**Equality Delivery System (EDS2)**

**EPUT Equality and Inclusion Action Plan**

**2020-2021**

**Section 1: What is the EDS2?**

The Equality Delivery System (EDS2) is the updated version of the original EDS framework. The main purpose of the EDS2 is to aid local NHS organisations, in discussion with local partners and populations, to review and improve their performance for people with characteristics protected by the Equality Act (2010) and the Public Sector Equality Duty. The EDS has four goals, supported by 18 outcomes. EDS2 Implementation is mandatory under the NHS Standard Contract and is both explicitly cited within the CCG Assurance Framework and a key requirement for all NHS clinical commissioning groups (CCGs).

Organisations are able to choose the outcomes that they are assessed and graded against, and are able to use evidence and insight in choosing the targets they feel will best meet these 18 outcomes. This framework is not only designed to record previous actions, but also to help develop actions in the future that will allow an NHS organisation to meet and excel at these four goals.

Where there is evidence of series inequality between a protected characteristic group and those not from the group, organisations are encouraged not just to focus on challenges, problems and concerns, but also on situations where progress is being made and good practice that can be shared and spread.

**Section 2: How will this Action Plan be used?**

The EDS2 Action plan is designed to be the culmination of all of the Trust’s work to promote Equality and Inclusion within the Trust and to ensure that the protected characteristics of patients and staff are considered and supported. Responsible Leads will implement and evidence this work where possible and this will be used to create an EDS2 report for public viewing in Q4 2021.

Goals to achieve the outcomes (listed overleaf) will be agreed upon consultation with operational leads and the Equality Advisor as part of the Equality and Inclusion Sub-Committee based on feedback from staff, patients and carers and identified needs.

The finished report and an EDS2 Summary will be used as evidence to NHS England, Local organisations and the CQC on request.

**Section 3: How were these actions reviewed?**

On March 25th 2021, a two-hour workshop was held. Invitations had been sent out previously to the following groups. This was done by our Equality Advisor, Communications Team, Patient Experience Team and our Trust Secretary.

* EPUT Staff (including Equality / Staff Engagement Champions and our Staff Equality Networks)
* Local Community Organisations (including local interest groups, community groups and charities)
* Our CCG Account Managers
* Our Public Governors
* Our Patient and Carer outreach lists and volunteers (via the Patient Experience Team)

Due to COVID-19 restrictions, this session was held via Microsoft Teams, but every invitation contained the information if people could not join the session but still wished to participate. Feedback was given through an online survey, which was used to ascertain the gradings for each area. The session provided a short presentation hosted by the EPUT Equality Advisor and the Head of Staff Engagement, giving examples of the changes that had been made, the new projects, Staff and Patient satisfaction scores for this period and our Workforce Disability Equality Standard (WDES) / Workforce Race Equality Standard (WRES) progress.

This session also asked attendees “what would you like to see in 2020-21”, encouraging participants to make suggestions based on the needs of their local communities or gaps they may identify in our summary.

The attached document was provided with every invitation, encouraging staff to take part and complete the survey. This data will be collected on April 8th 2021 and subsequently reported to EPUT’s Equality and Inclusion Sub-Committee in the development of the EDS2 for 2021-22.



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| **Goal** | **Number** | **Descriptor of Outcome** |
| Better health outcomes | 1.1 | Services are commissioned, procured, designed and delivered to meet the health needs of local communities. |
| 1.2 | Individual people’s health needs are assessed and met in appropriate and effective ways. |
| 1.3 | Transitions from one service to another, for people on care pathways, are made smoothly with everyone well-informed. |
| 1.4 | When people use NHS services their safety is prioritised and they are free from mistakes, mistreatment and abuse. |
| 1.5 | Screening, vaccination and other health promotion services reach and benefit all local communities. |
| Improved patient access and experience | 2.1 | People, carers and communities can readily access hospital, community health or primary care services and should not be denied access on unreasonable grounds. |
| 2.2 | People are informed and supported to be as involved as they wish to be in decisions about their care |
| 2.3 | People report positive experiences of the NHS. |
| 2.4 | People’s complaints about services are handled respectfully and efficiently. |
| A representative and supported workforce | 3.1 | Fair NHS recruitment and selection processes lead to a more representative workforce at all levels |
| 3.2 | The NHS is committed to equal pay for work of equal value and expects employers to use equal pay audits to help fulfil their legal obligations. |
| 3.3 | Training and development opportunities are taken up and positively evaluated by all staff. |
| 3.4 | When at work, staff are free from abuse, harassment, bullying and violence from any source. |
| 3.5 | Flexible working options are available to all staff consistent with the needs of the service and the way people lead their lives. |
| 3.6 | Staff report positive experiences of their membership of the workforce |
| Inclusive leadership | 4.1 | Boards and senior leaders routinely demonstrate their commitment to promoting equality within and beyond their organisations. |
| 4.2 | Papers that come before the Board and other major Committees identify equality-related impacts including risks, and say how these risks are to be managed. |
| 4.3 | Middle managers and other line managers support their staff to work in culturally competent ways within a work environment free from discrimination. |

**EDS2 Outcomes and Goals**

**Section 2: EPUT’s approach to the EDS2:**

As a Trust we value equality and inclusion in our services, and believe that our corporate values of being open, empowering and compassionate provide the foundation on which we deliver services that are accessible to all and work to remove inequality in care. Our workforce delivers these services across the Trust, and to ensure they are able to continue this work, we value and protect the differences that make our staff unique, as well as champion a positive staff culture.

**EPUT Equality Objectives 2018 – 2022**

1. We will ensure that everyone is able to access our buildings, services and information.
2. We will empower our staff to build strong and healthy communities by being open and compassionate when involving people from all communities and groups.
3. We will ensure all staff feel safe, included and have fair access to employment.

**EDS2 Goal 1: Better Health Outcomes**

“The NHS should achieve improvements in patient health, public health and patient safety for all, based on comprehensive evidence of needs and results”

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| **Goal** | **Number** | **Descriptor of Outcome** | **Page** |
| Better health outcomes | 1.1 | Services are commissioned, procured, designed and delivered to meet the health needs of local communities. Section also covers Phase Three Health Inequalities. | 7 |
| 1.2 | Individual people’s health needs are assessed and met in appropriate and effective ways. | 12 |
| 1.3 | Transitions from one service to another, for people on care pathways, are made smoothly with everyone well-informed. | 15 |
| 1.4 | When people use NHS services their safety is prioritised and they are free from mistakes, mistreatment and abuse. | 16 |
| 1.5 | Screening, vaccination and other health promotion services reach and benefit all local communities. | 18 |

