care Governance Plan. In this respect, each Directorate/Service's performance against the SES will also be measured and addressed as a constituent of the Accountability Meeting programme and will be reported to the Trust Board on a quarterly basis as part of the Trust-wide performance report.

In all circumstances, local responsibility for compliance with the Equality Scheme will remain with:

- a) The relevant Clinical Director/Directorate General Manager/Head of Service.
- b) Policy Gatekeepers (as identified within the Policy for the Production, Ratification, Implementation & Review of Policies and Procedures)

Through Local Equality Forums and Directorate Management Teams, Clinical Director/Directorate General Managers and Heads of Service are required to ensure that the specified actions are undertaken.

Trust services are managed through clinically led teams, with overall accountability resting with Clinical Directors and General Managers. Locally, Service Team Leaders/Sector Manager/Team Leaders and Modern Matrons provide the day to day leadership for delivering high quality front-line services. Clinical Directors, General Managers, Modern Matrons, Service Team Leaders/Sector Managers and Team Leaders will be actively involved in, and accountable for embedding a culture of equality and diversity in all areas of service delivery and employment practice.

The Trust's Associate Director of Equality and Diversity has the role of Strategic Lead for Equality and Diversity issues within the organisation. This includes ensuring the Trust's compliance with the SES and the application of effective performance management systems.

"I am really impressed by how Trust staff have embraced me as an individual and also my work around raising awareness of survivors of childhood sexual abuse. It's a great way to get involved in the work of the Trust and help make a difference both locally and nationally."

**Maxine- Independent Consultant and Trainer**

## 20 The Equality & Diversity Agenda- Commitment from the Trust Board

The Trust Board acknowledges its support and commitment for the SES and the delivery of the Strategic Equality and Diversity Action Plan. This is monitored six monthly by the Workforce, Equality and Diversity Committee, one of five committees of the Trust Board.

The Trust Board meets monthly and has 17 members; 8 Non-Executive and 9 Executive Directors, ensuring that Equality is part of the core business of the Organisation at all levels and across all relevant activities. The role of Executive Equality and Diversity Champion is held by the Director of Human Resources and the Non-Executive Equality and Diversity Champion by the Vice-Chair. It should, however be noted that all members of the Trust Board are in effect champions and accordingly the Trust Board recognises its key role in promoting the equality agenda and holds all Directorates and Services accountable for its implementation. The Trust Board will therefore continue to monitor and performance manage the Equality Scheme against the range of existing local and national Equality Performance Standards through the Workforce, Equality and Diversity Committee.

The Workforce, Equality and Diversity Committee will formally monitor compliance with the Equality Scheme, along with other key equality initiatives and will, where required, request specific action to address any areas of poor performance by Directorates/Services, in line with the standards set out within the Scheme.

The Local Partnerships and Forensic Services Workforce, Equality and Diversity Groups, and the equality strand steering groups all report directly into the Workforce, Equality and Diversity Committee through the Associate Director of Equality and Diversity and the Associate Directors of Nursing, Quality and Patient Experience. A diagram which conceptualises the Trust's Equality & Diversity Governance Structure is contained in **Appendix 2**.

The Trust's Equality and Diversity Leads will support Divisional/Directorate/Service Equality Forums to fully implement the Equality Scheme, addressing all strands of equality and diversity.

**The Trust's Equality and Diversity Leads** can be contacted as follows:

- David Mason - Equality and Diversity Lead for Forensic Services, telephone (direct dial): 01777 247201; E mail [david.mason@nottshc.nhs.uk](mailto:david.mason@nottshc.nhs.uk)
- Michelle Bateman - Equality and Diversity Lead for Local Partnerships, telephone (direct dial): 01623 673753; E mail [michelle.bateman@nottshc.nhs.uk](mailto:michelle.bateman@nottshc.nhs.uk) or alternatively contact Joan Mercer - telephone (direct dial): 01623 673772; E mail [joan.mercer@nottshc.nhs.uk](mailto:joan.mercer@nottshc.nhs.uk)

