Board of Directors Meeting in Public - Cover Sheet

Subject:	Diversity and Inclusivity Update	Date: 29th March 2018	
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Approved By:	Rob Simcox – Deputy Director of HR and Lee Radford Deputy Director of TED		
Presented By:	Julie Bacon – Executive Director of HR and OD		

Purpose			
To provide an update report on progress on Trust Diversity and Inclusivity initiatives.	**Approval**		
	Assurance		
	Update	X	
	Consider		

Strategic Objectives				
To provide outstanding care to our patients	**To support each other to do a great job**	**To inspire excellence**	**To get the most from our resources**	**To play a leading role in transforming health and care services**
X	X			

Overall Level of Assurance				
	Significant	**Sufficient**	**Limited**	**None**
		X		

Risks/Issues	
Financial	Ensures that the Trusts obligations under legislation are met
Patient Impact	Ensures that the Trust services are fully accessible to all patients
Staff Impact	Assists with recruitment and retention
Services	Ensures that the Trust services are fully accessible to all patients
Reputational	Enhances the Trusts reputation

Committees/groups where this item has been presented before
Diversity and Inclusivity Group

Executive Summary
This report presents the Board with an update on the work of the Trusts Diversity and Inclusivity Group and Trust wide diversity and inclusivity initiatives carried out in 2017/2018.

Diversity and Inclusivity Update Report

1.   Diversity and Inclusivity Group

The Trust has a Diversity and Inclusivity (D&I) Group to ensure the statutory board responsibilities and obligations under law relating to equality and diversity are met, plus raise awareness and promote diversity and inclusivity across the Trust. The group meet on a bi-monthly basis and is chaired by the Human Resources Business Partner. The group consists of staff side, divisional representation, nursing representation and individuals from BAME (Black, Asian, Minority, Ethnic), LGBT (Lesbian, Gay, Bisexual and Transgender) and Faith groups.

2.   Objectives for 2017-2018

The 2017-2018 objectives for the group are as follows with an update of progress made to date, including details of any initiatives and work completed in the last 12 months to help achieve these objectives and promote Diversity at the Trust.

2.1   To ensure the Trust's services are fully accessible to all patients including making sure information and communication is accessible and specific to patient's needs in line with the Accessible Information Standards (AIS), by engaging with community groups and patients as necessary.

Accessible Information Standard (AIS) - This standard places a statutory duty on NHS funded providers to:

- Identify a patient's accessible information needs by asking the patient
- Record those needs and ensure systems are flagged with alerts so they are highly visible
- Share those patient needs along the patient pathway to ensure a consistently accessible and efficient service
- Meet those patient needs every time without the patent having to ask again

Work has been undertaken in the last two years to help achieve this standard and is still ongoing.

2.2   To assess the need for further Diversity and Inclusivity support for staff across the Trust and to develop relevant support mechanisms in response to the findings, including the development of the Black, Asian and Minority Ethnic (BAME) and Lesbian, Gay, Bisexual and Transgender (LGBT) Champion roles.

Talent Development and Leadership Workforce Profile - As part of the Trusts approach to supporting the development of our leadership talent pipelines, the Deputy Director of TED is creating a new suite of workforce reports that will monitor the status and progression of the diversity make up of our leadership workforce to ensure that our leadership population is representative of our local community. This will support the CQC well led domain and demonstrates our commitment to valuing diversity.

Equality Dashboard - The Equality Duty requires public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Duty. Reports on workforce and patient demographics are published each year to meet the duty. However in addition to this annual report, in 2017 the Trust developed an Equality Dashboard, which is produced on a six monthly basis, which compares staff demographics to the local population and recruitment applicant demographics. This is reviewed by the Diversity and Inclusivity group and actions to ensure full inclusion for staff and applicants are developed. A copy of the latest Equality Dashboard can be found in the reading room.

Equality Questionnaire - Our staff views are important in driving our equality and diversity agenda forward, as well as to highlight things that we may need to improve to make sure the workplace is a fair and inclusive place for everyone. A short anonymous survey was developed and has been live

between February and March 2018 for staff to complete. The feedback will be used to help set future equality & diversity objectives and an action plan on how we can deliver these objectives moving forward. The survey also sought feedback on the type of equality staff support forums that staff would be interested in.

Diversity Champions/Networks – The Trust has two virtual staff networks for BAME and LGBT staff. There are also dedicated email accounts and mailing lists for BAME and LGBT support and designated LGBT and BAME champions who attend the D&I group.