| **[1.1] Services are commissioned, designed and procured to meet the health needs of local communities, promote wellbeing and reduce health inequalities.**  **EPUT Equality Objectives: 1 & 2** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[1.1.1]** To hold EDS2 focus groups with service users and local organisations across the Trust, maintaining a dialogue about how EPUT can support protected characteristics in our services.  *Protected Characteristics: All* | These meetings will be supported by the Patient Experience Team and lead by the Equality Advisor. Stakeholders and service users as well as local organisational leads will be invited to an EDS2 focus group session in Q4 to review current work as well as proposals for the Equality Delivery System in 2021-22.  **[January 2021]** GB met with JL to discuss creating an online session inviting service users, local communities and EPUT stakeholders. This session is planned for February 2021 in two parts where the 2020-21 EDS2 actions would be presented and graded / potential actions for the 2021-22 EDS2 would be suggested.  **[March 2021]** GB and JL to host a two hour workshop inviting stakeholders to attend via Microsoft Teams, reaching out to the following and encouraging them and their communities to take part:   * EPUT Governors, Carers and Service Users * EPUT Equality Champions and members of the E&ISC * CCG Representatives and NHS Partner organisations * Local organisations and community groups   **(A summary of this process is available on page 3)** | Equality Advisor  (Gary Brisco)  Patient Experience Manager  (Jade Line) |
| **[1.1.2]** To add Equality and Inclusion to Patient and Carer forum / Inpatient community meeting agendas, and feed any trends into the Equality and Inclusion Committee.  *Protected Characteristics: All* | Whilst these are led by Operational Services. The Patient Experience Team will ensure the agendas have this as an item on them and Patient Experience Team will ensure inclusion of any comments / trends in the reports to E&I Sub-Committee. | Patient Experience Manager  (Jade Line) |
| **[1.1.3]** Produce annual service data analysis in relation to protected characteristics to inform and assist decision-making *(e.g. any adjustments or service / quality improvements within operational delivery that may be required.)*  *Protected Characteristics: All* | **September 2020:** JD began “Capturing Patient Equality at EPUT” Sub-group, with the goal of developing a portfolio of evidence for good patient equality examples and initiatives.  **November 2020:** first draft report EPUT Patient Dataset Accuracy Report prepared ready for discussion with Trust Operational Leads.  **January 2021:** Team breakdown received, which will be discussed and actioned subject to returning to business as usual.  To be carried over to EDS for 2021-22. | Head of Staff Engagement  (Jo Debenham)  Equality Advisor  (Gary Brisco) |
| **[1.1.4]** To liaise with Health watch to identify feedback related to Equality and Inclusion and use this to develop our services and processes.  *Protected Characteristics: All* | **November 2020:** GB had initial meeting with Healthwatch Representative and Identified that they could provide some support in engaging with local communities, as well as sharing feedback for EPUT services. A trail dataset was requested to see an example of what feedback / reporting they could provide. Quarterly Meetings to be arranged as well as possible invitation to E&ISC, GB to liaise with Patient Experience Lead to share this resource.  **January 2021:** GB has sent an invite for Healthwatch Representative to meet on a Quarterly Basis to share good practice, collect feedback and to help engage with local communities. The first session is arranged for April 2021. | Equality Advisor  (Gary Brisco) |
| **[1.1.5]** Ensure our datasets are complete and timely to underpin an understanding of inequalities and allow us to respond to them.  (All NHS organisations should proactively review and ensure the completeness of patient ethnicity data by no later than 31 December 2020), with general practice prioritizing those groups at significant risk of COVID-19 from 1 September 2020 | Data Quality reports are shared by the performance team to EPUT committees. | Head of Staff Eng.  (Jo Debenham)  Business Analyst (Robin Thornton) |
| **Phase 3 Recovery Letter – Health Inequalities** | | |
| **[1.1.7a]** Protect the most vulnerable from COVID-19 with enhanced analysis and community engagement to mitigate the risks associated with relevant PCGs | Work with the ICS Systems looking at their priorities and investments in the HIE agenda.  Covid Vaccination Programme and associated Equality Impact Assessment in place. EPUT Health Outreach Team are vaccinating the homeless.  PEX Engagement Plan and Patient Surveys reported to E and I committee  Local Patient Forum Action Logs capture Joint working with other agencies  Cross-refer to the EPUT Lead Provider SNEE and MSE Vaccination Plan. | ICSs  Joint Patient Forums  Rachel Jennings Enable East Nigel Leonard Mass Vacc Chair  Jo Debenham |
| **[1.1.7b]** Restore NHS Services inclusively so that they are used by those in greatest need. Guided by core performance monitoring of service usage and outcomes from the most deprived including BAME. By 31.10.20 | Cross Refer to :  EPUT NHS Long Term Plan and associated plans (e.g. Physical Health Framework, Children’s Framework)  EPUT is now investing and valuing the contribution volunteers and local community representatives make by reimbursing them for work. | Alex Green COO |
| **[1.1.7c]** Develop Digitally enhanced Care pathways in ways which increase inclusion Inc. reviewing who is using new digitally enabled care pathways by 31.3.21 | Cross Refer to IM&T Strategy and Plan. | Jan Leonard Director of ITT, Business Analysis & Reporting |
| **[1.1.7d]** Accelerate preventative programmes which proactively engage those most at risk of poor outcomes (Flu Long term condition prevention obesity reduction Alcohol - health checks for those with LDs - and continuity of maternity carers) | Link with National Public Health Prevention Programmes  Cross refer to relevant EPUT plans and Long Term NHS Plan interventions including:  -Increased Physical Health Checks (Physical Health Framework & Commissioning Contracts)  -EPUT Learning Disability Mortality Review Programme  -ONS is reporting an increase in alcohol related deaths Feb 2021  Work with the local Patient Forums which consist of Multi-Agencies including Mental Health Charities/Homeless organisations/local councils and commissioners  Implementation of the Kick Start Scheme bringing people from local communities out of unemployment and into EPUT. | Operational Directors  Head of Learning & Development |
| **[1.1.7e]** Particularly support those who suffer **mental health** as society and the NHS recover from C19 with more robust data collection by 31.12.20 | Cross refer to EPUT NHS Long Term Plan – and associated frameworks (e.g. Children’s Framework). Will continue into next year’s plan | Operational Directors |
| **[1.1.7f]** strengthen leadership and accountability with a Named Executive Board member responsible for tacking Health Inequalities by 30.9.20 alongside action to increase the diversity of senior leaders | Engagement Events have taken place with Operational Services and Patients / Carers.  BAME diversity in leadership roles is picked up in ‘Model Employer’ WRES Report reviewed and included in the annual Workforce Race Equality Standard Reporting.  Executive Health Inequalities lead in place – Mr Sean Leahy Executive Director of People and Culture.  Cultural Intelligence and Compassionate Leadership Programmes are currently being rolled out | Sean Leahy Jo Debenham  Senior Leadership Team |
| **[1.1.7g]** Ensure datasets are complete and timely to underpin an understanding of Health Inequalities. All NHS Trusts should review and ensure the completeness of patient ethnicity data by 31.12.20 | Phase 1 Complete. All Patient Ethnicity reviewed and shared with senior Leads.  Detail will be presented and discussed at Data Task & Finish Groups when they re-instate after C19 and will include Gaps in Patient Equality at local/Team level as well as issues such as waiting times to assess whether particular groups are being disadvantaged. | Robin Thornton Performance Team |
| **[1.1.7h]** Collaborate locally in planning and delivering action to address Health inequalities including incorporating plans for restoring critical services by 21.9.20  Better listening to communities and strengthening local accountability  Deepening partnerships with local authorities/voluntary sector  **Full Report on the Phase 3 Recovery actions by 31.3.21** | Collaborating with the Systems and Commissioners through ICS meetings e.g.:-  -MSE Health Inequalities Oversight Group  -HWE Equality Committee  -SNEE Equality Committee  Health Inequalities now fixed agenda item at D&I Committee. | Operational Directors. |

| **[1.2] Patient’s health needs are assessed and resulting services provided in appropriate and effective ways**  **EPUT Equality Objectives: 1 & 2** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[1.2.1]** Develop a guide to recognising and supporting protected characteristics in the Trust, with involvement from operational services to ensure that this is used as part of the admission process and that it is relevant for use.  *Protected Characteristics: All* | “Identifying and Support Protected Characteristics” document provides in depth information on how to provide person centred care and correctly record and support factors within an inpatient or community setting, this was developed with assistance from the Staff Equality Networks and Operational Leads. This is available on the Staff Equality and Inclusion Intranet Hub and shared within the Trust.  **October 2020:** 2000 copies of a printed version of this document were made available following a request from operational leads, and these were distributed across the Trust | Equality Advisor (Gary Brisco) |
| **[1.2.2]** Review what protected characteristics are collected / not collected on admission and ensure these are being collected accurately and appropriately.  *Protected Characteristics: All* | Exercise carried out in December 2020 and shared with Operational Leads for Action. | Head of Staff Eng.  (Jo Debenham)  Operational Leads |
| **[1.2.3]** Staff pronouns should be included on Trust ID Badges to encourage a culture of pronoun sharing and awareness with staff and patients.  *Protected Characteristics: Gender Reassignment / Identity* | **[August 2020]** Based on initial conversations, we must consider practicalities of whether this is viable – and present options including whether staff can be given the option to have a pro-noun specified rather than a blanket addition of a pro-noun at appointment stage.  **[September 2020]** This has been discussed at length and we are trying to ascertain who holds responsibility for the current template for Staff ID badges as IT and Communications are unsure.  **[January 2021]** Whilst there have been multiple discussions of who is responsible / able to change the design on these badges, it has been suggested to fund pronouns stickers in the Trust to allow staff to attach these to their own ID’s. This will be requested through Charitable Funds or other sources in 2021-22.  To be carried over to EDS for 2021-22. | Equality Advisor (Gary Brisco)  Head of Staff Eng.  (Jo Debenham) |
| **[1.2.4]** Information shared with service users and carers in regards to appointments to be reviewed to ensure that these are accessible to people with hearing loss or visual impairments as part of the Accessible Information Act.  *Protected Characteristics: Age, Disability* | **[November 2020]:** GB Identified that accessibility requests handed by the main appointments centre for the Trust (Psychiatry, First Response, Clinical Assessment) are flagged for accessibility needs via GP referral (using QFlow), the team identified that this team is able to support the use of text-phones in the service, and can offer accessible versions on request if this information is not provided by the GP.  Appointment letters signpost enquirers to PALS if they require information in a more accessible format or translation via an interpreter. First Response Team and Clinical Assessment Service letters also include information on how patients and carers can contact the Trust if they have accessibility needs.  Any special requirements are flagged at point of referral and are flagged on MOBIUS which links with QFLOW. When the Outpatients letters are scheduled and run weekly a database provides any information such as transport, interpreter or copy letters that also need to be booked or sent. | Equality Advisor (Gary Brisco)  Operational Leads |
| **[1.2.5]** Trust Interpreting Services provided by language empire to be reviewed on a quarterly basis and a summary report shared with the Equality and Inclusion Sub-Committee to identify trends in the services requested to ascertain the needs of our patients and carers.  *Protected Characteristics: All (with a focus on Age, Race and Disability)* | A quarterly report has been developed, and reports on the frequency and types of interpreting or translation requested throughout the Trust from Language Empire, these will be used as part of the Equality and Inclusion Committee to identify Trends and guide the decisions of the Trust. | Translation Services Coordinator  (Danielle Eccles) |

