Equality, Diversity and Inclusion Activity Report 2021 – 2022

1 Contents

SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST

EQUALITY, DIVERSITY AND INCLUSION ACTIVITY REPORT 2021 - 2022

1. Introduction

This report provides the Board of Directors with an update on the achievements, progress and developments in relation to the Equality, Diversity and Inclusion agenda at Sherwood Forest Hospitals NHS Foundation Trust.

2021/2022 has been another very challenging year for the Trust. Continued Covid-19 infections and significant Winter pressures in addition to our Covid Recovery Plans have seen our colleagues and hospitals continuing to respond at pace in order to manage the demands on our services whilst maintaining the high standards of care that our community rely upon us to provide.

We have remained committed to providing an environment where all staff, service users and carers enjoy equality of opportunity. We oppose all forms of unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Despite the challenges, we have ensured that the Equality, Diversity and Inclusion agenda has continued to be supported at all levels within the Trust.

As reported last year, in February 2021, the Trust demonstrated its commitment to EDI with the appointment of a workforce Equality, Diversity & Inclusion Lead for a six-month secondment initially. This full-time dedicated resource was welcomed and the success of the role was recognised; as a result the role was made substantive and was appointed to following a competitive recruitment process in May 2022.

2 Organisational

2.1 People, Equality, Diversity and Inclusion Sub-Cabinet

The sub-cabinet meets on a monthly basis and the focus of their work is ensuring an inclusive workplace for all colleagues and supporting the delivery of the strategies, policies and statutory duties associated with the EDI agenda.

The following are a summary of the main actions achieved by the sub-cabinet in the last 12-months;

- appointed a new Vice-Chair
- agreement of the new EDI strategy and the new Anti-Racism Strategy
- agreement of reviewed EDI policy and new guidance prior to JSPF ratification
- development of a new EDI statement for all new job descriptions
- development of assessment questions now included in all interview packs for recruiting panels
- agreed content for the EDI page on new Recruitment microsite
- inclusion question agreed and added to leavers questionnaire

The sub-cabinet reviewed and agreed updated terms of reference at their meeting in May 2022. During this meeting the priorities for the upcoming 12-months were also agreed; these have been aligned to the EDI priorities contained within the new People, Culture and Improvement Strategy whilst still maintaining a focus on the EDI Strategy/6 High Impact Action Plan and Anti-Racism Strategy. The priorities identified are;

- Continuing to embed EDI across the Trust with a particular focus on front-line colleagues and middle managers
- Growth and development of our staff networks
- Raise awareness of and embed the anti-racism approach throughout the Trust

The sub-cabinet provides monthly reports to the People and Inclusion Cabinet and the People and the Culture and Improvement Committee. Updates are also provided to the Joint Staff Partnership Forum (JSPF). There is also an inclusion in the Trust's annual report to the Board of Directors which notes our workforce EDI priorities and actions to be delivered.

2.2 Staff Networks

During the last 12 months, we have increased our number of staff networks from three to four and we have just (staff networks day, May 2022) invited colleagues to join a brand-new Women's staff network which will bring our network total to five. In the last 12 months, we have appointed Chairs and Vice Chairs to our three established staff networks and aim to ensure that each network has a Chair and Vice Chair to lead, develop and grow the networks and an Executive Sponsor to support their work.

Staff Network	Chair/Co-Chair	No. of members	Executive Sponsor
Ethnic Minority	Suman Dove Geraldine Edwards	55	Emma Challans
LGBT+	Mitchel Speed	49	Dave Selwyn

	Phil Eardley		
WAND (Disability)	Robin Binks Ali Pearson	22	To be appointed
Carers (NEW)	To be appointed	18	Emma Challans
Women's (Just Launched!)	To be appointed	2	To be appointed

All staff networks have an agreed Terms of Reference outlining the purpose and aims of the network. Whilst each network has its own terms, the purpose and aims are broadly the same;

- Purpose: To promote an inclusive workplace where all colleagues are welcomed, valued and have a true sense of belonging; for Sherwood Forest Hospitals to be 'a great place to be' for everyone
- Aims:
  - o To work to eliminate any workplace stigma, discrimination, racism, bullying or harassment and promote equality
  - o To influence and monitor policies
  - o To support the Trust in its mandatory reporting and duties under the Public Sector Equality Duty and the Equality Act 2010
  - o To provide support to colleagues through events and signposting to support
  - o Provide education to aid understanding of the experience of colleagues from minority groups

Our staff network leads are invited to attend the People, Equality Diversity and Inclusion sub-cabinet where the work of the networks can be promoted and matters for escalation can be discussed and agreed.

3 Compliance with mandatory reporting and the Equality Act 2010

3.1 The Public Sector Equality Duty

The Equality Act 2010 (s.149) places an Equality Duty on public bodies which encourages the Trust to engage with the diverse communities affected by our activities to ensure that policies and services are appropriate and accessible to all and meet the different needs of the communities and people we serve.

The Equality Duty consists of a General Duty with three main aims. It requires the Trust to have due regard for the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by or under the Equality Act 2010
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.

- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having 'due regard' means the Trust must consciously think about the three aims as part of our decision making processes and considerations of equality issues must influence our decisions, such as, how we act as an employer; how we develop, evaluate and review policy; how we design, deliver and evaluate services and how we commission and buy services from others. The general duty is also underpinned by a number of specific duties which include the need for us to:

- Set specific, measurable equality objectives;
- Analyse the effect of our policies and practices on equality and consider how they further the equality aims;
- Publish sufficient information to demonstrate we have complied with the general equality duty on an annual basis.