**Trustwide Equality and Diversity Lead:**

- Catherine Conchar- Associate Director of Equality and Diversity, telephone (direct dial) 0115 9934543; E mail [catherine.conchar@nottshc.nhs.uk](mailto:catherine.conchar@nottshc.nhs.uk)

The Trust Executive Leadership Team (ELT) meets on a weekly basis, with a larger group of the Trust's most senior managers – the Leadership Council (LC) meeting on a monthly basis to develop the Trust's strategic direction. The LC will also have a key responsibility for developing and supporting the delivery of the Equality Scheme and Strategic Equality and Diversity Action Plan across the Trust.

## 21 Ensuring that the Public Have Access to Information & Services

The Trust is committed to ensuring that local people and patients, service users and carers from all of our diverse groups know about the services we provide.

Our Communication and Public Involvement teams continue to ensure that information is easily accessible to the diverse communities that the Trust serves and the broader public and partner agency audiences associated with the Trust.

Taking into account linguistic and particular communication needs of our patients, service users, carers and communities, the Trust has strengthened the availability of interpreting and translation services. This ensures that essential information in accessing services and making complaints is available in the range of formats appropriate for the individual. This work is further supported by the Accessible Information Standard Action Plan, led by the Executive Medical Director.

## **22 Publishing assessments, consultation & monitoring reports**

The Trust will publish a six monthly update/action plan which will contain details of progress made and reasons for any lack of progress. These will be made available to staff, stakeholders and the wider public via the Trust website.

Copies of specific assessment reports, consultation and monitoring reports will be available from the Trust on request.

Other methods used for providing information include:

- Information about services and health promotion to inpatients, outpatients and other service users
- Information about our services in GP surgeries
- Effective and efficient procedures for dealing with complaints about our services
- Trust facilitated meetings of patient/service user groups
- Community engagement events.

## **23 Training staff**

The equality legislation requires that the Trust develops and delivers an effective training programme for delivering its public sector duties, providing staff with a full understanding of their responsibilities and the expectations placed upon them to support equality and diversity within the Trust. The Trust ensures that this essential training takes place via the following processes:

- a) The Trust's first day induction is the initial stage in a programme of awareness and training and ensures that all new starters are informed of and understand their responsibilities. The induction programme is regularly reviewed to ensure that it is 'fit for purpose'
- b) E-learning and face to face training on Equality and Diversity is available to all staff and covers all strands of equality and diversity, including harassment, bullying, race and cultural awareness
- c) Training for managers/management teams that have responsibilities under the Equality Scheme on Equality and Diversity in general as well as detailed training on the individual strands
- d) Training for Trust Board members to meet their responsibilities under the Equality Scheme
- e) The keeping of an accurate register of identified staff that have received training, reports from which are monitored by Workforce, Equality and Diversity Committee.

## **24 Service delivery**

Nottinghamshire Healthcare NHS Foundation Trust is committed to providing access to high quality integrated healthcare services that meet the specific needs of the diverse communities which the Trust serves inclusive of disability, race, colour, ethnicity, nationality, sexual

orientation, religion/belief, age, marital/partnership status, or gender identity. General managers/clinical leads have responsibility for monitoring the effectiveness of their services as well as the impact of policies, procedures, strategies, plans and functions on both staff and the people who use our services (**Appendix 3**). Compliance is monitored by the Local Partnerships and Forensic Services Workforce, Equality and Diversity Groups who report on this bi-annually to the Workforce, Equality and Diversity Committee.

## **25 Procurement**

The Trust will ensure that the services that it purchases have also been assessed in line with the public sector equality duties and associated guidance. This will include ensuring that contractors have in place measures to meet these equality duties. All NHS Organisations are required to comply with the equality duties where contractors deliver the service directly and where they do so on behalf of the NHS Organisation. Therefore, the Trust has built the relevant equality considerations into its formal procurement processes, in line with the guidance set out within the Office of Government Commerce's 'Make Equality Count'.