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| **[1.3] Changes across services are discussed with patients and transitions are made smoothly**  **EPUT Equality Objectives: 1 & 2** | | |
| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[1.3.1]** Continue to deliver Mental Health Patient and Carer Forums within localities; identify any trends related to Equality and Inclusion and raise these with the Equality and Inclusion Committee.  *Protected Characteristics: All* | Whilst these are led by Operational Services. The Patient Experience Team will ensure the agendas have this as an item on them and Patient Experience Team will ensure inclusion of any comments / trends in the reports to E&I Sub Committee. | Patient Experience Manager (Jade Line) |
| **[1.3.2]** Conduct an Equality Impact Assessment for the Transformation of Community and Mental health services in EPUT.  *Protected Characteristics: All*. | Full Equality Impact Assessment being drawn up for the overall Transformation Project. (18/09/2020).  Full Assessment could then lead to further individual EIAs being required with input from Service Leads. All Transformation EIAs will be presented to the Transformation Assurance Group.    **March 2021:** MT has completed the EIA for this alongside TW, this should be complete by the end of the month. | Service Development  Lead  (Mark Travella) |
| **[1.3.3]** To compile a list of local organisations and reach out to them with details on how our service users can provide feedback on their experiences within Trust services  *(Such as local LGBTQ+ organisations, BAME Community hubs, Faith groups and Local councils)*. | It was identified that this action could be better completed through engagement with local STP’s and CCG’s. Providing information to them directly so they can distribute and share this within their localities (councils, charities, local services). This was due to the increased focus by STP’s on engaging with Minority and Marginalised Communities. | Equality Advisor  (Gary Brisco) |

| **[1.4] The safety of patients is prioritised and assured**  **EPUT Equality Objectives: 1 & 2** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[1.4.1]** To create a series of virtual events and training sessions across Suicide Prevention Week (September 7th – 14th). Some of these events will be open to the general public and others will be aimed specifically to people working in health and social care.  *Protected Characteristics: All (Due to disproportionate risk to Disability, Mental Health, BAME and LGBTQ+ Communities)* | **Full Summary of Events for Suicide Prevention Week attached.** | Comm’s Lead  (Caroline Thomsett) |
| **[1.4.2]** To create an Equality Impact Assessment for COVID-19 based on CQC recommended considerations, government guidance and staff, patient and carer feedback. Allowing staff to provide patient care with protected characteristics in mind.  *Protected Characteristics: All* | A full Equality Impact Assessment was conducted using CQC advisory documents to better understand the protected characteristics disproportionately affected by COVID-19. This was also published in conjunction with the regularly updated “Equality Considerations for COVID-19” document that was made available to all staff to enable them to better understand the impact of COVID-19 on groups disproportionately affected (both patients and staff) with guidance on how best to support them.  These documents originally created in May 2020 and reviewed in October 2020 prior to the second national lockdown  **January 2021:** These are being re-reviewed by the Equality and Inclusion Committee, Equality Champions and Staff Equality Networks to ensure they are inclusive and current for the current COVID-19 Lockdown. | Equality Advisor  (Gary Brisco) |
| **[1.4.3]** Creation of “This is me”, in line with CQC Journey to Outstanding action plan, a document allowing people using our services to share information about their protected characteristics and wellbeing needs to provide better person-centred care.  *Protected Characteristics: All (with a focus on Race, LGBTQ+, Disability, Faith)* | An initial draft was developed of “This is Me” in August 2020, and this was shared with operational leads. It was identified that this was similar to existing tools used by EPUT inpatient services and will be used to update existing documentation.  **[September 2020]** Director of MH requested that they take this document into review, as they would like to use similar documents already in the Trust to ensure this is useful to operational staff.  **[March 2020]** Following the previous update, this has not yet been completed.  **To be carried over to EDS for 2021-22.** | Director of Mental Health  (Sue Waterhouse) |
| **[1.4.4]** Implementation of Sunflower Lanyard scheme to support patients and carers with Hidden Disabilities.  *Protected Characteristics: Disability* | **[September - December 2020]** Following the suggestion by EPUT staff members to implement these lanyards within their own services, it was decided by COVID Silver Command that these Lanyards should be available within all services for patients and carers. The rationale was originally to support service users with hidden conditions which prohibited them from wearing face coverings in our services.  Custom 5-point breakaway Sunflower Lanyards and Face Covering exempt cards were ordered from Hidden Disabilities. These are being implemented and promoted within the Trust with patients able to request these following approval from the team lead providing their care. Intranet resources are available for the training and support of staff, including the Hidden Disabilities training videos.  This is part of the staff induction and regularly promoted within the Trust to staff. | Gary Brisco  (Equality Advisor)  Nicola Jones  (Associate Director) |

| **[1.5] Screening, vaccination and other health promotion services reach and benefit all local communities.**  **EPUT Equality Objectives: 1 & 2** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| [1.5.1] **COVID-19 Vaccination program and the implementation** **is Equality Impact Assessed**  *Protected Characteristics: All (with a focus on Race, Disability and other groups disproportionately affected by COVID-19 based on Equality Impact Assessment)* | **[November 2020]** Rachel Jennings Enable East is developing the EIA for the Vaccination Programme in consultation with JD and Equality Staff Networks.  **[January 2021]** RJ Met with a representative from the Hidden Disabilities Sunflower Scheme to discuss how COVID-19 Vaccination services could better accommodate those with hidden conditions. RJ will also be attending the upcoming COVID-19 Vaccination Webinar aimed at Black, Asian and Minority Ethnicity Staff in EPUT to gain their lived experience and perspective at supporting BAME Communities accessing these services. RJ to meet with Marginalised and Vulnerable Adults Team to look at barriers affecting sex-workers and homeless people in our localities.  **[March 2021]** EIA completed and is regularly updated. Attached below: | Jo Debenham (Head of Staff Eng.)  Rachel Jennings  (Associate Director Enable East) |

**EDS2 Goal 2: Improved Patient access and experience**

“The NHS should improve accessibility and information, and deliver the right services that are targeted, useful, useable and used in order to improve patient experience”