3.2 Specific Duties

The Equality Duty is supported by specific duties, set out in the regulations which came into force on 10th September 2011. The specific duties require public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Duty, and to set themselves specific measurable equality objectives. All information must be published in a way which makes it easy for people to access.

The information published must include;
- Information relating to employees who share protected characteristics (for public bodies with 150 or more employees); and
- Information relating to people who are affected by the public body's policies and practices who share protected characteristics (for example, service users).
- However it is up to each public body to decide itself what information it publishes to show its compliance with the Equality Duty.

3.3 Publication Duties

The information must be published on an annual basis. The Trust has published;

3.3.1 Workforce Figures

The information published on workforce figures identifies information in relation to the Trust's workforce and protected characteristics as defined by the Equality Act 2010.

- Equality, Diversity and Inclusion Annual Activity report
- NHS Staff Survey Summary
- Workforce Race Equality Standards (WRES)
- Workforce Disability Equality Standard (WDES)
- Gender Pay Gap Report

3.3.2 Patient Figures

As part of the Equality Act 2010 information in relation to patients and protected characteristics must be collated and published. The patient figures published reports which are related to patients and particular protected characteristics are detailed below, however will be delayed in publishing due to COVID-19.

- Patient activity data on protected characteristics 2020/2021
- Membership report within the Annual Report and Accounts 2020/2021

3.3.3 Organisational Information

The Trust published its updated Equality, Diversity and Inclusion Strategy in May 2021 outlining its objectives along with our 6 High Impact Action Plan which outlines how the Trust is meeting the needs of the Equality Act 2010. In addition, the Trust launched its new Anti-Racism Strategy in February 2022 which further strengthens our commitment to equality and inclusion within our hospitals.

4 Gender Pay Gap Reporting

In accordance with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, employers with 250 or more employees are required to publish statutory calculations no later than 30th March each year. The information aims to establish the pay gap between male and female employees as at 31 March the previous year.

The Equality and Human Rights Commission defines the difference between equal pay and the gender pay gap as follows:

- Equal pay means that men and women in the same employment performing equal work must receive equal pay, as set out in the Equality Act 2010.
- The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation or the labour market. It is expressed as a percentage of men's earnings.

Salaries at the Trust are determined through a national NHS job evaluation scheme called Agenda for Change (AfC). Job evaluation evaluates the job and not the post holder. It makes no reference to gender or any other personal characteristics of existing or potential job holders. Therefore, the Trust is confident it is paying the same salary to roles of equal value.

The legislation requires an employer to publish six calculations:
- Average gender pay gap as a mean average
- Average gender pay gap as a median average
- Average bonus gender pay gap as a mean average
- Average bonus gender pay gap as a median average
- Proportion of males receiving a bonus payment and proportion of females receiving a bonus payment
- Proportion of males and females when divided into four groups ordered from lowest to highest pay.

A summary breakdown of our workforce by gender and pay banding as at March 2021, which was published in March 2022, can be found on the Trust's website.

The Trust will undertake a number of actions which relate to these findings as follows:
- Identify and address the gaps in our female medical workforce
- Address gender pay gaps in divisions where they are evident

5   Equality Delivery System (EDS)

EDS is a mandatory framework to assist us with ensuring we treat our patients and staff fairly and equally. The Equality and Diversity Council (EDC) is currently leading on a review of the EDS and early in 2022 requested NHS organisations review new paperwork ahead of piloting the new EDS. The pilot was expected in 2020 but due to the Covid-19 pandemic it has been delayed.

The Nottingham and Nottinghamshire ICS requested to take part in the pilot of the new EDS as a system and a meeting with a representative from NHSE/I with Nottinghamshire Equality leads took place in late 2019. As we will be one of the pilot organisations, we did not undertake our EDS grading exercise in December 2021.

6   Workforce Race Equality Standard (WRES)

The Workforce Race Equality Standard (WRES) is a mandatory framework that we have to complete on an annual basis. The WRES standards are included in the NHS Standard Contract and all NHS organisations are required to demonstrate progress against nine indicators; four workforce data metrics, four staff survey findings regarding White and BME experiences, and one Board metric to address low levels of BME representation. The CQC inspect on the WRES implementation under the well-led domain. The Trust's WRES data for 2020/2021 was published in October 2021 and a WRES action plan developed. The national WRES report, published in Spring 2022, names Sherwood as one of only three Trusts in the country (and the only Trust in the Midlands) for sustaining improvement in providing non-mandatory training and CPD for BAME colleagues.

7   Workforce Disability Equality Standard (WDES)

The Workforce Disability Equality Standard (WDES) is a mandatory standard introduced in April 2019 that is completed on an annual basis. All NHS organisations are required to demonstrate progress against ten indicators; three workforce data metrics, six staff survey metrics and one Board metric. The Metrics have been developed to capture information relating to the experience of Disabled staff in the NHS.   The Trust's WDES report for 2020/2021 data was published in October 2021 and a WDES action plan developed.