## **26 Partnerships**

The Trust welcomes and encourages partnership working across the range of public, private and voluntary agencies and believes that collectively, more can be achieved to improve public service delivery for patients, service users, carers and the public. In such multi-agency forums we actively work to ensure that Nottinghamshire Healthcare NHS Foundation Trust is a front-runner in advocating for an assessment of partnership functions and programmes to promote equality and diversity. By doing this, we are not only showing our leadership but also our commitment to others, in making an impact on service delivery.

## **27 Review of the Equality Scheme**

Our Single Equality Scheme is a living document which is subject to review and refinement. Accordingly we are keen to fully involve all our stakeholders in this process and welcome any comments on our scheme. Please provide feedback via email to [equalityanddiversity@nottshc.nhs.uk](mailto:equalityanddiversity@nottshc.nhs.uk) or by post to:

Catherine Conchar  
Associate Director of Equality and Diversity  
Nottinghamshire Healthcare Trust  
Duncan Macmillan House  
Porchester Road  
Mapperley  
Nottingham  
NG3 6AA

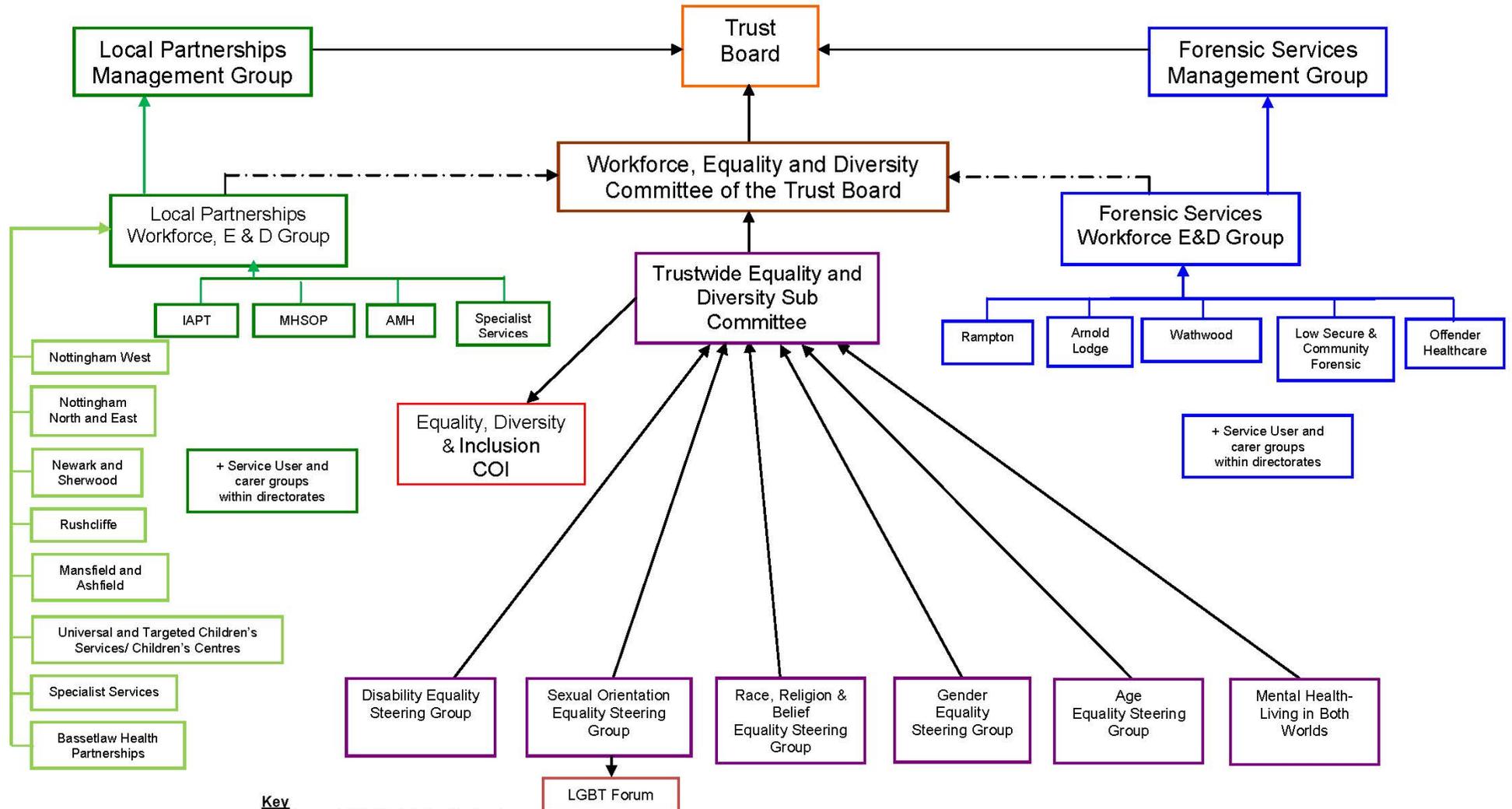
A formal review of the Scheme will be carried out every five years by the Workforce, Equality and Diversity Committee. The Committee will evaluate the effectiveness of the Scheme in meeting the Trust's service and statutory duties and make any amendments necessary to ensure continued improvement. The reviewed Scheme will be presented to the Workforce, Equality and Diversity Committee and to the Trust Board.