The networks provide an arena for staff to raise their concerns, in a safe and confidential environment or to raise suggestions of how to improve the working environment and patient care for BAME and LGBT groups.

In the next 12 months, consideration is being made to expanding these groups further including celebrating events such as Black History Month and IDAHOT (International Day against Homophobia, Transphobia and Biphobia) day.

Diversity Events - To celebrate equality plus raise awareness and promote diversity and inclusivity at the Trust, the following events have taken place in the last 12 months:

- May 2017 - NHS Equality, Diversity and Human Rights Week – Information stands at each site
- October 2017 – Stress Awareness Week – Information stands for staff
- October 2017 – Black History Month - Information stand for staff
- November 2017 – Anti-Bullying Week – A series of training sessions and awareness drop in sessions
- February 2018 – Time to Talk Day – A series of events to help tackle the stigma around mental health including a staff mental health conference and training sessions

Important equality and diversity dates have also been incorporated in to the Trust's Engagement Calendar.

2.3   To research and sign up to relevant Diversity Charters including British Sign Language (BSL), Stonewall Champions, Safe Places and Time to Change.

Safe Places - Kings Mill and Newark Hospitals are now designated 'Safe Places' via the Patient Experience Offices. 'Safe Places' is a scheme run by Mencap to provide safe places in the community where vulnerable people with learning disabilities can go if they get into trouble or feel unsafe, frightened or bullied.

The Patient Services team liaise with Mencap's Hate Crime Co-ordinator on a regular basis to report any contacts we receive as a 'Safe Place'

Time to Change - In May 2017 the Trust signed the 'Time to Change' Employer Pledge demonstrating a commitment to all that we intend to change the way people think and act about mental health at work at every level in the organisation. The Trust has 27 employee champions at all three sites that are available to support staff with their mental health as well as raising awareness about the subject to help break down the stigma. There is also a dedicated Time to Change email address for staff to request support.

In October 2017 the Trust also commenced Mental Health Awareness Training for managers which now run on a quarterly basis.

Disability Confident - The Trust has been awarded as a 'Disability Confident Employer' for a further two years and is permitted to use this marque on our recruitment material to show we encourage applications from candidates with a disability.

<u>Mindful Employer</u> **-** The Trust continues to be a signatory to the
Mindful Employer Charter for the eighth year for employers who
are positive about mental health. This Charter helps the Trust to support staff who experience mental ill health.

<u>Remploy Work Placement Scheme -</u> In August 2017, the Trust signed up to Remploy's Pre-Employ work placement scheme, providing a four week unpaid work placement to candidates with disabilities or long term conditions with the view to the candidate being employed at the end of the placement without need for an interview if they have successfully completed the placement. We have had one placement in January 2018 which was successful and the candidate has now been employed on a substantive contract. Access to Work have fully funded any adjustments for the individual. The scheme is an excellent way to build disability confidence within the Trust, provides us with access to a wider pool of candidates and raises the Trust's profile as a diverse employer.

A case study on the successful appointment from the scheme is currently being developed with the view to encourage Trust managers to consider more placements within 2018/2019. The contract for the 'Pre-Employ' scheme will transfer from Remploy to Reed in 2018/2019.

<u>Stonewall Charter –</u> The Trust have been unable to sign up to the Stonewall Charter in 2017/2018 due to an annual cost of £3,000. Designated funding is not available for Diversity initiatives and there was felt to be minimal benefits to this membership cost. The main benefit would have been that the Trust would be able to use the Charter logo on recruitment materials to try and increase the diversity of our workforce and reinforce that the Trust is a diverse employer to potential applicants. The Diversity and Inclusivity group wish to revisit this in 2018/2019 and look at potential funding streams that would be available to support this fee.

<u>British Sign Language (BSL) Charter -</u> We have been unable to sign up to the BSL charter in 2017/2018 due to the closure of Mansfield Deaf Society who were going to support the Trust through this. However, the Trust will approach Nottinghamshire Deaf Society in 2018/2019 to see if they will support our application

2.4   To increase the number of staff who have self-reported equality data including disability and Sexual Orientation.

This action was postponed until after the ESR 2 upgrade. The old ESR portal will expire in June 2018 therefore a communications about the self-service functionality has been produced to go out to all staff by the end of May 2018. This objective will be carried over to next year's objectives

2.5   To investigate equality patterns identified in documents such as staff survey results and patient experience data around bullying, harassment and discrimination in order to improve the positive experience of attending the Trust either as an employee or patient.