8   Equality Impact Assessments

We have agreed that no policy, procedure or process can be approved until an Equality Impact Assessment (EqIA) has been carried out. An EqIA is the detailed and systematic analysis of the potential or actual effects of a policy, procedure or process, which is undertaken in order to establish whether the policy, procedure or process has a differential impact on different groups of people. The aim of the EqIA is to eliminate discrimination and produce positive outcomes for equality. EqIA audits are undertaken on a quarterly basis and reported back to the Equality, Diversity and Inclusion sub-cabinet.

9   Workforce Information

The Trust is committed to treating all its service users and staff with dignity and respect. Embracing diversity supports the delivery of our strategic vision and helps to ensure that we are providing effective services that meet the needs of our community.

We have a workforce EDI Strategy which is a public declaration of how we will demonstrably take forward our commitment to ensuring equality is embedded within all aspects of the organisation. Further details can be found on the Diversity and Inclusivity page on the Trust's website.

9.1 Ethnicity

In 2021/2022 the ethnicity composition has risen when compared with the previous year. The ethnicity profile of our workforce is positive compared with the profile of the local community which is 95% White.

Ethnic Origin	2020/21		2021/22	
	%	Heads	%	Heads
Asian	8.2%	426	9.3%	543
Black	2.1%	109	2.2%	130
Chinese	0.3%	14	0.4%	26
Mixed	1.6%	86	1.8%	106
Other	0.0%	0	1.5%	90
Not Started	2.4%	124	1.7%	98
White	85.5%	4463	83.0%	4833
Total		**5222**		**5826**

9.2 Disability

The Trust collects data from all new employees regarding disability status and employees are encouraged to keep their own staff record updated throughout their employment. The current data identified 16.5% of staff have not declared their disability status, a decrease compared to last year. We have seen an increase in those declaring their disability which is pleasing to see.

Disability	2020/21		2021/22	
	%	Heads	%	Heads
No	74.1%	3867	75.7%	4412
Not Declared	19.9%	1040	16.5%	961
Undefined	1.5%	76	1.5%	86
Yes	4.6%	239	6.3%	367
Total		**5222**		**5826**

9.3 Staff Age Profile

The overall age profile for the Trust's workforce is dominated by the 31-40 and 51-60 age groups. We continue planning for potential retirements within coming years giving particular consideration to the Registered Nurse staff group where Nurses who have special class status can retire from 55 years of age. The facility for flexi-retirement continues to retain colleague's

valuable knowledge, skills and experience within the Trust; allowing staff to retire and return to work. On the whole the age demographics continue to remain static, with a typical distribution across the age ranges. The Medical age profile is representative of the numbers of Doctors in training.

Age	2020/21		2021/22	
	%	Heads	%	Heads
Under 20	0.7%	39	0.5%	29
21-30	19.4%	1013	19.1%	1113
31-40	25.2%	1318	27.1%	1577
41-50	22.7%	1188	22.5%	1312
51-60	24.7%	1291	24.1%	1405
61-65	6.0%	313	5.6%	325
66 +	1.1%	60	1.1%	65
Total		**5222**		**5826**

9.4 Medical Staff Age profile

Medical Age	2020/21		2021/22	
	%	Heads	%	Heads
Under 20	0.0%	0	0.0%	0
21-30	24.2%	136	24.9%	151
31-40	31.6%	177	30.4%	184
41-50	21.6%	121	23.8%	144
51-60	17.1%	96	15.2%	92
61-65	4.1%	23	4.3%	26
66 +	1.4%	8	1.5%	9
Total		**561**		**606**

9.5 Nursing Staff Age profile

Nursing Age	2020/21		2021/22	
	%	Heads	%	Heads
Under 20	0.0%	0	0.0%	0
21-30	19.5%	290	18.9%	333
31-40	26.1%	388	29.0%	510
41-50	23.5%	349	23.9%	421
51-60	24.3%	361	22.2%	391
61-65	6.0%	89	5.3%	93
66 +	0.7%	10	0.6%	10
Total		**1487**		**1758**

9.6 Gender

In 2021/2022 the female workforce continues to dominate the overall headcount with 82% of employees being female. This is a small increase when compared to the previous year's figures. Male headcount increased slightly compared to the previous year although the % of males in the workforce has decreased; this is due to the overall increase in headcount. Whilst

the male demographic of the workforce is considerably lower than the local demographic, this is comparable with NHS national demographic.

Gender	2020/21		2021/22	
	%	Heads	%	Heads
Male	19.5%	1019	18.0%	1046
Female	80.5%	4203	82.0%	4780
Total		**5222**		**5826**

9.7   Sexual Orientation

In 2021/2022, we have seen a decrease in the number of colleagues not declaring their sexual orientation; whilst this is positive, our numbers of those identifying as LGBT+ in our workforce remains lower than the estimated local population of 5-10%. We are hopeful that the continued focus on growth of our LGBT+ staff network, LGBT+ allies scheme and awareness raising events will provide colleagues, who have declined to declare their sexual orientation, with the reassurance to update their personal details in order to provide us with more accurate data. We also eagerly await the results of the 2021 Census to compare our LGBT+ community within our workplaces to those in our local community.