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| **Goal** | **Number** | **Descriptor of Outcome** | **Page** |
| Improved patient access and experience | 2.1 | People, carers and communities can readily access hospital, community health or primary care services and should not be denied access on unreasonable grounds. | 20 |
| 2.2 | People are informed and supported to be as involved as they wish to be in decisions about their care | 22 |
| 2.3 | People report positive experiences of the NHS. | 24 |
| 2.4 | People’s complaints about services are handled respectfully and efficiently. | 26 |

| **[2.1] Patients, carers and communities can readily access services and should not be denied access on unreasonable grounds**  **EPUT Equality Objectives: 1 & 2** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[2.1.1]** To develop policy, procedure and guidance to ensure that service users from gender identity minority groups *(such as Trans, and Non-Binary)* are accounted for in service provision (such as accommodation on EPUT units)  *Protected Characteristics: All* | **November 2020:** Equality Advisor GB to develop this in conjunction with members of the LGBTQ+ Network. GB has been speaking with a representative of the LGBTQ+ Network who has previously developed a Transgender policy for another organisation and will develop a first draft for February 2021 for approval by the LGBTQ+ Network.  The LGBTQ+ Network and Equality Advisor reviewed the needs of this group and decided that a Transgender policy would be a more targeted approach, as support for the LGBTQ+ community in general was part of the updated E&I Policy and Procedure.  **December – January 2021:** BM has volunteered to adapt an existing specialist services Trans policy into a Transgender Policy and Procedure. At present due to COVID-19 pressures, our goal is to implement a temporary version to ensure this is in place with the goal to build upon this to ensure it provides thorough and researched support to this community over a six-month development period.  **March:** Due to the recognition of the need of this guidance, GB and BM will also be part of the Mixed Sex Accommodation - Sexual Safety Expert Reference Group.  **Work to continue as part of EDS for 2021 – 22, with a focus on completing the Patient and Carer portions and developing a Staff section before September 2021** | Equality Advisor (Gary Brisco)  EPUT Staff LGBTQ+ Network (Advisory)  Becs Manning  (LGBTQ+ Network Member) |
| **[2.1.2]** Audit of EPUT facilities to create a publicly available list of their accessibility options *(wheelchair access, hearing loops)* and identify where amendments are needed to better support service users.  *Protected Characteristics: Disability* | **2020:** Due to a change in leadership and COVID-19 pressures, a full audit of services was not possible during this period. Equality Advisor has discussed this with the new head of Estates and Facilities PM and this will be a goal added to the 2021-22 EDS2.  **To be carried over to EDS for 2021-22.** | Director of Estates & Facilities  (Peter Mitchell) |
| **[2.1.3]** To review restrooms arrangements in Trust sites to review availability of Gender Neutral facilities for Service Users.  *Protected Characteristics: Sex, Gender, LGBTQ+* | **[August 2020]** GB spoke with the Estates and Facilities Team to request that a review was taken to identify areas where gender-neutral options were not available.  **[January 2021]** GB requested and update, and it was explained that due to COVID-pressures, this had only been partially completed. It was identified that one of the leads for this project has since retired from their role, and Fiona Benson has been identified as an interim lead.  **[March 2021]:** Due to a change in leadership and COVID-19 pressures, a full audit of services was not possible during this period. Equality Advisor has discussed this with the new head of Estates and Facilities PM and this will be a goal added to the 2021-22 EDS2.  **To be carried over to EDS for 2021-22.** | Director of Estates & Facilities  (Peter Mitchell) |

| **[2.2] Patients are informed and supported so that they can understand their diagnoses, consent to their treatments and choose their places their treatment**  **EPUT Equality Objectives: 1 & 2** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[2.2.1]** To create guidance and information for service users on EPUT Website / Pamphlet that explains their rights and how their protected characteristics are protected and supported *(such as access to translation services and recognising protected characteristics)*  *Protected Characteristics: All* | **[December 2020]** Equality Advisor GB identified that we currently have a widely used leaflet within the Trust that already details patient rights, and a request was made to update this with information on patient and carer rights under the Equality Act, Accessible Information Standard, a person’s right to Chaplaincy and accommodating their protected characteristics.  **[March 2021]** This document is currently being drafted and will be available within the Trust in April 2021, covering the following topics:   * The Equality Act and how it protects from discrimination. * The Gender Recognition Act and guidance on how to support Trans patients in our services * Access to Chaplaincy * The Accessible Information Act. * Providing feedback and responses. | Equality Advisor (Gary Brisco)  Jade Line (Patient Experience Lead)  Head of Comm’s (Caroline Thomsett) |
| **[2.2.2]** Re-evaluation of / promotion to EPUT facilities to ensure that Accessible Information standard materials and resources are still available, and Staff are aware of how to identify, record and share accessibility needs.  *Protected Characteristics: All, focusing on those with Accessibility needs regarding written information.* | Accessible Information Standard documents and guidance has been included in new staff guides and is promoted as part of the essential materials operational leads should ensure is available within their services.  This guidance is also taught to Staff as part of their Equality and Inclusion Staff Induction, teaching good practice and how to obtain versions of documents in alternate languages / formats as well as access EPUT’s interpreting services (provided by Language Empire). This has also been promoted to Equality Champions / Staff Engagement Champions / Anti-Bullying Ambassadors within the Trust.  **[December 2020]** A new staff intranet page has been created to promote the Accessible Information Standard and has guidance for staff on obtaining translated or converted documents, and is promoted within EPUT’s Equality Update to Engagement Champions, Equality Champions and Senior Leads.  Accessible information Standard Statement published on EPUT website. | Gary Brisco  (Equality Advisor)  Head of Comm’s (Caroline Thomsett) |

| **[2.3] Patients and carers report positive experiences of the NHS, where they are listened to and respected and their privacy and dignity is prioritised**  **EPUT Equality Objectives: 1** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[2.3.1]** Provide regular updates of Equality and Inclusion related FFT results and identify best practice in services and set out actions to address gaps.  *Protected Characteristics: All* | FFT results are reported in Performance reports to the CCGs. The Patient Experience Team present annual and quarterly FFT results to the Patient and Carer Experience Sub Committee.  This data is triangulated with Complaints, Claims, Compliments and PALS concerns to identify best practice in services and any gaps.  The actions to address any gaps lie will be supported by the Patient Experience Team, but are also the role of the Operational Leads.  Equality and Inclusion FFT results taken to Open Inpatient Meetings and Community Mental Health Forums for discussion. All teams and services are able to access Equality and Inclusion FFT data via the online dashboard and will be encouraged to review this data on a monthly basis.  **January 2020:** During the reporting period for this EDS2, COVID-19 pressures have greatly reduced feedback from FFT and the team’s ability to process them. Throughout this period, updates have been given verbally and no concerns or negative patterns have been identified. We as a Trust will be changing provider of this service, which will hopefully facilitate this in 2021-22. | Patient Experience Manager (Jade Line) |
| **[2.3.2]** Ensure that Patients and Carers are enabled to provide feedback about equality, inclusion and protected characteristics whilst using our services.  *Protected Characteristics: All* | Protected Characteristics for Service Users Poster developed by Equality Advisor explaining protected characteristics and how patients and carers can contact EPUT via the PALS service to provide feedback and be involved in EPUT ED&I projects. Any Equality and Inclusion issues which are raised at community MH forums or open inpatient meetings are addressed by staff and the PE team  Promotion of Equality and Inclusion support in the Trust to empower staff to raise concerns and questions, which has been utilised in our services by team leaders and equality champions on behalf of service users.  Equality and Inclusion question now added to Friends and Family Test to ensure that patients and carers can provide this feedback upon discharge. | Patient Experience Manager (Jade Line) |

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| **[2.4] Patients and carers complaints about services and subsequent claims for redress should be handled respectfully and efficiently** | | |
| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[2.4.1]** Complaints and PALS Reports on patterns themes and trends are presented to relevant committees and any Equality and Inclusion issues brought to the Equality and Inclusion Committee to analyse trends and steer the work of this group.  *Protected Characteristics: All* | **[September 2020]** Head of Patient Experience (JL) and Head of Complaints (CL) added to Equality and Inclusion Sub-Committee membership list and informed of Schedule of Business.  **[January 2020:]** Equality Advisor to request this as a Q 1-3 due to COVID pressures affecting all three departments in time for Equality and Inclusion Committee in March 2021, with a view to include quarterly reports following this. Lead has confirmed. | Associate Director, Planning  (Gill Brice) via Complaints and Patient Exp. Team |
| **[2.4.2]** DATIX Incidents related to Equality and Inclusion are collected and analysed for trends. This is then reported to the Equality and Inclusion Committee on a quarterly basis.  *Protected Characteristics: All* | **[November 2020]** Equality Advisor has liaised with PS and will arrange an initial meeting to review this data and develop a breakdown of incidents for Q3 2020-21; this list will then be used to identify how an accurate quarterly report can be developed.  **[January 2020]** Following this initial pull of data and COVID-19 Pressures, it was identified that there would be a large resourcing need to turn this existing data into a final report. It was suggested that this report be created for the end of the financial year and that datix systems are updated to improve the collection of this data in future (with clear messaging on the information needed from staff when reporting an incident of discriminatory behaviour)  **See Also: EPUT WRES Action Plan 2021 – 22**  **Updates to Datix System to better capture this information carried over to EDS for 2021-22.** | Risk Analysis & Systems Manager  (Phil Stevens)  Equality Advisor  (Gary Brisco) |

**EDS2 Goal 3: Empowered, engaged and well supported staff**

“The NHS should increase the diversity and quality of the working lives of the paid and non-paid workforce, supporting all staff to better respond to patients’ and communities’ needs”