<u>Staff Survey Results -</u> Staff survey results for 2017 were reviewed with some positive results for Diversity and Inclusivity being identified. The percentage of staff believing that the organisation provides equal opportunities for career progression or promotion was 90% (also 90% in 2016), placing SFH 6th nationally and top in the East Midlands. Also the percentage of staff experiencing discrimination at work in the last 12 months had fallen to 9% (2016 was 11%). SFH is 10th nationally for this score and second in the East Midlands.

<u>Patient Experience Data -</u> The Patient Experience department have an open invitation to attend the Diversity and Inclusivity group meetings to raise any issues in relation to Diversity and Inclusivity. Any concerns are also emailed through to the relevant manager and the Human Resources Business Partner to be addressed promptly. The only concern that was raised in 2017/2018 was in relation to the available of British Sign Language interpreters and resulted in the Patient Services Manager meeting with and agreeing a contract with Nottinghamshire Deaf Society to provide

interpreters for patients if required in addition to our existing interpreting contract with the Big Word.

2.6   Ensuring we comply with current legislation and public duty under EDS2 and WRES to include annually undertaking an EDS2 assessment to ensure the Trust's D&I objectives are relevant and improve the data collection of these results to include equality profiles.

Equality Delivery Standard 2 (EDS2) - This is a mandatory framework to assist the Trust with ensuring that we treat our patients and staff fairly and equally. It is mandatory that EDS2 grading is completed by the Trust annually, engaging and consulting with staff, patients, carers and communities to determine the goals to focus on i.e. what things matter the most for patients, communities and staff.

Grading takes place between May and October each year. In 2017, the 2016 results were analysed and any major recurrent themes fed back via the Diversity and Inclusivity group. The 2017 results are now available and have been presented at the March Public Involvement Forum. A working group is currently being developed to look at the results and individual comments in detail and produce an action plan in order to enhance the EDS2 evaluation process compared to previous years. The aim of the group will also be to try and increase the amount of people that will then complete the 2018 grading exercise which will commence again in May 2018.

Workforce Race Equality Standard (WRES) - The Workforce Race Equality Standard (WRES) is a mandatory framework that the Trust has 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 will inspect on the WRES implementation under the well-led domain.

The WRES is published in June each year based on the previous financial year's data. Early insight in to our 2017/2018 WRES return data is positive, with BME staff survey results showing significant improvement in relation to career progression and experiencing discrimination. In 2018, a WRES working group will be created with representation from across the Trust, to review the results and to help take any actions forward to improve race equality where necessary.

Table 1: SFH WRES data

	2015/2016 results	**2016/2017 results**
Trust staff from BME background	9.22%	8.69%
Local demographic from BME background	4.48%	4.48%
Trust board from BME background	80% white, 20% not stated.	88.46% white, 11.54% not stated.

Equality Impact Assessments (EqIA's) - Public Authorities have a legal responsibility under the Equality Act 2010 to assess their activities and to set out how they will protect people from discrimination on the basis of the protected characteristics. In addition to the protected characteristics, Socio-Economic Factors are also considered as part of the Trust's Equality Impact Assessment.

An Equality Impact Assessment should be carried out when developing or reviewing policies, procedures, clinical guidelines, strategies, services and functions. The Equality Impact Assessment process was streamlined in 2017 and audits now take place on a monthly basis. Compliance has been as follows:

Month	Compliance	Actions
December 2017	100%	To provide feedback on content of EqIA's to authors if required
January 2018	100%	To provide feedback on content of EqIA's to authors if required
February 2018	60%	To feedback to the Policy/Procedure/Guidance authors and

		request an EqIA is completed ASAP. To raise concern regarding compliance with Clinical Policy Team to ensure there is a process for Policies/Procedures/Guidance not to be fully signed off without a completed EqIA

3.   2018/2019 objectives

The 2018/2019 Diversity objectives are due to be agreed at April's Diversity and Inclusivity group however these are likely to focus on the following:

- To increase the knowledge of the Diversity and Inclusivity agenda across the Trust
- To embed the 'Time to Change' mental health employee support across the Trust
- To enhance the EDS2 and WRES process by setting up working groups to review and analyse the data and create individual actions plans
- To continue to ensure the Trust's services are fully accessible to all patients
- To increase the number of staff who have self-reported equality data including disability and Sexual Orientation