Sexual Orientation	2020/21		2021/22	
	%	Heads	%	Heads
Bi Sexual	0.7%	37	0.9%	50
Gay or Lesbian	1.2%	65	1.4%	83
Heterosexual or Straight	80.4%	4201	82.5%	4804
Not stated	17.6%	918	15.2%	885
Other Not Listed	0.0%	1	0.1%	4
Total		**5222**		**5826**

10   Membership and Public Involvement

10.1 Membership

As a Foundation Trust we are proud of our membership totalling in excess of 21,000, which is around 5% of the local population. Excluding staff membership this number is closer to 16,000. The breakdown for this can be seen below:

	Number of members	**Membership profile**	**Population profile**
Age (years)			
0-16	6	0.04%	19.6%
17-21	31	0.2%	5.9%
22+	13, 745	92.4%	7.3%

Not stated	1,106	7.4%	0%
Ethnicity			
White	13,269	89.2%	89.1%
Mixed	29	0.19%	1.6%
Asian	83	0.5%	6.2%
Black	30	0.2%	1.7%
Other	8	0.05%	0.3%
Not stated	1,469	9.8%	0%
Gender			
Male	5,352	35.9%	49.4%
Female	9,334	62.7%	50.5%
Not stated	202	1.3%	0%

10.2 Membership activity, events and communication

As with the previous years, the Governor's Membership and Engagement Committee has continued to focus on how best to engage with members. We have continued to issue a monthly e-newsletter, Trust Matters, which includes a digital event.

10.3 Annual General Meeting/Annual Members' Meeting

Owing to the Covid 19 pandemic this year's AGM was held virtually via Microsoft Teams on Monday 28 September 2020. The link to the event was shared with all public and staff members, stakeholder and members of the general public to allow them to view the event. As we move into living with Covid 19 the ambition will be to hold this years (2022) AGM face to face but also offering the opportunity for people to attend virtually.

We will continue to work closely with our members to help us to be truly accountable for the quality of the services we provide and deliver our ambition to deliver outstanding care to our local communities.

10.4 Forum for Public Involvement

The Forum for Public Involvement continues to take place monthly and virtually this year. We are hopeful that as restrictions ease in our hospitals we will be able to engage the group in a blended approach of face to face and virtual meetings. The group has wider ranging discussions and input into Trust services and policies and regularly hears from colleagues across the Trust including around the Equality, Diversity and Inclusivity agenda.
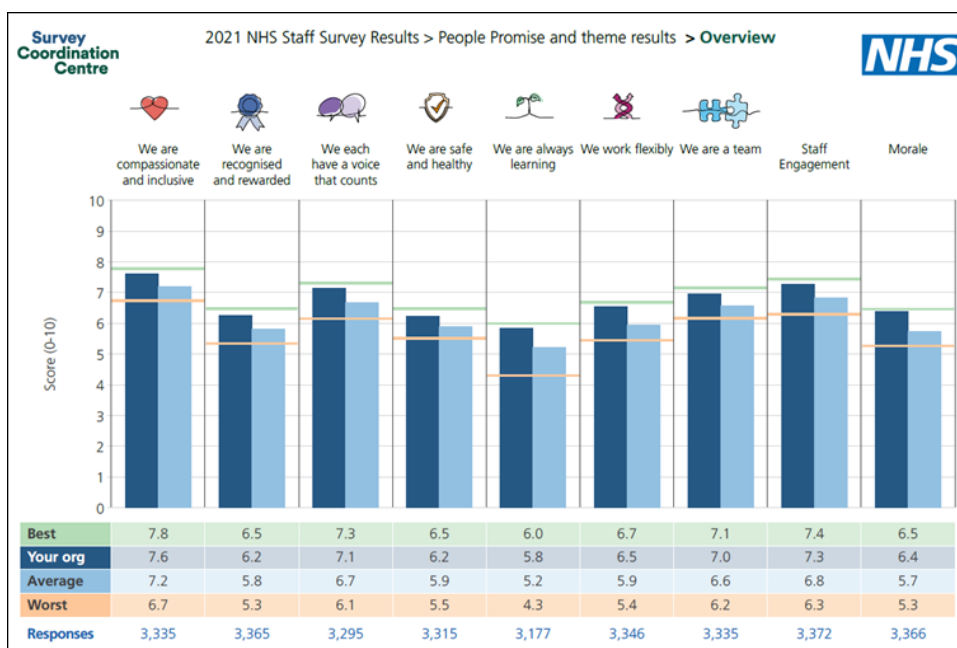
11 Our CARE Values

The values an organisation holds are central to how it plans, organises and delivers service. Our CARE values describe the ethos of the Trust and our approach to working with patients, the public, staff, and partner organisations. Our CARE values underpin the work of the Equality, Diversity and Inclusion strategy and associated work plans, and are an effective framework to promote dignity, respect, embrace diversity and promote culture change.

12 Staff Survey 2021

The Trust participates in the national NHS Staff Survey on an annual basis. The 2021 survey was undertaken from the early October and the last day for survey submissions was 26 November 2021.

In 2021 the response rate was 66.4% with over 3440 colleagues sharing their voice, an increase of over 5% on the previous year, and our highest engagement rate to date. The median response rate for organisations in our group was 46%, demonstrating the exceptional engagement of colleagues at SFH.

This year the staff survey findings are reported in line with the 7 People Promise themes, plus staff engagement and staff morale. The People Promise covers themes including 'we are compassionate and inclusive' and 'we are safe and healthy'.

