

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

| Action | Status | Lead | Deadline |
|---|---|---|-------------------------|
| Implementing impact assessments both staff and patients as it relates to policies and practices | | | |
| 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"> • Acute Service Review • IHUG work • Standard Impact Assessments to be completed and published on, <ul style="list-style-type: none"> • Equalities Framework - SP • Career Break policy - | | Susan Payne, Senior HR Manager - Resources | January 2008 |

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| HR team <ul style="list-style-type: none"> Sickness policy - HR team | | | |
| 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 |
| Training | | | |
| 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 th 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 th 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 st March '08 |
| Monitoring | | | |
| Work on ESR to improve data | 2,500 records now being input | Susan Payne, | 29 th February |

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| <p>quality to expand ethnicity data including the following:</p> <ul style="list-style-type: none"> ▪ Training ▪ Grievances ▪ Disciplinary ▪ Performance appraisal ▪ Dismissals ▪ Staff in post ▪ Applicants, promotion and training | <p>onto ESR from 16th 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>31st March 2008</p> |
| Board commitment and Resources | | | |
| <p>Prepare a paper for the Board based on 20 questions from the Equality & 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>31st March 2007</p> |
| <p>Explore the route for 6 monthly reporting on relevant areas</p> | | <p>Richard Wilkes, Workforce Manager</p> | <p>31st March 2007</p> |
| <p>Identification of Non Executive Director to support this initiative.</p> | | <p>Gary Etheridge, Director of Nursing</p> | <p>31st 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 – 1st hour, looking at staffing issues and 2nd hour on patient issues as part of the dignity in care issues.</p> | <p>First meeting 26th February 2008</p> | <p>Gary Etheridge, Director of Nursing</p> | <p>31st 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>29th February 2007</p> |

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| 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 st January 2007 |

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