

**Standards for Better Health**  
**Action Plan - Core Standard C7e**  
**Equality and Diversity**

Action	Status	Lead	Deadline
<b>Implementing impact assessments both staff and patients as it relates to policies and practices</b>			
Managers will be required to assess equality impact when they are writing a policy/protocol. The person writing the policy should make this assessment.	Impact assessment tool developed. Designed to bring together patient and staff equality agendas. The requirement to impacts assess service changes has been included in the R&S policy and procedure and will be incorporated into the Management of change policy in February 2008  —	Susan Payne, Senior HR Manager - Resources	January '08 Achieved
Training for managers on using impact assessment tool.	Option being considered.	Susan Payne, Senior HR Manager - Resources	March '08
Dignity and Care group to have a focus on equality and diversity.		Gary Etheridge, Director of Nursing	February '08
Full impact assessments to be published on intranet <ul style="list-style-type: none"> <li>• Acute Service Review</li> <li>• IHUG work</li> <li>•</li> </ul> Standard Impact Assessments to be completed and published on, <ul style="list-style-type: none"> <li>• Equalities Framework - SP</li> <li>• Career Break policy -</li> </ul>		Susan Payne, Senior HR Manager - Resources	January 2008

Action	Status	Lead	Deadline
HR team <ul style="list-style-type: none"> <li>Sickness policy - HR team</li> </ul>			
Establish a Scrutiny Group to monitor Impact Assessments. This task will be incorporated into the Policy sub group of JCC asap Consider Information Governance role on this sub group		Laura Bevan, Senior HR Manager – Employee Relations	February '08
<b>Training</b>			
Diversity training to be sourced and rolled out.	Successful bid for £10,000 for AfC Funding to support running E&D training from February 2008. Consider – ½ day session for Bands 1 – 4 on E&D or e-learning modules – SP/JB	Susan Payne,	
Put in place a training administrator/advisor post to run e-learning programmes in the future.	Business case for roll out of an appropriate e-learning tool possible options are CLU programme and Grassroots. E-learning for health care.	Senior HR Manager – Resources* Jane Barrett, Workforce Development Manager	30 <sup>th</sup> June '08
Explore what e learning is out there in relation to Equality & Diversity.	In house E&D training ready for implementation for managers and for staff. Also running training for specific areas for 2 ward areas (Croxley and Cassio). This will be run by Diversity Group volunteer trainers.  There is also Current element on Junior Sisters development programme.	Senior HR Manager – Resources* Jane Barrett, Workforce Development Manager	30 <sup>th</sup> June '08
Put forward proposal for getting someone to support people with disability – as part of someone's existing role. Timescale – roll description out to E&D group			31 <sup>st</sup> March '08
<b>Monitoring</b>			
Work on ESR to improve data	2,500 records now being input	Susan Payne,	29 <sup>th</sup> February

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<p>quality to expand ethnicity data including the following:</p> <ul style="list-style-type: none"> <li>▪ Training</li> <li>▪ Grievances</li> <li>▪ Disciplinary</li> <li>▪ Performance appraisal</li> <li>▪ Dismissals</li> <li>▪ Staff in post</li> <li>▪ Applicants, promotion and training</li> </ul>	<p>onto ESR from 16<sup>th</sup> January 2008</p> <p>Training - E-KSF interface to ESR is operational and updates ethnicity and other information where it is available</p> <p>Employee Relations module on ESR has been populated to enable a trial.</p> <p>Recruitment team interface with ESR and NHS jobs currently under trial.</p>	<p>Senior HR Manager – Resources* Steve East, Workforce Officer</p>	<p>2008</p>
<p>Publish above data on our Trust website –</p>	<p>Dependent upon above.</p>	<p>Susan Payne, Senior HR Manager – Resources* Richard Wilkes, Workforce Manager</p>	<p>31<sup>st</sup> March 2008</p>
<b>Board commitment and Resources</b>			
<p>Prepare a paper for the Board based on 20 questions from the Equality &amp; Human Rights in the NHS guide (DoH) which explores the link with the Leadership Academy –</p>	<p>First meeting of group set for February 2008</p>	<p>Gary Etheridge, Director of Nursing Laura Bevan, Senior HR Manager – Employee Relations Chris Morgan, Modern Matron</p>	<p>31<sup>st</sup> March 2007</p>
<p>Explore the route for 6 monthly reporting on relevant areas</p>		<p>Richard Wilkes, Workforce Manager</p>	<p>31<sup>st</sup> March 2007</p>
<p>Identification of Non Executive Director to support this initiative.</p>		<p>Gary Etheridge, Director of Nursing</p>	<p>31<sup>st</sup> March 2007</p>
<p>Alignment of work on staff and patients will be important. Gary Etheridge to chair a regular meeting on Dignity in Care – 1<sup>st</sup> hour, looking at staffing issues and 2<sup>nd</sup> hour on patient issues as part of the dignity in care issues.</p>	<p>First meeting 26<sup>th</sup> February 2008</p>	<p>Gary Etheridge, Director of Nursing</p>	<p>31<sup>st</sup> January 2007 Achieved</p>
<p>Agree a communications cascade as part the internal comms process too. SAC to talk to Jan about his position on this work agenda</p>		<p>Sarah Childerstone, HR Director</p>	<p>29<sup>th</sup> February 2007</p>

<b>Action</b>	<b>Status</b>	<b>Lead</b>	<b>Deadline</b>
Dignity in Care Group to monitor progress against the Race Equality Scheme. Terms of Reference to be reviewed.	ToR have been reviewed.	Lesley Lopez, Head of Patient Services and PPI	31 <sup>st</sup> January 2007

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