	We are compassionate and inclusive	We are recognised and rewarded	We each have a voice that counts	We are safe and healthy	We are always learning	We work flexibly	We are a team	Staff Engagement	Morale
Best	7.8	6.5	7.3	6.5	6.0	6.7	7.1	7.4	6.5
Your org	7.6	6.2	7.1	6.2	5.8	6.5	7.0	7.3	6.4
Average	7.2	5.8	6.7	5.9	5.2	5.9	6.6	6.8	5.7
Worst	6.7	5.3	6.1	5.5	4.3	5.4	6.2	6.3	5.3
Responses	3,335	3,365	3,295	3,315	3,177	3,346	3,335	3,372	3,366

The Trust remains the highest scoring Acute/Acute Community Trust as a recommended place to work at in the Midlands region for the fourth year running and overall 3rd highest scoring Acute/Acute Community Trust in the country across the People Promise themes.

People Promise Theme	Score	Regional Position	National Position
Compassionate and Inclusive	7.6	2nd	4th
Recognised and Rewarded	6.2	2nd	4th
A Voice that Counts	7.1	Joint 1st	3rd
Safe and Healthy	6.2	Joint 1st	3rd
Always Learning	5.8	2nd	3rd
Working Flexibly	6.5	Joint 1st	3rd
Working as a Team	7.0	Joint 1st	4th
Staff Engagement	7.3	1st	4th
Morale	6.4	1st	2nd

The key findings from the SFH 2021 National Staff Survey are as follows;

Top 5 scores (furthest above comparison group national average)	SFH	Average	Difference
Would recommend organisation as place to work	74.8%	59.4%	+15.4%
If friend/relative needed treatment would be happy with standard of care provided by organisation	81.6%	66.3%	+15.3%
Have adequate materials, supplies and equipment to do my work	68.8%	55.8%	+13.0%
Able to access the right learning and development opportunities when I need to	68.1%	55.2%	+12.9%
Feel organisation would address any concerns I raised	61.3%	49.6%	+11.7%
Bottom 5 scores (furthest below comparison group national average)	SFH	Average	Difference
Not experienced harassment, bullying or abuse from patients/service users, their relatives or members of the public	72.9%	74.0%	-1.1%
Not felt pressure from manager to come to work when not feeling well enough	72.7%	74.0%	-1.3%
Last experience of physical violence reported	65.2%	67.3%	-2.0%
Not experienced physical violence from patients/service users, their relatives or other members of the public	79.3%	85.7%	-6.4%

Don't work any additional paid hours per week for this organisation, over and above contracted hours	51.9%	60.8%	-8.9%

From an Equality, Diversity and Inclusivity perspective the 2021 Staff Survey also identified:

- Ethnic Minority data is promising and has closed the gap in a number reported scores compared to non-ethnic minority colleagues, with 36 scores more than 3% higher than the Trust average and 15 scores more than 3% lower than the Trust average. The remaining scores were all around the Trust average. The scores more than 3% below Trust average related largely to experience of bullying, harassment, discrimination and/or physical violence.
- No significant variation exists in Gender difference between male and female colleagues – however for those colleagues who chose 'prefer not to say' regarding gender – only 10 scores were around or above the Trust average, with the remaining 80+ scores more than 3% below the Trust average.
- Disability remains a significant variation in experience with only 3 scores the same or above Trust average and around 85% of scores more than 3% below the Trust average
- Those under 21 and over 66 continue to report a poorer experience at work

The 2021 Staff Survey results have been communicated to Divisions/Departments across the Trust. The data will also be shared with staff network members at upcoming meetings where they will be supported to decide upon actions that support the Trusts overall commitments to 'Caring about you';

- Reducing colleagues' experience of violence and aggression from patients and/or members of the public
- Reducing discrimination towards colleagues with protected characteristics from patients and/or members of the public
- Improving colleague to colleague relationships at work

13 Human Resource Activities

13.1 Training and Development

The Training, Education and Development Department at Sherwood Forest Hospitals NHS Foundation Trust have a strong regional reputation for the quality of its education and training provision. The department is extremely proud of the role it plays in developing our current and future workforces to provide high quality and safe patient care.

**Sherwood Forest Hospitals NHS Foundation Trust
Training Activities 2021/2022 Gender/Ethnicity Profile**

Course Title	Male		Female		Total Gender
	Number	%	Number	%	Number
Customer Relations	210	25	637	75	847
Health & Safety	989	24	3150	76	4139
Induction	572	21	2132	79	2704
Informatics	2	12	15	88	17
Medical Equipment	1850	14	11133	86	12983
Occupational Knowledge & Skills	2523	14	15090	86	17613
Personal Development	293	15	1710	85	2003
Resuscitation	607	32	1262	68	1869
Risk Management	3141	20	12745	80	15886

Course Title	White		Other Ethnic Background		Not Stated		Total Ethnicity
	Number	%	Number	%	Number	%	Number
Customer Relations	707	83	113	13	27	4	847
Health & Safety	3549	86	527	13	63	1	4139
Induction	1762	65	802	30	140	5	2704
Informatics	16	94	0	-	1	6	17
Medical Equipment	10423	80	2291	18	269	2	12983
Occupational Knowledge & Skills	13916	79	3213	18	484	3	17613
Personal Development	1699	85	271	14	33	1	2003
Resuscitation	1222	65	606	32	41	3	1869
Risk Management	13031	82	2551	16	304	2	15886

13.1.1 Equality, Diversity and Inclusion (EDI) Training

EDI training is mandatory for all staff at the Trust. During 2021/2022, a total of 4,723 staff undertook diversity and equality training across the Trust compared to 4,381 in 2010/2021.