## Appendix 1:- Equality Legislation: at a Glance

- **The Equal Pay Act 1970 (Amended 1984)** This gives an individual a right to the same contractual pay and benefits as a person of the opposite sex in the same employment, where the man and the woman are doing: like work; work rated as equivalent under an analytical job evaluation study; or work that is proved to be of equal value.
- **The Sex Discrimination Act 1975 (Amended 1986):** The Act makes it unlawful to discriminate on the grounds of gender. Sex discrimination is unlawful in employment, education, advertising or when providing housing, goods, services or facilities. It is unlawful to discriminate because someone is married, in employment or advertisements for jobs.
- **The Race Relations Act 1976:** The Act prohibits discrimination on racial grounds in the areas of employment, education, and the provision of goods, facilities, services and premises.
- **The Race Relations Act 1976 (Amendment) Regulation 2003:** Introduced new definitions of indirect discrimination and harassment, new burden of proof requirements, continuing protection after employment ceases, new exemption for a determinate job requirement and the removal of certain other exemptions.
- **The Race Relations Amendment Act 2000:** Places a statutory duty on all public bodies to promote equal opportunity, eliminate racial discrimination and promote good relations between different racial groups.
- **The Disability Discrimination Act 1995:** Outlaws the discrimination of disabled people in employment, the provision of goods, facilities and services or the administration or management of premises.
- **The Disability Discrimination Amendment Act 2005:** Introduces a positive duty on public bodies to promote equality for disabled people.
- **Human Rights Act 1998:** The Act is a key part of the Government's programme to encourage a modern civic society where the rights and responsibilities of our citizens are clearly recognised and properly balanced. The Act places new responsibilities for public authorities, which includes central government, the courts, the NHS, the police, local government and many bodies who carry out functions which the Government would otherwise have to undertake.
- **The Sex Discrimination (Gender Reassignment) Regulations 1999:** The Regulations seeks to prevent sex discrimination relating to gender reassignment. It clarified the law for transsexual people in relation to equal pay and treatment in employment and training.
- **The Employment Equality (Sexual Orientation) Regulations 2003:** The directive protects against discrimination on the grounds of sexual orientation in employment, vocational training, promotion, and working conditions.
- **The Employment Equality (Religion or Belief) Regulations 2003:** The directive protects against discrimination on the grounds of religion and belief in employment, vocational training, promotion and working conditions.