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| **Goal** | **Number** | **Descriptor of Outcome** | **Page** |
| A representative and supported workforce | 3.1 | Fair NHS recruitment and selection processes lead to a more representative workforce at all levels | 28 |
| 3.2 | The NHS is committed to equal pay for work of equal value and expects employers to use equal pay audits to help fulfil their legal obligations. | 31 |
| 3.3 | Training and development opportunities are taken up and positively evaluated by all staff. | 32 |
| 3.4 | When at work, staff are free from abuse, harassment, bullying and violence from any source. | 40 |
| 3.5 | Flexible working options are available to all staff consistent with the needs of the service and the way people lead their lives. | 43 |
| 3.6 | Staff report positive experiences of their membership of the workforce | 44 |
| **Cross Refer to the Workforce Race Equality Standard Action Plan 20/21 and Workforce Disability Equality Standard Action Plan 20/21**  [**https://eput.nhs.uk/about-us/equality-and-diversity/delivering-equality/**](https://eput.nhs.uk/about-us/equality-and-diversity/delivering-equality/) | | | |

| **[3.1] Recruitment and Selection processes are fair, inclusive and transparent so that the workforce becomes as diverse as it can be within all occupations and grades**  **EPUT Equality Objectives: 3** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[3.1.1]** Reverse mentoring programme is repeated for 2020 on a larger scope. This program is also extended to include representation from other protected characteristic groups, such as LGBTQ+ and Disability.  *Protected Characteristics: All* | **[November 2020]** EPUT’s Reverse Mentoring program is currently taking place in the Trust, with a cohort of staff volunteers (including members of the Disability and Mental Health Network, Staff LGBTQ+ Network and Black Asian and Minority Ethnicity Network). This program is taking place throughout Q3-4 2020-21, and will be done virtually (or in an appropriate physical location on request) between Mentors and Mentees (senior members of the Trust including the Executive Director of People and Culture). | Head of Workforce Planning, Education ＆ Training  (Anthea Hockley)  BAME Staff Equality Network Chair  (David Uzosike) |
| **[3.1.2]** Carry out annual equality reporting on recruitment activity  Protected Characteristics: All | Annual General Equality Workforce Report Produced and Published | Head of Staff Engagement  (Jo Debenham)  Associate Director of Human Resources (Kelly Gibbs) |
| **[3.1.3]** Establish how Volunteers have their equality needs supported and addressed | Volunteering resources are available in multiple formats and team are aware of resources available for converting and translating documents on request [See 2.2.2], Team lead has completed E&I Training and is also an Equality Champion in the Trust. Risk assessments and reasonable adjustments are available for service users with protected characteristic needs to ensure that this does not affect their volunteering opportunities. Recommendations given to ensure that recording process of volunteers takes gender identity into account if it does not at present. | Volunteers Lead  (Lesley Wackett) |
| **[3.1.4]** Review Recruitment and Promotion Processes and procedures in line with the NHS People Plan. | Report on the Model Employer Targets set by NHS England. Current BAME targets are included within the WRES action plan. Await newly released targets Autumn 2020 and provide reporting on those.  **Cross Refer to the EPUT People Plan** | Head of Staff Engagement (Jo Debenham)  Associate Director of Human Resources (Kelly Gibbs) |
| **[3.1.5]** BAME AHP event to be held in the Trust to celebrate and raise awareness of people from Black, Asian and Minority who are Allied Health Professionals within the Trust. | EPUT now have a BAME AHP network as a sub group of the Trusts wider BAME network. It has met since July 2020 and is representative of all EPUT services and has broad attendance of the AHP professions.  EPUT held a virtual event on National AHPs Day (14/10/20). This focussed on BAME AHPs experiences of working in the Trust, for the NHS and commencing there professional studies. This was supported by the Regional Lead AHP in HEE.  This launched our ‘I am a BAME AHP’ campaign and stories were published shining a light on the experience and expertise of our BAME AHP workforce. | Deputy Chief Allied Health Professional (Glenn Westrop) |
| **[3.1.6]** A Reasonable Adjustments Interview is offered as part of staff orientation to ensure that these are in place upon starting a role within the Trust.  *Protected Characteristics: Disability* | **[December 2021]** The Trust has updated it’s reasonable adjustments procedure and Management Development Training has been updated to include reasonable adjustments across the Trust.  The Equality Advisor has provided advice and support to enquirers wishing to put reasonable adjustments in place for new starters in services in the Trust (including our COVID-19 vaccination service.) | Associate Director of Human Resources (Kelly Gibbs) |

| **[3.2]** **Levels of pay and related terms and conditions are fairly determined for all posts with staff in equivalent rules being remunerated equally.**  **EPUT Equality Objectives: 3** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[3.2.1]** Follow agenda for change guidelines and report on Gender Pay Gap for 2020-21.  *Protected Characteristics: Sex* | **[August 2020]** Currently discussed as part of the Workforce Transformation Committee  **[February 2020]** Although the deadline for this has been nationally extended by six months due to COVID-19 pressures, This report has been confirmed to be complete by March 31st 2021 and will be available on the Trust Internet page for public display. | Associate Director of Human Resources (Kelly Gibbs) |

