

SLCCG Equality and Diversity Action Plan 2018 – 20

OBJECTIVE 1: Ensure our leaders are committed to raising equality and diversity standards, within our workplace, for our external stakeholder’s and the diverse communities we serve, in line with the Public Sector Equality Duty and our obligations to reduce health inequalities.

	Actions	Timescales	Implementation/Who	Strategy/policy link	Achieved/ outcome
1.	<p>Ensure that SLCCG are at ‘Achieving Level’ (GREEN) of the EDS2 across all functions by end of March 2020:-</p> <ul style="list-style-type: none"> • Allocate responsibility for staff/team to work on EDS2 • Review and update the Equality strategy 2016 – 2018 and outline our strategic direction in a new Equality, Diversity and Human Rights Strategy for 2019 – 22; • Review and update related EDI polices • Conduct equality analysis of different work streams to Identify areas of work where actions are required to improve grading from Red (underdeveloped) and Yellow (Developing) to reaching Green (Achieving) level • Set up a Equality and Diversity Forum to monitor and support this work • Assess and report outcomes/impact <p>Assess Providers work in this area</p>	<p>July 2018</p> <p>Sept 2018 – March 2019</p> <p>Sept 2018 – Dec 2019</p> <p>March 2020</p> <p>Quarterly review/ Annual</p>	<p>Rebecca Neno Support from Optum Kamljit Obhi Steph King</p>	<ul style="list-style-type: none"> • EDS2 • Equality Act 2010 – PSED • NHS standard contract 	<p>Work commenced</p> <p>Work commenced</p> <p>Discussions around linking to LECCG E and D Forum taken place</p>

		assessment			
2.	<p>Ensure SLCCG senior staff and board/committee members are provided with training on equality and diversity issues and new initiatives</p> <ul style="list-style-type: none"> • Undertake Training needs/skills analysis of senior staff and board/committee members • Identify skills/training gaps • Prioritise, develop and deliver training according to need, e.g. subject area/method e-learning, face to face, short workshops etc. • Evaluate learning <p>Assess Providers work in this area</p>	<p>Mar 2019</p> <p>Mar 2019 April – Oct 2019</p> <p>Dec 2019</p> <p>Quarterly review Annual assessment</p>	<p>Rebecca Neno Support from Optum HR Simon Collingwood Kamljit Obhi Steph King</p>	<ul style="list-style-type: none"> • EDS2 • Equality Act 2010 – PSED 	

OBJECTIVE 2: Ensure our leaders are committed to improving recruitment opportunities so that our Governing Body, committees and workforce reflect different protected characteristics.

	Actions	Timescales	Implementation/Who	Strategy/policy link	Achieved/ outcome
1.	<p>Collate and assess data of staff, board members and committees to identify protected characteristics that may be under-represented in specific work streams</p> <ul style="list-style-type: none"> • Collect and analyse data • Take action to promote vacancies widely to address under-representation 	<p>Jan 19 – June 19</p>	<p>Rebecca Neno Support from Optum HR Simon Collingwood Kamljit Obhi Steph King</p>		

	<p>on CCG boards, committees/networks and of staff through application of positive action initiatives</p> <ul style="list-style-type: none"> Assess the outcomes <p>Assess Provider's work on this area</p>	Quarterly review/ Annual assessment			
2.	<p>Ensure data and information is collected on leavers to assess who leaves and why:-</p> <ul style="list-style-type: none"> Collect and analyse annual data of leavers via exit questionnaire or interviews to assess reasons for leaving Report outcomes of the above Suggest retention strategies if overrepresentation of leavers from particular protected characteristics is found to be a common occurrence. <p>Assess Provider's work on this area</p>	Sept 2018 – August 2019	Rebecca Neno Support from Optum HR Simon Collingwood Kamljit Obhi Steph King	<ul style="list-style-type: none"> EDS2 Equality Act PSED HR recruitment and retention policies 	
3.	<p>Review and update recruitment processes to ensure that they are fair and inclusive and applicants are targeted as wide a field as possible</p> <ul style="list-style-type: none"> Review HR R and S policy and process Do EQIA and assess any discrepancies covering advertising, shortlisting, Interviewing and selecting candidates Update policies accordingly and take 	June 2018 – Sept 2018	Rebecca Neno Support from Optum HR Simon Collingwood Kamljit Obhi Steph King	<ul style="list-style-type: none"> EDS2 Equality Act PSED HR recruitment and retention policies 	Policy reviewed, updated and approved – Sept 18

	<p>through relevant committees for approval/sign-off</p> <ul style="list-style-type: none"> • Develop and deliver E and D related Recruitment and selection training • Broaden the scope for advertising vacancies to attract candidates from wider a field. • Assess outcomes of this work <p>Assess Provider's work in this area</p>	<p>April 2019</p> <p>March 2020</p> <p>Quarterly review Annual assessment</p>			
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OBJECTIVE 3: Carry out effective communications, consultation and engagement exercises with different protected characteristics, groups and communities to support relevant reviews and development of CCG services, policies and practices with a view to improving patient experience and better health outcomes.