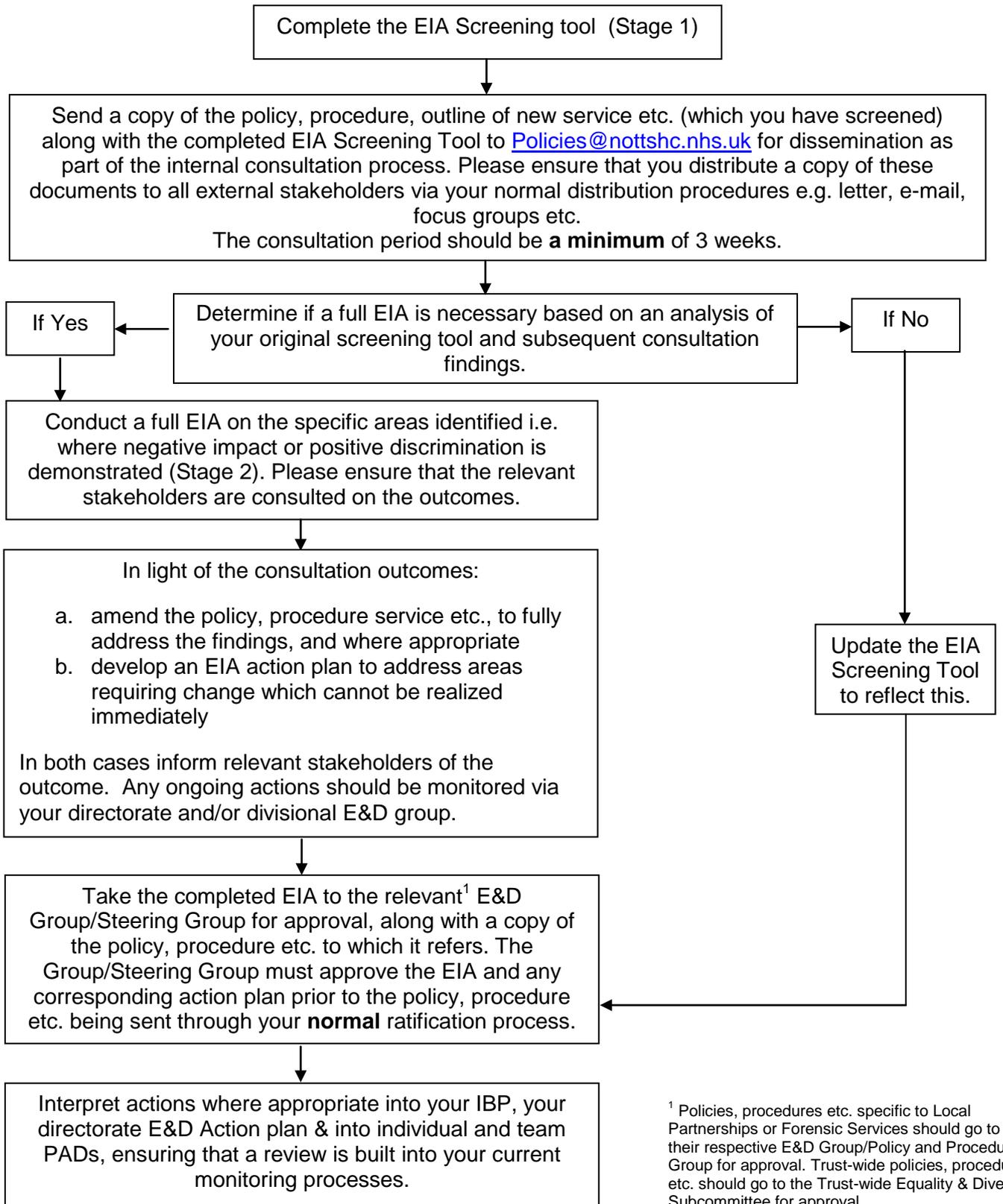
- **The Civil Partnership Act 2004:** Provides legal recognition and parity of treatment for same-sex couples and married couples, including employment benefits and pension rights.
- **The Gender Recognition Act 2004:** The purpose of the Act is to provide Trans people with legal recognition in their acquired gender. Legal recognition follows from the issue of a full gender recognition certificate by a gender recognition panel.
- **The Employment Equality (Sex Discrimination) Regulations 2005:** Introduces new definitions of indirect discrimination and harassment, explicitly prohibits discrimination on the grounds of pregnancy or maternity leave, sets out the extent to which it is discriminatory to pay a woman less than she would otherwise have been paid due to pregnancy or maternity issues.
- **The Equality Act 2006:** Established a single Commission for Equality and Human Rights that replaced the three existing commissions. It introduced a positive duty on public sector bodies to promote equality of opportunity between women and men and eliminate sex discrimination. It also provides protection on the grounds of religion or belief in terms of access to good facilities.
- **The Goods & Services (Sexual Orientation) Regulations 2007:** provides protection on the grounds of sexual orientation in terms of access to good facilities.
- **The Employment Equality (Age) Regulations 2006:** Protects against discrimination on grounds of age in employment and vocational training. Prohibits direct and indirect discrimination, victimisation, harassment and instructions to discriminate.
- **The Racial and Religious Hatred Act 2006:** The Act seeks to stop people from intentionally using threatening words or behaviour to stir up hatred against somebody because of what they believe.
- **The Equality Act 2010:** This Act will create a new streamlined public sector single equality duty extending the race, disability and gender equality duties to cover age, sexual orientation and religion/belief. It is anticipated that this will be enacted in October 2010.