| **[3.3]** **Training and development opportunities are taken up and positively evaluated by all staff.**  **EPUT Equality Objectives: 2 & 3** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[3.3.1]** Develop a program of Equality and Inclusion Education sessions across the Trust allowing staff to attend and learn more about protected characteristic groups and supporting patients and colleagues from these groups.  *Protected Characteristics: All* | * LGBTQ+ Awareness Training sessions provided bi-monthly throughout 2020 – 21 after being developed in October 2020, these sessions are available to all staff and regularly promoted through Trust channels. These sessions cover topics including Gender Identity, Understanding the disadvantages people from LGBTQ+ communities face in NHS services, FAQ’s and how to effectively support staff, patients and carers in these groups. Developed with support from LGBTQ+ organisations and the Staff LGBTQ+ Network. (3.3.2) * Women in Leadership events in August and September 2020 and March 2021, with guest speakers sharing their lived experience and women leaders in the organisation to share their experiences, the challenges they have faced​, and their journey to success. * Big Conversations Events held during thematic awareness / history / celebration months to share information on how best to support protected characteristic groups, with recordings of these events and intranet pages developed to share this information throughout the Trust for those who weren’t able to attend.   + Ethnic Minority Groups “Ally Training Session” delivered in October 2020 by Equality Advisor and staff volunteers as part of Black History Month. The session covered topics including White Privilege, Representation, Understanding Micro-aggressions, the impacts faced by these communities and staff volunteers sharing personal testimonies of their experiences with discrimination, allyship and working in the Trust. Positive feedback received from attendees.   + “Supporting Disability and Mental Health in EPUT” Awareness session provided as part of Disability History Month in December 2020. * Regular Equality Champions Training sessions provided in EPUT throughout 2020, with the creation of an online version accessible to all staff. Regularly promoted throughout the Trust and provided to Staff Engagement Champions when they specialise in Equality and Inclusion. | Equality Advisor (Gary Brisco) |
| **[3.3.2]** LGBTQ+ Awareness Training is put in place to help support staff in recognising and understanding the key concepts and to provide better support for Patients, Carers and Staff from the LGBTQ+ Community. This will be developed in conjunction with the LGBTQ+ Network with guidance and input from local LGBTQ+ groups, service users and organisations.  *Protected Characteristics: Gender Reassignment, Sexual Orientation* | **[May 2020]** Initial training drafted and was shared with Engagement Champions, Staff LGBTQ+ Network, an LGBTQ+ service user representative and local organisations for feedback (Essex Pride, Beaumont and Outreach Youth)  **[October 2020]** Pilot session held in Trust with positive feedback, attendees will receive an LGBTQ+ Rainbow Lanyard (obtained by the LGBTQ+ Network with funding from NHS Charities) with EPUT Branding as a thank you for attending the session and to show they have completed it.  **[November 2020]** Equality Advisor attended training to support Transgender service users and staff in organisations, and will update the December sessions of this training with this extra learning.  **[2020-21]:** LGBTQ+ Awareness Training sessions provided bi-monthly throughout 2020 – 21 after being developed in October 2020, these sessions are available to all staff and regularly promoted through Trust channels. These sessions cover topics including Gender Identity, Understanding the disadvantages people from LGBTQ+ communities face in NHS services, FAQ’s and how to effectively support staff, patients and carers in these groups. Developed with support from LGBTQ+ organisations and the Staff LGBTQ+ Network. This is delivered with support from BM and AE, who share their lived experience and expertise on the subject.  These sessions provide allies with a rainbow lanyard to show their support and each session has been well attended. | Equality Advisor (Gary Brisco)  LGBTQ+ Network  Chair  (Ashley Edwards)  Becs Manning  (LGBTQ+ Network Member) |
| **[3.3.3]** *“Identifying and Supporting Protected Characteristics”* document to be provided to Trust Staff, giving advice and guidance on how to correctly identify record and support people from minority / marginalised groups. | **[July 2020]** “Identifying and Support Protected Characteristics” document provides in depth information on how to provide person centred care and correctly record and support factors within an inpatient or community setting, this was developed with assistance from the Staff Equality Networks and Operational Leads. This is available on the Staff Equality and Inclusion Intranet Hub and shared within the Trust.  **[September 2020]** On request from operational leads, 2000 printed copies were created and were distributed to frontline services. Digital copies regularly promoted through Trust Communications. | Equality Advisor (Gary Brisco) |
| **[3.3.4]** To develop a list of accessibility options (such as wheelchair access and hearing loops) across Trust sites, allowing us to highlight where amendments are needed and for the use of EPUT Staff.  *Protected Characteristics: Disability* | **2020:** Due to a change in leadership and COVID-19 pressures, this list was not possible during this period. Equality Advisor has discussed this with the new head of Estates and Facilities PM and this will be a goal added to the 2021-22 EDS2.  **Action: To be carried over to EDS2 2021-22** | Director of Estates & Facilities  (Peter Mitchell) |
| **[3.3.5]** To host an Equality Conference in the Trust, encouraging Staff and Local organisations to celebrate EPUT’s commitment to Equality, Diversity and Inclusion whilst also providing training for Equality Champions.  *Protected Characteristics: All* | **[October 2020]** Equality Advisor GB has developed online sessions to promote Equality and Inclusion Training for EPUT Equality Champions, and this training has been pre-recorded to ensure that staff members can access this at any time. Extra resources available to all staff.  It was decided that in-person events would need to be postponed to 2021-22 due to COVID-19, and that the Equality Conference would be included in the EDS2 for that period.  **Action: To be carried over to EDS2 2021-22** | Equality Advisor (Gary Brisco) |
| **[3.3.6]** All Staff to have an annual discussion about their Equality and Diversity Needs (People Plan). And training on the conversation to be included in the appraisal and supervision training.  *Protected Characteristics: All* | **Cross Refer to EPUT People Plan** | Head of OD  (Freya Whiting) |
| **[3.3.7]** To create “Mental Health Awareness and Emotional Aid for EPUT Carers” to support the resilience and wellbeing of EPUT Carers.  *Protected Characteristics: Disability, Mental Health and Carers* | A bespoke series of sessions was created and provided to EPUT Staff Carers and hosted by AS, teaching Carers resilience skills and also how to access support for their own wellbeing both within the Trust and from local sources.  Workshops Held   * August 2020 * November 2020 | Equality Advisor  (Gary Brisco)  Student Educational Facilitator  (Allen Senivassen) |
| **[3.3.8]** Update OLM training for Staff using the updated version of Equality, Inclusion, Bullying and Harassment training.  *Protected Characteristics: All* | **[September - November 2020]** GB has drafted a final version of the training based on feedback during 2020 and this will be used as the OLM training “Positive Cultures” to replace the existing Bullying and Harassment Training and E&I Training respectively.  **[December 2020]:** GB and SG (a member of the WDT team) adapting this for OLM use, SG attended a live presentation of this and met with GB after to discuss possible options. An estimated ETA was that this could be active by February.  **[March 2021]:** GB to meet with SG, who is currently developing this on JT’s behalf, This is planned to be available for April 2021. | Workforce Planning and Education Manager  (Jay Thornton) |
| **[3.3.9]** Implement Mental Health 1st Aiders across each of the STPs | **January 2021:** System level cohort of “Train the Trainer” programme is underway. This will carry forward into 2021, and we will improve the Mental Health Awareness project we currently provide with a view of utilising these trainers. | Head of Staff Engagement  (Jo Debenham)  Head of Learning and Development  (Anthea Hockley). |
| **[3.3.10]** Continue to develop the implementation of talent management and succession planning strategies  *Protected Characteristics: All* | **[December 2020]** The OD Team have developed an intranet “Talent Conversation Hub” which details the available education and training opportunities for each band within the Trust.  In addition to support this OD team have developed and facilitated a number of virtual career lounge sessions for staff, with attendance by the BAME Network Chair as part of the WRES Action Plan. The format follows the same theme including sessions on equality, diversity and inclusivity and access to training and education opportunities.    The talent conversation now features as part of the annual appraisal and encourages the discussion of careers, aspiration and ambitions as part of this as well as training and opportunities to support growth.  Training is in place for managers and staff alike to understand the supervision and appraisal process and the value of how to participate in an effective appraisal. The importance of supervision and appraisal as a mechanism to facilitate talent conversations. | Head of Workforce Planning, Education ＆ Training  (Anthea Hockley)  Head of OD  (Freya Whiting) |
| **[3.3.11]** To celebrate Pride in July 2020 to raise awareness of LGBTQ+ within the Trust and to show the Trust’s commitment to supporting LGBTQ+ staff and service users.  *Protected Characteristics: LGBTQ+* | **Staff LGBTQ+ Pride Event held via Microsoft Teams on Monday 22nd July 2020 with:**   * Executive Director (SL) and speaking on the importance of Equality, Inclusion and Trust “Be You” campaign. * Guest Speakers (Paul Deemer and Peter Molyneux) sharing the importance of supporting LGBTQ+ patients and staff within the NHS * Head of Staff Engagement (JD) speaking on staff wellbeing and resources available. * Equality Advisor (GB) speaking on the resources available for ED&I within the Trust for staff, patients and carers. * LGBTQ+ Staff * Staff volunteer sharing their lived experience of supporting a trans son   **Throughout the month:**   * Staff profiles and articles explaining the importance of supporting the LGBTQ+ Community * EPUT Rainbow campaign providing Staff Ally pins throughout the Trust. * EPUT “Show your Pride” competition encouraging staff to show their Pride decorations, celebrations and to share video messages with the Trust explaining “Why is LGBTQ+ Pride important?” | Equality Advisor (Gary Brisco)  Staff LGBTQ+ Network |
| **[3.3.12]** Access to Staff Networks and Engagement Sessions to be facilitated by incorporating Virtual options such as Microsoft Teams, supporting those who may not be able to travel to Trust locations.  *Protected Characteristics: Disability, Age* | Staff Equality Networks provided virtually through Lockdown and Social distancing phases of COVID-19 and promoted throughout Trust to invite all staff to participate. These sessions will continue to have Microsoft Teams access. These sessions have been reviewed to ensure they are accessible to those with visual / hearing impairments and no negative feedback has been received. | Equality Advisor  (Gary Brisco) |
| **[3.3.13]** To celebrate Black History Month (October 2020) to raise awareness of the contributions and the support for staff from Black, Asian and Minority Ethnicity Communities (BAME) the Trust and to show the Trust’s commitment to supporting staff and service users from these groups  *Protected Characteristics: Race* | Throughout October 2020, the BAME Network and EPUT celebrated Black History Month throughout the Trust. This event was organised and facilitated primarily by our Black, Asian and Minority Ethnicity Staff Equality Network and consisted of the following:   * Online “Rest Nest” Session for staff members during the month for all staff aimed at celebrating Black Culture and conversations about Allyship. * “Big Conversations” Workshop, hosting a session with guest speakers sharing lived experience and training about important concepts including Unconscious Bias, Privilege and Micro-aggressions, as well as how staff can support these communities. These workshops provide a judgement-free opportunity for staff members to raise concerns and questions. * Staff Profiles and Online messaging through the Trust intranet throughout the month. Appearance by BAME Network Chair on Trustwide update to launch this event. * Event hosted in collaboration with Princess Alexandra Hospital with guest speakers sharing their lived experience and guidance for staff in these communities. * Raising awareness of the WRES and BAME Network as well as support available for staff from these groups throughout the month. * Delivery of hot African Food by the BAME Network to frontline services | BAME Network  Gary Brisco  (Equality Advisor) |
| **[3.3.14]** To celebrate Disability History Month in November 2020 to raise awareness within the Trust and to show the Trust’s commitment to supporting staff and service users from these groups  *Protected Characteristics: Disability* | Disability History Month took place between 18/11/2020 and 18/12/2020, and was facilitated by the Disability and Mental Health Staff Network, this consisted of the following:   * Introduction to disability history month via Staff Communications and promotion on EPUT intranet page for Staff. * Regular ​​​​Articles sharing staff stories, useful resources and important information about Disability, Mental Health, Ne​urodiversity and Hidden Conditions, as well as raising awareness of how staff members from these groups can access support for these conditions. * Promotion of the achievements of the Disability and Mental Health Network, including their role in developing the Reasonable Adjustments Passport as part of our Sickness, Wellbeing and Ill-Health Policy and Procedure and their feedback being part of the decision to move away from Bradford Scoring for staff absences. * Big Conversations session held on Friday 4th December, where staff volunteers shared their experiences of disability, neurodiversity and mental health with attendees and discussed “How can we support Disability and Mental Health in EPUT” * Infographic developed by Network Chair and Communications team illustrating the work of the Network from its creation to present.   The sessions and articles received positive feedback, and the Big Conversations session was shared and promoted to staff who did not have a chance to attend the original session. | D&MH  Network  Gary Brisco  (Equality Advisor) |

