

Appendix 1

Race Equality Scheme Action Plan 2005 - 2008

Strategic aim 1

Improve access to services and reduce inequalities

Deliverables	Action to be Taken	Lead Person Department / Team	Timeframe for action
Leadership and corporate development	The Trust Board embraces race equality as a core business function, and ownership is taken of the race equality scheme and action plan.	Trust Board	January 07 / ongoing
	Update the business plan, 2 – 5 year strategy and service / departmental plans to reflect the race equality duty.	Trust Board Service directors Heads of department	January - March 07
	Continue to deliver training to all directly employed staff, contract staff, volunteers, and PPI forum members	Director of personnel Training manager	Ongoing
	Review staff appraisals to ensure the equality and diversity element of job outlines is fully understood and is being assessed.	All managers	January 07 - March 08
Ensure that services are, or are working towards, full	Create a framework to screen and assess the impact of all relevant policies and systems to race equality.	Director of corporate governance	November 06 - March 07

accessibility	Screen all service policies and systems to identify priority for impact assessment.	Information governance Service managers Heads of department E&D facilitator	February 07 - March 07
	Carry out impact assessment on all service policies identified as a high priority	Managers	April 07 – September 08
	Develop training and support for all staff involved in the development of policies or services.	Information governance E&D facilitator	April 07 onwards
	Review current data coverage to establish if patient profiles match expected needs and / or local community profiles.	Public health consultant	Annually
	Develop systems and processes to capture monitoring information whereby feedback from patients can be analysed by race as well as disability impairment and gender.	PPI facilitator PALS Manager	April 07 – July 07
	To include the impact assessment process in the new Guidance Material Policy which governs policy development	Information governance	April 07
Collaboration with partners to identify inequalities	To work with commissioning PCTs to identify local health inequalities and collaborate on finding and implementing solutions.	Director of planning Public health consultant	Ongoing 2007/08

	To work with local action groups to help identify the needs of different ethnic groups and service improvements to improve access and equality.	Corporate governance Director of nursing and operations	January 06 / ongoing
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Strategic aim 2

Ensure services are safe, high quality and focussed on the needs of patients

Strategic Aims / Deliverables	Action to be Taken	Lead Person Department / Team	Timeframe for action
Communication	Review language support services, to ensure the system is easy for staff to use and that the needs of patients are being appropriately met, through community language, BSL, and other communication support.	Patient and Public Involvement (PPI) facilitator	November 06 - March 07
	Review all communications materials to ensure accessibility and agree any additional standards needed to achieve maximum coverage.	Head of marketing & communications	January 07 - July 07 / onwards
	Review the possibility of improving the flexibility of the website to enable the creation of a dedicated equality section.	Web and intranet manager	January 07 – April 07
Involving people from different ethnic backgrounds in the process of identifying their needs.	Review the ongoing programme of patient public involvement ensuring that it is accessible for people from all ethnic groups.	Director of and nursing operations PPI facilitator	February 07 / ongoing
	Increase the membership of the black and ethnic minority network group (ENG) and their role in scrutinising progress against the action plan.	E&D facilitator ENG	January 07 onwards

	Build on the outcomes of the Shared Clinical Vision project to ensure continuing improvements in service quality and access by ensuring BME service users are fully involved.	Director of operations and nursing PPI facilitator	Ongoing
	Review the membership of the equality and diversity steering group to ensure this includes ENG representatives.	Director of corporate governance	January 2007

Strategic aim 3
Develop a workforce fit to meet the NHS Plan

Strategic Aims / Deliverables	Action to be Taken	Lead Person Department / Team	Timeframe for action
Recruit and support a skilled and knowledgeable workforce.	Review recruitment processes and practices for accessibility and appropriateness to encourage applications from under-represented groups.	Director of personnel Personnel manager	January - March 2007 / ongoing
	Develop a system to monitor external and internal training for staff and ensure it has the functionality to record monitoring data (disability, race, gender etc)	Director of personnel Training manager	July 06 – April 07
	Review and report to the equality and diversity steering group the number of BME staff who are successful at internal interviews.	Director of personnel Personnel manager	Quarterly
	Monitor and report to the equality and diversity steering group the numbers of BME staff who take out grievances / appeals or report harassment on the basis of their race.	Director of personnel Personnel manager	Quarterly

	Monitor and report to the equality and diversity steering group the number of disciplinaries, dismissals and appeals by ethnic category.	Director of personnel Personnel manager	Quarterly
	Monitor and report to the equality and diversity steering group the number of redundancies by race.	Director of personnel Personnel manager	Quarterly
	Monitor and report to the equality and diversity steering group the number of requests to work beyond the statutory retirement age, for racial inequalities.	Director of personnel Personnel manager	Quarterly
	To report ethnicity data on a quarterly basis to the Trust Board using the 'Balanced Score Card' as a framework.	Director of personnel	Quarterly
Ensure that staff and managers are working towards achieving an organisational culture which is fully inclusive and accessible to staff, and work towards becoming a Trust that at all levels reflects the diverse community we serve.	Screen all personnel policies and systems to identify priority for equality impact assessments.	Director of personnel/ Personnel manager	March 2007
	Carry out equality impact assessments on all personnel policies identified as high priority.	Director of personnel/ Personnel manager	March 07 – March 08
	Monitor staff appraisals with respect to the equality and diversity dimension of the knowledge and skills framework. Report findings to the equality and diversity steering group.	Director of personnel/ Personnel manager	Ongoing
	Review the mentoring scheme and ensure that it is working.	Director of Personnel / Personnel manager	
	Review the terms of reference of the ENG and assess its effectiveness.	Personnel Manager E&D facilitator	January 07 – July 07

	Continue to support the ENG and use it as a resource to improve race equality in the Trust.	Personnel Manager E&D facilitator	Ongoing
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