## Appendix 2:- Trust Equality and Diversity Governance Structure- May 2017



**Key**  
 AMH- Adult Mental Health Services  
 COI- Community of Interest  
 IAPT- Improved Access to Psychological Therapies/ Let's Talk Wellbeing Service  
 LGBT- Lesbian, Gay, Bisexual and Trans  
 MHSOP- Mental Health Services for Older People  
 Specialist Services includes- Intellectual and Developmental Disability Services, Child and Adolescent Mental Health Services and Substance Misuse Services

### Appendix 3:- Equality Impact Assessment Process



## Appendix 4: Workforce and Community Profiles<sup>1</sup>

Age	All People	Under 18	18-24	25-29	30-44	45-59	60-64	65-74	75-84	85-89	90+
East Midlands	4,533,222	953,270	432,596	278,581	895,538	908,888	291,401	414,713	256,569	67,862	33,804
Leicester UA	329,839	77,887	47,248	29,571	68,167	55,694	14,056	18,888	12,936	3,605	1,787
Nottingham UA	305,680	62,394	59,679	26,232	61,519	47,678	12,626	17,520	12,877	3,529	1,626
Leicestershire	650,435	134,084	59,440	35,050	126,581	135,543	44,354	61,791	38,436	10,128	5,028
Nottinghamshire	775,802	162,303	62,869	44,051	155,113	165,910	53,109	77,221	47,073	2,268	5,885
Bassetlaw	112,863	23,233	8,634	6,027	21,537	24,403	8,088	11,544	6,842	1,721	834
South Yorkshire	1,343,601	283,460	146,854	88,912	264,124	259,519	79,041	118,660	74,707	18,909	9,415
Notts Healthcare Workforce	8,972	3	357	756	3,358	3,962	439	94	3	0	0

Age	Under 18	18-24	25-29	30-44	45-59	60-64	65-74	75-84	85-89	90+
East Midlands	21.0%	9.5%	6.1%	19.8%	20.0%	6.4%	9.1%	5.7%	1.5%	0.7%
Leicester UA	23.6%	14.3%	9.0%	20.7%	16.9%	4.3%	5.7%	3.9%	1.1%	0.5%
Nottingham UA	20.4%	19.5%	8.6%	20.1%	15.6%	4.1%	5.7%	4.2%	1.2%	0.5%
Leicestershire	20.6%	9.1%	5.4%	19.5%	20.8%	6.8%	9.5%	5.9%	1.6%	0.8%
Nottinghamshire	20.9%	8.1%	5.7%	20.0%	21.4%	6.8%	10.0%	6.1%	0.3%	0.8%
Bassetlaw	20.6%	7.6%	5.3%	19.1%	21.6%	7.2%	10.2%	6.1%	1.5%	0.7%
South Yorkshire	21.1%	10.9%	6.6%	19.7%	19.3%	5.9%	8.8%	5.6%	1.4%	0.7%
Notts Healthcare Workforce	0.0%	4.0%	8.4%	37.4%	44.2%	4.9%	1.0%	0.0%	0.0%	0.0%