| **[3.4] When at work, staff are free from abuse, harassment, bullying and violence from any source**  **EPUT Equality Objectives: 2 & 3** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[3.4.1]** Improvement in Staff Survey Results for people from minority and marginalised groups (including WDES and WRES).  *Protected Characteristics: All* | **January 2021:** Initial findings from 2020 Staff Survey results show improvement across all questions relating to harassment, bullying, abuse, violence (except two).  Some improvements in WRES and WDES, areas of concern managed through WRES and WDES action plans 21-22. For further information consult WDES and WRES action plans / reports. | Head of Staff Engagement  (Jo Debenham) |
| **[3.4.2]** To raise awareness of and encourage staff to declare protected characteristics on their electronic Staff Record. Allowing better a better understanding of protected characteristics groups within the Trust and better decisions to support these groups.  *Protected Characteristics: All* | “Stand up and Be Counted” campaign encourages staff to record their protected characteristics in the Electronic Staff Record.  Trust Board and executive directors encouraged to update their records as positive role modelling, and to cascade this throughout the Trust.  **May 2020:** Executive Board reminded to update these as part of COVID-19 Silver and Gold Command to ensure that this group was representative of the Trust. A breakdown report was shared as part of Silver and Gold Command.  **January 2021:** A reminder was sent to our Equality / Staff Engagement Champions / Anti Bullying Advisors and Freedom to Speak up Guardians encouraging them to update this for future WRES / WDES projects. | Equality Advisor (Gary Brisco) |
| **[3.4.3]** Develop Anti-Bullying Ambassadors programme to address any issues of Bullying and Harassment within the Trust.  *Protected Characteristics: All* | Review of current ABA’s complete and call put out to directorates with under-performing results in this area to encourage more ABAs in their area of responsibility.  **[November 2020]** ABAs celebrated as part of Anti Bullying Week 2020.  **[January 2021]** Equality and inclusion resources and training has been made available for ABA’s, as well as allowing these volunteers to register with an interest in Equality and Inclusion. | Head of Staff Engagement  (Jo Debenham) |
| **[3.4.4]** Bullying and Harassment engagement to be held at multiple inpatient locations across the Trust, targeting inpatient teams and identified at-risk areas. This feedback to be used as part of the WRES, WDES and Bullying and Harassment workflow for all Staff.  *Protected Characteristics: All, focusing on Race as part of WRES and D&MH as part of the WDES.* | * Pilot across sites including the St Aubyns Centre (due to multiple incidents recorded in this action) to look at violence and aggression from patients and the public and staff support / morale. * Due to COVID pressures throughout this period, frontline service engagement has been limited. Although work still has taken place in this period to address Bullying and Harassment. * Session held across Trust promoting White Allyship as part of Black History Month, encouraging a united effort against race motivated discrimination * Senior Leadership Team development programme includes Anti Bullying. * Deep Dive Presentation to Finance and Performance Committee in September 2020 looking specifically at Staff survey data including Bullying and Harassment * Welfare support for staff involved in physical violent incidents * Local Directorates have developed their own Bullying and Harassment plans for 20-21. * Staff Equality Champions and Staff Equality Networks are encouraged to – and act as - a good vehicle for staff to raise bullying concerns * Next Triangulation report (collecting data from Complaints / Freedom to Speak Up / Employee Relations activity and Staff Survey) due April 2021. | Local Security Management Specialist  (Nicola Miles)  Equality Advisor (Gary Brisco) |
| **[3.4.5]** Review the current structure and representation in the Freedom To Speak Up Guardians Network in EPUT.  *Protected Characteristics: All* | Review representation of protected characteristics and use the newly awaited training programme delivered by NHSi and NHS Employers.  **[January 2021]:** A breakdown of EPUT F2SU Guardians was provided to YM by available demographic information on Electronic Staff Record. This data will be used by YM to influence recruitment strategies and areas where representation needs to be improved. | Yogeeta Mohur  (Principal Freedom to Speak Up Guardian) |
| **[3.4.6]** Implement further protections for Staff who are the victims of Discrimination Motivated Abuse by Patients and Staff as part of the Violence and Aggression Task and Finish Group  *Protected Characteristics: All (Based on Staff Survey and WRES / WDES results as well as Thematic Data)* | Staff who experience discriminatory behaviour from EPUT service users and record this via DATIX are now contacted by the Equality Advisor for the Trust, offering guidance and support.  Zero Tolerance letter updated following a review, and is sent to patients, carers and members of the public who engage in discriminatory, inappropriate, violent or anti-social behaviour.  “Stopping and Managing Discrimination from Patients and Carers” intranet page created and promoted throughout Trust and EPUT Equality Champions. This is also sent to any staff member who reports discriminatory behaviour against themselves or their team in the Trust.  **[January 2021]** GB met with LSMS Team to reinstate former Violence and Aggression management sessions following the departure of the previous LSMS, the plan is to update this training alongside the BAME Network as part of the WRES 2020-21.  GB and NM met and have developed an updated version of the Zero Tolerance poster which focuses on discriminatory behaviour. LSMS Team to ensure that this to be distributed for display across the Trust as part of their WRES Actions for 2020-21. | Local Security Management Specialist  (Nicola Miles)  Equality Advisor (Gary Brisco) |

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| **[3.5] Flexible working options are available to all staff consistent with the needs of the service and the way people lead their lives**  **EPUT Equality Objectives: 3** | | |
| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[3.5.1]** Develop methods to improve workplace flexibility for all job roles and make flexible working core to all roles including clinical roles (NHS People Plan)  *Protected Characteristics: All* | It has been identified in the Staff Survey that our staff feel better supported in flexible working due to the change in Trust culture as a result of working through COVID-19. Implementation of MS Teams, shielding and home-working has allowed better support for flexible work patterns in all of our staff.  Huge increase in Flexible Working, we analyse the Flexible Working applications on a quarterly basis with a good success rate for applications.  Policy is currently under review and we are adding right to request flexible working from day one  All our positions where possible are also advertised as “flexible-working available” | Associate Director of Human Resources (Kelly Gibbs) |

| **[3.6] Staff report positive experiences of their membership of the workforce**  **EPUT Equality Objectives: 2** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[3.6.1]** Health and Wellbeing Staff support that specifically targets protected characteristic groups or certain minority or marginalised communities.  *Protected Characteristics: All* | * Menopause Support Group and Toolkit Launched Autumn 2020 * Wellbeing and Support discussed as part of Sessions aimed at / for protected groups **(See 3.3.1 / 3.3.2 / 3.3.7 / 3.3.6 / 3.6.8 and 3.6.9 )** * Dedicated Support Line for BAME staff developed in conjunction with Herts and West Essex ICS * Carers Support sessions * Set of Health and Wellbeing events throughout the year targeting all audiences in relation to supporting these groups during COVID-19 pressures (Such as childcare during lockdown, supporting ethnic minority groups, * Faith and Spirituality Week held in November 2020 * “Here for You” Psychological Support Service for all staff, implemented in January 2021 | Head of Staff Engagement  (Jo Debenham) |
| **[3.6.2]** Adhere to and build upon WRES Action Plan (*Workforce Race Equality Standard)*  *Protected Characteristics: Race* | **Cross refer to WRES Action Plan** | WRES Leads  BAME Network |
| **[3.6.3]** Adhere to and build upon WDES Action Plan *(Workforce Disability Equality Standard)*  *Protected Characteristics: Disability* | **Cross refer to WDES action Plan** | WDES Leads  D&MH Network |
| **[3.6.4]** Continue to promote a “Be You” Culture, promoting a focus on individuality, cultural understanding and positive inclusive team cultures within the Trust.  *Protected Characteristics: All* | Throughout 2020-21, “Be You” philosophy promoted in Staff Induction, Champions Training and all Equality and Inclusion Training sessions available. Video created by Exec. Dir promoting and explaining this on Be You Intranet Page with further information. Promoted via Communications and Staff Intranet.   * Messaging throughout week promoting Be You and the importance of positive Cultures in the Trust. * “Be You Week” Event held September 14th – 18th. * Staff encouraged to share lived experience in all events and awareness and history weeks / months * Staff competitions and articles via Trust Intranet and Communications Team * Facebook Live “Be You” event aimed at Trust staff working late / night shifts with Head of Staff Engagement, Exec Dir of People and Culture and Equality Advisor. | Gary Brisco (Equality Advisor)  Head of Staff Engagement  (Jo Debenham)  Exec Dir of People and Culture (Sean Leahy) |