13.1.2 Mental Health Awareness e-learning

During 2021/2022, 139 colleagues completed this e-learning course. 100% of colleagues said the learning was needed and that they would use it in their role.

13.1.3 LGBT Awareness and Hate Crime Training e-learning

During 2021/2022 28 colleagues completed this e-learning course. 100% of colleagues said the learning was needed and that they will use it in their role.

13.1.4 Orientation

Equality, Diversity and Inclusion continues to be included within the Human Resources section of the Trust's orientation day for all new staff members and in the volunteer induction programme.

13.1.5 Manager's Induction

Our EDI Lead continues to deliver an EDI Awareness session for manager's induction and is now delivering a session on the Team Leader Development day and the Clinical Leadership Development Day.

13.2 Human Resource Policies, Procedures and Practice

During 2021/2022, seven Human Resource policies were developed/reviewed and implemented within the Trust following approval and ratification by the appropriate forum.

13.3 Workforce Recruitment

The Trust operates fair recruitment practices to ensure equal access to employment opportunities for all. 3.6% of our current workforce that have declared a disability. We have been awarded the 'Disability Confident Employer' and use this marque on our recruitment material to show we encourage applications from disabled people.
The scheme helps employers:
- draw from the widest possible pool of talent
- secure high quality staff who are skilled, loyal and hard working
- improve employee morale and commitment by demonstrating that we treat all employees fairly

Our anonymous applicant tracking system specifically highlights to appointing managers when an applicant has declared a disability to ensure we do not miss the opportunity to offer preferential interviews if the applicant meets the minimum selection criteria. We also make reasonable adjustments throughout the recruitment and selection process to support disabled job applicants and employees.

The Trust supports employees with a disability in a number of ways and takes steps to meet needs and achieve equal outcomes, even if this requires 'positive action'. For example, designating disabled parking bays close to entrances, adjusting application processes, purchasing any required additional equipment, plus providing support or advocacy and all employees can join our WAND staff network which supports those colleagues with a disability or long term condition. Any employee who acquires a disability or long term condition during the course of their employment is supported by occupational health assessments, reasonable adjustments to their duties and if necessary supporting their search for suitable alternative employment, with the aim of valuing and redeploying employees to retain their knowledge, skills and experience in the Trust.

13.3.1 International Recruitment

We positively embrace diversity and believe that a diverse workforce, which shares its knowledge and experience, facilitates the provision of high quality patient care. We actively attempt to recruit employees from outside the local area to strengthen diversity.

Between 1st April 2021 and 31st March 2022, the Trust recruited 68 international Nurses. We anticipate at least a further 12 will join the organisation over the next six months.

In the last 12 months we have issued 54 certificates of sponsorship to doctors who are overseas nationals.
We also continue to provide certificates of sponsorship for professional employees wishing to stay in the UK but move to the local area.

14 Charters

14.1 Mindful Employer

The Trust continues to be a signatory to the Charter for Employers who are positive about Mental Health reflecting the general philosophy of Mindful Employer. 2020/21 will be the tenth year we have been a signatory to the Charter. The Charter helps the Trust to support staff that experience mental ill health, assisting us in achieving the following aims:

- Show a positive and enabling attitude to employees and job applicants with mental health issues, including positive statements in local recruitment literature.
- Ensure all staff involved in recruitment and selection are briefed on mental health issues and the Equality Act 2010, and given appropriate interview skills.

- Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure will enable both employee and employer to assess and provide the right level of support or adjustments.
- Not make assumptions that a person with a mental health issue will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Provide non-judgemental and proactive support to individual staff that experience mental health issues.
- Ensure all line managers have information and training about managing mental health in the workplace.

14.2 Disability Confident Employer Accreditation

The Trust maintains its "Disability Confident Employer – level 2" accreditation.

The Disability Confident scheme aims to help organisations successfully employ and retain disabled people and shows applicants and employees who inform us they have a disability that we are committed to being an inclusive employer. We are committed to working towards the level 3 accreditation and are working together with the Nottingham and Nottinghamshire ICS in achieving this as individual organisations but through sharing good practice from organisations where this has already been achieved.

14.3 Age Positive

DWP's Age Positive initiative brings together research and information from employers on effectively managing an ageing workforce of all generations. As we support and practice the points covered by the DWP's 'Employing older workers' guide, we can now freely display the Age Positive logo on recruitment materials.

We support the Age Positive initiative by:
- Offering flexible working, flexible retirement and apprenticeships
- Providing training on being age positive on the Trust's recruitment and selection training
- Not stating number of years' experience on our job adverts or person specifications
- Not specifying qualifications as selection criteria where they are not essential for the job so as not to exclude older candidates who might have the right skills and experience but didn't have the opportunity to take the qualifications specified
- Not asking for date of birth in our main application, only in an equality monitoring section

15 Safeguarding; Learning Disabilities, Mental Health, Children & Young People

15.1 Safeguarding Team

Safeguarding Adults, Domestic Violence, Learning Disability, Children and Young People, Mental Health, work closely together under the wider remit of the Safeguarding Team. The reporting structure for safeguarding is via the Safeguarding Steering Group and then to Patient Safety Committee. The Trust Safeguarding steering group meets every quarter and includes Divisional membership and on invitation external stakeholders such as the CCGs. For assurance the safeguarding teams produce quarterly reports and annual reports outlining all activity and exception reports where required to ensure risks are highlighted to the Board.