Race/Ethnicity	All People	White British	White Other	Mixed Race	Asian	Black	Other
East Midlands	4,533,222	3,871,146	175,210	86,224	269,019	81,484	50,139
Leicester UA	329,839	148,629	18,007	11,580	118,225	20,585	12,813
Nottingham UA	305,680	199,990	18,708	20,265	34,051	22,185	10,481
Leicestershire	650,489	578,432	16,335	8,551	37,275	3,787	6,109
Nottinghamshire	785,802	727,938	22,865	10,716	14,197	5,102	4,984
Bassetlaw	112,863	106,663	3,229	996	1,075	520	380
South Yorkshire	1,343,601	1,183,179	34,474	20,791	54,660	25,752	24,745
Notts Healthcare Workforce	8,972	7,796	237	127	243	329	240

Race/Ethnicity	White British	White Other	Mixed Race	Asian	Black	Other
East Midlands	85.4%	3.9%	1.9%	5.9%	1.8%	1.1%
Leicester UA	45.1%	5.5%	3.5%	35.8%	6.2%	3.9%
Nottingham UA	65.4%	6.1%	6.6%	11.1%	7.3%	3.4%
Leicestershire	88.9%	2.5%	1.3%	5.7%	0.6%	0.9%
Nottinghamshire	92.6%	2.9%	1.4%	1.8%	0.6%	0.6%
Bassetlaw	94.5%	2.9%	0.9%	1.0%	0.5%	0.3%
South Yorkshire	88.1%	2.6%	1.5%	4.1%	1.9%	1.8%
Notts Healthcare Workforce	86.9%	2.6%	1.4%	2.7%	3.7%	2.7%

<sup>1</sup> Population figures relate to the 2011 mid-year estimates. Workforce figures relate to May 2016.

Religion/Belief	All People	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Other Religion	No Religion	Not stated
East Midlands	28,528,802	26,661,752	12,672	89,723	4,254	140,649	44,335	17,918	1,248,056	309,443
Leicester UA	329,839	106,872	1,224	50,087	295	61,440	14,457	1,839	75,280	18,345
Nottingham UA	305,680	135,216	2,051	4,498	1,069	26,919	4,312	1,483	106,954	23,178
Leicestershire	650,489	392,363	1,546	18,508	528	9,096	7,978	2,381	176,123	41,966
Nottinghamshire	775,802	481,994	1,860	3,480	717	6,963	3,132	2,689	230,138	44,829
Bassetlaw	112,863	79,935	189	248	48	701	119	361	23,558	7,704
South Yorkshire	1,343,601	818,974	3,710	5,112	938	58,350	2,572	4,111	359,491	90,343
Notts Healthcare Workforce	8,972	4,533	38	85	16	85	31	718	1,094	2,372

Religion/Belief	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Other Religion	No Religion	Not stated
East Midlands	93.5%	0.0%	0.3%	0.0%	0.5%	0.2%	0.1%	4.4%	1.1%
Leicester UA	32.4%	0.4%	15.2%	0.1%	18.6%	4.4%	0.6%	22.8%	5.6%
Nottingham UA	44.2%	0.7%	1.5%	0.3%	8.8%	1.4%	0.5%	35.0%	7.6%
Leicestershire	60.3%	0.2%	2.8%	0.1%	1.4%	1.2%	0.4%	27.1%	6.5%
Nottinghamshire	62.1%	0.2%	0.4%	0.1%	0.9%	0.4%	0.3%	29.7%	5.8%
Bassetlaw	70.8%	0.2%	0.2%	0.0%	0.6%	0.1%	0.3%	20.9%	6.8%
South Yorkshire	61.0%	0.3%	0.4%	0.1%	4.3%	0.2%	0.3%	26.8%	6.7%
Notts Healthcare Workforce	50.5%	0.4%	0.9%	0.2%	0.9%	0.3%	8.0%	12.2%	26.4%