	Actions	Timescales	Implementation/Who	Strategy/policy link	Achieved/ outcome
1.	<p>Collect local data to identify diversity of population demographics and local communities within CCG service area:-</p> <ul style="list-style-type: none"> • Identify different sources for data collection • Collate data for use in service planning/implementation • Establish contact with and target protected characteristics, diverse groups and communities in relation to 	<p>Sept 2018 – Aug 2019</p> <p>Sept 2019 ongoing</p>	<p>Rebecca Neno Support from Optum Kamljit Obhi Steph King</p>	<ul style="list-style-type: none"> • EDS2 • Equality Act 2010 PSED • Comms and engagement strategies 	

	<p>involvement and consultation of</p> <ul style="list-style-type: none"> ○ relevant reviews ○ ongoing development of health policy and practice and ○ new proposals/ initiatives <p>Assess Providers work in this area</p>	<p>Quarterly review/ Annual assessment</p>			
2.	<p>Improve the communication of CCG information to wider groups, through different channels</p> <ul style="list-style-type: none"> • Set-up communication and engagement group to support Equality and Diversity work • Assess current methods of communication • Liaise with different individuals/communities to establish best means of communication required and develop actions • Implement actions through communications group • Assess outcomes/impact of communication to wider groups 	<p>Sept – Dec 2018</p> <p>Jan – March 2019</p> <p>April – July 2019</p> <p>Ongoing to March 2020</p>	<p>Rebecca Neno Support from Optum Kamljit Obhi Steph King</p>	<ul style="list-style-type: none"> • EDS2 • Equality Act 2010 PSED • Comms and engagement strategies 	
3.	<p>Take action to address gaps to improve representation of people from different protected characteristics on patient council and external committees.</p> <p>Assess Provider work in this area</p>		<p>Rebecca Neno Support from Optum HR Simon Collingwood Kamljit Obhi Steph King</p>		

4.	<p>Liaise with relevant internal and external equality related networks/forums to ensure engagement around equality, diversity and health inequalities policy development in line with EDS2, implementation and reviews:-</p> <ul style="list-style-type: none"> • Establish Joint work with Communications group and Provider • Identify different networks and forums • Set up links/meetings • Organise communication and engagement workshops x 1 or 2 annually – focusing on different protected characteristics • Write-up and publish actions to incorporate responses to service development and operations. 	July 2018 – Sept 2019	Rebecca Neno Support from Optum Kamljit Obhi Steph King NWAFT rep??	<ul style="list-style-type: none"> • EDS2 • Equality Act 2010 PSED • Communications and engagement strategies 	
5.	<p>Work with Providers to conduct annual Equality and Diversity surveys to identify the effectiveness of service delivery</p> <ul style="list-style-type: none"> • Make direct contact with individuals, groups and communities representing different protected characteristics for more comprehensive feedback • Analyse the feedback through Communications group and report to relevant SLCCG, networks/committees on outcomes and proposal for action • Set up action plans to improve services based on outcomes • Monitor through Equalities Forum <p>Link work to EDS2 as in Objective 1(1)</p>	Sept 2018 – Aug 2019	Rebecca Neno Support from Optum HR Simon Collingwood Kamljit Obhi Steph King	<ul style="list-style-type: none"> • EDS2 • Equality Act 2010 PSED • Communications and engagement strategies 	

Monitoring and Review of Action Plan and Outcomes

- Equality Forum (to set-up) – bi-monthly update
- External Assessors Group – Quarterly update

Note: The setting –up of the above groups are recommended, however we need to consider the size of the organisation. As the SLCCG workforce is very small, it may be more appropriate to link with LECCG Equality Forum.

- QPEC – Quarterly Update

It is suggested that monitoring of outcomes is based on EDS2 grading: Red (under-developed), Yellow (developing), Green (Achieving) and Purple (Excelling)

Kamljit Obhi

Assurance Manager – Optum

19/06/2018 (updated January 2019)