The safeguarding team are available in core hours enabling all queries are responded to within the working day. Out of hours support is available via the information recorded on the safeguarding intranet site. Work is also underway to develop support processes for senior members of staff out of hours.

15.2 Training

The safeguarding team facilitates:

- Safeguarding for both children and adults under a combined Think Family remit
- There is a national PREVENT mandatory e-learning module for all staff to undertake we are able to evidence full compliance with this training and staff are required to update annually via e-learning
- All the training has been reviewed in line with National developments and also includes themes from safeguarding referrals
- The safeguarding team facilitate a session on the annual mandatory update; this is updated each year and focuses upon the lessons learnt within the Trust from a safeguarding perspective each year. We link this also to learning from local and national incidents
- Hospital staff continue to receive training on Learning Disabilities via the Induction day (New nurses and Healthcare assistants) and via the Mandatory training programme. This programme has been reinvented with the use of video of the experiences of local patients followed by questions based on observations

15.3 Learning Disabilities

The referral processes for patients attending the Trust with a Learning Disability continues to be in place. The LD specialist nurse is notified of patients with an LD Diagnosis via GP, carers of patient, care Homes, SFH staff and external professionals (i.e. social services, community LD teams) they will then apply an LD alert to Medway, SystmOne and Nerve Centre. We are reliant upon them to identify the patients so we can flag their records and develop plans for care to support their transition into the hospital settings.

The training package titled Learning Disability Awareness is delivered at induction to all new starters to the Trust. This introduces the LD service and the roles and responsibilities of staff when caring for patients with a LD. The LD service continues to develop internal partnerships to support and provide advice to Trust staff, patients and carers where there are needs and/or vulnerabilities.

LD nurse specialist also provides training to ED and EAU health care staff from a LD perspective which evaluates well and provides an opportunity for staff working in these areas to discuss cases with LD nurse for advice and feedback.

The Learning Disability Care Plan continues to be in place to ensure that any patient admitted receives all the correct and most up to date paperwork. This plan is inclusive of risk assessments, pain tools, traffic light assessments and discharge planning.

The LD specialist nurse is notified of LD patients who are coming through the outpatient departments that may require additional support through reasonable adjustments or best interest processes. These notifications can come from SFH staff, GP, carers of patient, care Homes, and external professionals (i.e. social services, community LD teams).

15.4 Dementia

The Dementia Nurse Specialist supports training to staff on the induction, clinical skills and mandatory update sessions.

15.5 Mental Health

We have continued to enhance liaison between Trust services and those provided by the Liaison Psychiatry service provided by the local Mental Health Trust. A guide was developed to support patients with mental health issues affected by Covid 19. Support as appropriate is offered to staff to signpost to relevant services if this is requested

16 Chaplaincy

16.1 Patient Visits (including out of hours)

During 2021/2022, restrictions remained in place and families and community faith leaders could not visit our patients. Our Chaplains have continued to support compassionate visiting where there is a referral or urgent call, for example at the end of life, or because a patient is distressed and in need of comfort. The Chaplains supported iPad calls for Patients and their loved ones.

We provide multi-faith, inclusive materials and resources for prayer, worship and reflection in our resource boxes which are available in the ward areas.

We have worked alongside our Muslim colleagues to create an on-call system for end of life Muslim's. In normal times, the support of an Iman would be requested for end-of-life rites and rituals, but the local Iman has been shielding so our Muslim colleagues have volunteered to attend the patient and liaise between staff and distressed families. Quran cubes (small audio devices that play Quranic verses and prayers at the bedside) are also available on request.

We continued to provide support for those patients of catholic faith through our local community Priest including last rites for those who are receiving end of life care.

16.2 Staff support

The Chaplains regularly visit staff just to check how they are doing, drop off some sweet treats or give a listening ear. The Faith Centre remained open, but services were suspended as required by national guidelines. Staff have found great comfort in using the space for quiet reflection or a socially distanced informal visit.

A Rota was set up to enable our Muslim colleagues to continue with socially distanced prayers and we now welcome 20 people per session to Friday prayers which are facilitated in the Faith Centre.

The addition of Wellbeing chaplain during the period of the Covid pandemic has been a real boost to chaplaincy and has given us the opportunity to build confidential relationships with many members of staff; we hope these relationships will continue as we recover from the pandemic.

A contact who works for the Nottingham Panthers provided us with approx. 1,000 complimentary tickets for staff to attend some of their home games. It has been extremely

appreciated by the staff who have attended the games with their families. We are hoping to secure more tickets next season.