**EDS2 Goal 4: Inclusive leadership at all levels**

“NHS organisations should ensure that equality is everyone’s business, and everyone is expected to take an active part, supported by the work of specialist equality leaders and champions”

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| **Goal** | **Number** | **Descriptor of Outcome** | **Page** |
| Inclusive leadership | 4.1 | Boards and senior leaders routinely demonstrate their commitment to promoting equality within and beyond their organisations. | 47 |
| 4.2 | Papers that come before the Board and other major Committees identify equality-related impacts including risks, and say how these risks are to be managed. | 49 |
| 4.3 | Middle managers and other line managers support their staff to work in culturally competent ways within a work environment free from discrimination. | 50 |

| **[4.1] Boards and senior leaders routinely demonstrate their commitment to promoting equality within and beyond their organisations**  **EPUT Equality Objectives: 2** | | |
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| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[4.1.1]** Ensure Board, Governors and Members are given Equality and Inclusion updates and training.  *Protected Characteristics: All* | Cultural Intelligence awareness coaching for Trust Board and Senior Leaders held during November 2020. This session provided coaching, advice and resources to help attendees understand the importance of cultural intelligence and how they can promote positive and inclusive cultures within the Trust with an understanding of the importance of culture and inclusion within an organisation. | Exec Dir. of People and Culture (Sean Leahy)  Head of Staff Engagement  (Jo Debenham) |
| **[4.1.2]** Appoint an Equality and Inclusion Structure to report directly into the Executive Director of People and Culture.  *Protected Characteristics: All* | Structure Identified following first session of Equality and Inclusion Sub-Committee. | Exec Dir. of People and Culture  (Sean Leahy) |
| **[4.1.3]** Ensure that Equality and Inclusion is part of Board level planning and discussion.  *Protected Characteristics: All* | E&I has been added as an item within Board Development Sessions and COVID-19 Command groups. Board have attended Cultural Intelligence Training (4.1.1) In November 2020 | Exec Dir. of People and Culture  (Sean Leahy) |
| **[4.1.4]** Review and update the Equality Framework and ensure clear KPI’s are outlined and performance can be effectively monitored against the measurable targets. Ensure this is consistent and aligned with the overarching Equality objectives that the Trust wants to achieve. *This Action is based on findings from the 2019 Equality Audit by BDO.*  *Protected Characteristics: All* | This is pending subject to a Trustwide decision on EPUTs Over-Arching Engagement Strategy and Framework and then will be developed in the appropriate style in consultation with equality networks and champions. | Head of Staff Engagement  (Jo Debenham) |
| **[4.1.5]** Review support available for Staff Networks and Chairs to ensure they are able to effectively contribute to decision making in the Trust and Equality & Inclusion related workstreams | **[October 2020]** Decision awaited on Draft Protected Time Paper drafted by Equality Advisor. Awaiting Response from Exec Dir.  Discussions Carried forwards to 2021-22. | Exec Dir. of People and Culture  (Sean Leahy)  Head of Staff Engagement (Jo Debenham) |
| **[4.1.6]** Update the Equality, Inclusion and Human Rights Policy for 2020 to provide clear guidance on structure and Trust Commitment. *This action is based on findings from the Equality Audit held in 2019 by BDO*  *Protected Characteristics: All* | **[November 2020]** Equality, Inclusion and Human Rights Policy and Procedure updated to better reflect current goals of Trust and our Equality and Inclusion work, this has been reviewed and approved by Equality Champions, Staff Networks and the Equality and Inclusion Sub-Committee and submitted to the Quality Committee for approval in December 2020. | Equality Advisor  (Gary Brisco) |
| **[4.1.7]** Update the Ethnic Monitoring Policy (CP27) for 2020 to provide clear guidance on structure and Trust mechanisms.  *Protected Characteristics: All* | **[December 2020]** GB met with KB from EPUT’s Legal team to ensure that this meets current data confidentiality and handling guidance within the Trust, this was approved.  **[January 2021]** Following conversations with NHS Employers head of Equality and Inclusion (PD) it was suggested that this was updated to reflect all protected characteristics as an “Equality Monitoring Policy”.  **[February 2021]** This policy deadline has been temporarily extended as the Trust postpones updates as part of our focus on business critical functions as part of our COVID-19 effort, this will be updated following this period. As this is a rolling action in our EDS2, this will be continued as part of the EDS2 2021-22. | Equality Advisor  (Gary Brisco) |

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| **[4.2] Papers that come before the Board and other major Committees identify equality-related impacts including risks, and say how these risks are to be managed**  **EPUT Equality Objectives: 1, 2 & 3** | | |
| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[4.2.1]** Ensure committee papers take Equality Impacts into account when changes are made in the Trust.  *Protected Characteristics: All* | New Equality Impact Assessment Process and review measures in place, building and improving upon the existing EIA format for a more thorough review of Equality Impacts caused by changes to or development of policies / services / projects. All discussions at Silver and Gold command include a final section ‘Equality Considerations’ at the end. | Executive Team  Exec Dir of People and Culture  (Sean Leahy) |

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| **[4.3] Middle managers and other line managers support their staff to work in culturally competent ways within a work environment free from discrimination**  **EPUT Equality Objectives: 1, 2 & 3** | | |
| **Target Actions** | **Evidence / Examples / Outcomes** | **Responsible Leads** |
| **[4.3.1]** Team Leaders encouraged to identify their Engagement Champions, meeting with them on a regular basis to discuss updates and potential implementation of E&I initiatives on an operational level.  *Protected Characteristics: All* | **[Throughout 2020]**   * Engagement champion events regularly held including “The Grill” in which champions are able to engage with Board and Senior Leads with comments, questions and concerns. Events held via Microsoft Teams and have strong attendance and positive feedback. * **Grills extended to Senior Leadership Team** * Equality Champions and Anti-Bullying Ambassadors to be consolidated into Engagement Champions to ensure that good practice is shared and that all groups receive the same training, resourcing and support (as well as ensuring that Engagement Champions receive E&I related opportunities and resources.) | Exec Dir of People and Culture (Sean Leahy)  Head of Staff Engagement  (Jo Debenham) |
| **[4.3.2]** Middle managers to encourage staff to become Engagement Champions in areas where one is not present, with a view of ensuring that these are present in their services.  *Protected Characteristics: All* | **[2020-21]** Throughout this period, Equality updates and articles regularly promote the Staff Engagement Champions program, with the importance of these roles to the team being promoted through Trust messaging. Managers have approached Equality Advisor on a regular basis to support implementation of Engagement Champions, and mapping these (*similar to the project in EDS 2019-20 with Equality Champions*) will be discussed as part of the Senior Leadership Team meeting in March 2021.  **[December 2020]** Development of Bi-Monthly Equality Update by Equality advisor promotes the opportunities and resources available, and is shared with the Equality and Inclusion Sub-Committee, Quality Committee, Chief Executive and made available to all staff through our Communications channels. | Exec Dir of People and Culture  (Sean Leahy) |
| **[4.3.3]** Review structures In line with People Plan ensure all Staff Networks are able to contribute to decision making. | **[July 2020]** COVID-19 Command Meetings reviewed and Staff Equality Networks now part of the Membership. Equality and Inclusion Sub-Committee Terms of Reference reviewed July 2020, with Staff Equality Network Chairs included as official members of the committee who report to the Chair.  **Cross Refer to People Plan** | Exec Dir of People and Culture (Sean Leahy) |