Gender	All People	Male	Female
East Midlands	4,533,222	2,234,493	2,298,729
Leicester UA	329,839	162,884	166,955
Nottingham UA	305,680	153,777	151,903
Leicestershire	650,489	321,416	329,073
Nottinghamshire	785,802	386,722	399,080
Bassetlaw	112,863	56,024	56,839
South Yorkshire	1,343,601	681,829	661,772
Notts Healthcare Workforce	8,972	2,272	6,700

Gender	Male	Female
East Midlands	49.3%	50.7%
Leicester UA	49.4%	50.6%
Nottingham UA	50.3%	49.7%
Leicestershire	49.4%	50.6%
Nottinghamshire	49.2%	50.8%
Bassetlaw	49.6%	50.4%
South Yorkshire	50.7%	49.3%
Notts Healthcare Workforce	25.3%	74.7%

Disability	2001	2011	Change
East Midlands	583,292	496,598	-16.3%
Leicester UA	39,950	32,447	-18.8%
Nottingham UA	42,128	34,244	-18.7%
Leicestershire	73,782	63,613	-13.8%
Nottinghamshire	114,326	91,443	-20.0%
Bassetlaw	17,619	13,558	-23.0%
South Yorkshire	215,900	162,330	-24.8%

Disability	No	Undefined	Yes	Not disclosed
Notts Healthcare Workforce	7,062 78.7%	519 5.8%	623 6.9%	768 8.6%

Sexual Orientation		%
Bisexual	37	0.4%
Gay Male	65	0.7%
Heterosexual	7058	78.7%
Not disclosed	1562	17.4%
Lesbian/Gay Woman	67	0.7%
Undefined	183	2.0%

Marital/Partnership Status	All People	Single	Married	Civil Partnership	Separated	Divorced	Widowed
East Midlands	3,694,767	1,192,443	1,790,916	7,179	96,149	342,665	265,415
Leicester UA	260,560	108,120	110,403	457	7,104	18,579	15,897
Nottingham UA	250,104	128,363	79,116	600	6,945	20,729	14,351
Leicestershire	533,108	160,324	275,502	996	12,835	45,813	37,638
Nottinghamshire	643,480	192,587	323,211	1,301	15,994	61,885	48,502
Bassetlaw	92,702	26,407	47,098	192	2,353	9,301	7,351
South Yorkshire	1,779,864	626,166	815,691	3,620	50,009	162,407	121,971
Notts Healthcare Workforce	8,972	3,545	4,554	89	121	617	46

Marital/Partnership Status	Single	Married	Civil Partnership	Separated	Divorced	Widowed
East Midlands	32.3%	48.5%	0.2%	2.6%	9.3%	7.2%
Leicester UA	41.5%	42.4%	0.2%	2.7%	7.1%	6.1%
Nottingham UA	51.3%	31.6%	0.2%	2.8%	8.3%	5.7%
Leicestershire	30.1%	51.7%	0.2%	2.4%	8.6%	7.1%
Nottinghamshire	29.9%	50.2%	0.2%	2.5%	9.6%	7.5%
Bassetlaw	28.5%	50.8%	0.2%	2.5%	10.0%	7.9%
South Yorkshire	35.2%	45.8%	0.2%	2.8%	9.1%	6.9%
Notts Healthcare Workforce	39.5%	50.8%	1.0%	1.3%	6.9%	0.5%

## **Appendix 5: Strategic Equality and Diversity Action Plan**

To be published as a separate document to enable accessibility and ease of monitoring.