16.3 Events

Despite the on-going restrictions, our chaplains have led a number of events in the last 12-months:

- Memorial Services for members of staff
- Covid Memorial Day
- Remembrance Day
- International Workers Day
- Monthly Baby Loss Group meetings
- Wave of Light – Baby loss walk around the Res
- Diwali Celebration in the Faith Centre
- Baby Bereavement Memorial service – Held at St. Phillips in Mansfield as the Faith Centre was not suitable for social distancing for large numbers
- Carols – Xmas Eve
- Pancake day – Handed out 300 individual Pancakes and sweet treats to staff
- Maundy Thursday – Handed out 300 individually wrapped Hot cross buns
- Ramadan and Eid – We supported our Muslim Colleague's by providing Sweets and Treats before and after Ramadan
- Prayers for Ukraine – Daily in the Faith Centre
- Daily Prayer

17 Diversity and Inclusion Programme

17.1 Events

As with last year, ongoing difficulties with the pandemic and winter pressures have impacted on the number of events we have managed to complete in the last 12-months. However, there was still plenty to smile about;

17.1.1 Carers Week – June 2021

Following the success of the Carers Passport launch for patients during carers week in 2020, we launched the scheme for colleagues in 2021. During the week, we shared a video of colleagues who are also carers, provided sessions about the carers passport to raise awareness, developed guidance and also celebrated that Sherwood Forest had become a Carer Friendly Employer through Nottinghamshire Carers Association. We launched our Carers Staff Network which, to date, has 18 members. We also appealed for colleagues to come forward to become Carers Champions and have since recruited and trained six carers champions in the Trust.

17.2.2 PRIDE – July 2021

- First ever celebration at Newark hospital
  - Information stand
  - PRIDE march around the hospital grounds
- Biggest ever PRIDE march at Kings Mill Hospital (on the hottest day of the year)!
  - a video clip from the march was featured during the NHS England PRIDE day in August 2022

In addition to our Trust activities, we once again partnered with the Nottingham & Nottinghamshire ICS for a live virtual PRIDE conference which took place on 10 August.

17.1.3 Black History Month – October 2021

Once again, this year we partnered with the Nottingham and Nottinghamshire ICS for a live virtual event which took place via MS Teams on 28 October.

17.1.4 International Day of Persons with Disabilities – December 2021

This year, the Nottingham and Nottinghamshire ICS led the celebrations on International Day of Persons with Disabilities on 3 December with a virtual event held on MS Teams. During the event, our EDI Lead Ali Pearson's poem, written for Disability Day in 2020, was proudly shared with ICS colleagues;

POEM...HIDDEN DISABILITIES

When you look at me, what do you see;
Is it someone confident, assured, bright and happy?
Would you ever guess, I'm hiding from you the pain that's in me.

The physical pain, the mental distress
They don't affect the way I dress.
You see me whole, there's nothing wrong
But some days I struggle all day long

If I'm struggling, I try to hide it
I fear stigma…even just a little bit
What might people think of me?
A physical and mental mess is she…

I take tablets to ease my physical pain
And medication every night to balance my brain
But how would I cope if people judge me,
Because I have health conditions that they cannot see?

I wrote this poem so people can see,
Working at Sherwood, I can be me!
Judgement and Stigma may be there
But in the majority, I know my colleagues care…

So if you're a person who's prone to judge…
Please be aware, health difficulties don't budge
Disabilities can be hidden from sight
And the person you judge may be in a great fight,
To be their best from morning till night.

Alison Pearson, Sherwood Forest Hospitals

17.1.5 UK RACE Equality Week, theme: #ActionNotJustWords – February 2022

The Trust is very proud of its diverse workforce but year on year, we are saddened by our staff survey results which are evidence that our colleagues from ethnic minority backgrounds are being abused by patients and/or members of the public and colleagues more than those from a White background.

The Trust has implemented campaigns to reduce instances of abuse against our staff, most recently, our 'No Excuse for Abuse' campaign which ran in the Spring/Summer of 2021. However, we have not dedicated a campaign to address the racism towards colleagues that occurs from patients, family members and/or other visitors but also from other colleagues and managers.

Whilst the Trust acknowledges that abuse of any kind is not acceptable towards any of our colleagues, we felt we needed to take action to tackle the issue of racism in our hospitals and our community.

So, on 7 February 2022, the Trust took action and launched our Anti-Racism strategy with the predominant aim of protecting our colleagues from harm. We also seek to ensure our diversity is visible to all, communicate our anti-racism message clearly, provide education to improve understanding and to encourage colleagues to speak up and call it out when they witness instances of racism, bully or discriminatory behaviour.

The launch was a great success with local coverage on news websites/social media and Trust colleagues were interviewed and featured on ITV Central News. [Pictured is the poster design used for the strategy launch and on-going campaign].

17.1.6 International Day for the Elimination of Racial Discrimination – March 2022

We marked this day on March 21, with the unveiling of new artwork created especially for Sherwood Forest Hospitals. The artwork was designed to celebrate the Diversity within Sherwood and does so through pictures of the 88 flags of the countries of birth of our colleagues (as at December 2021).

18   Services

Throughout 2021/2022 thebigword have continued to provide our interpreting and translation services. The Nottinghamshire Deaf Society also provides a service for sign language. Divisional management secretaries are responsible for liaising with the supplier on a day to day basis and placing our bookings for face to face interpreting services.

We have also recruited additional volunteer interpreters during the year, and we have on a couple of occasions called on their services and they have been a great help at short notice.

We continue to maintain links with the Interpreting team at Nottingham University Hospitals (NUH) to discuss improvements which can be made to our services. They have also assisted us on a few occasions where we have been unable to obtain an interpreter in certain languages. The Interpreting Manager at NUH is also available as a support mechanism to our volunteer interpreters should this ever be required.