



The Dudley Group **NHS**
NHS Foundation Trust

SINGLE EQUALITY SCHEME

2012-2015





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Foreword

The Dudley Group NHS Foundation Trust (The Trust) Single Equality Scheme (2012-2015) is an important document, which is designed to embrace equality and diversity, by ensuring our service users and staff are empowered to maintain and build on The Trust's values of:

- Care
- Respect
- Responsibility

This Scheme sets out our commitment to Equality and Human Rights in everything we do whether that is in providing services, employing people, developing policies, communicating, consulting or involving people in our service delivery.

An objective of this Scheme is to provide a clear understanding of the significant objectives the Trust has set in relation to Equality and Human Rights. The Scheme is a long term commitment driven by the Trust's strategic objective to become a health care provider and employer of choice where people matter. This will require the Trust to embed equality, diversity and human rights (EDHR) into the organisation, policies, procedures, process and practice. Ensuring adherence to equalities legislation and understanding the changing and evolving needs and wishes of our local community and staff; for this reason much of the work will be ongoing.

Our Trust Board commits to monitoring our progress and reporting regularly and openly on the developments within this Scheme. Ensuring the Action Plan within the Scheme is relevant and progressive against the requirements of our service users and staff.

It is the responsibility of everyone within our organisation and service users to support and engage with the Scheme.

Actions arising from the Scheme require effective planning and support to ensure all stakeholders internal and external have a voice to enable the success of the Scheme for the benefit of all who use The Trust's services and those who work within The Trust.

The Single Equality Scheme is available in alternative formats on request. If you have any comments on the Scheme, please contact the Human Resource Director. All comments will be brought forward to the Diversity Management Group, who are responsible for strategy development and delivery of Equality and Diversity, and Human Rights (EDHR) projects and performance.

Chief Executive

Chairman



Introduction

As an employer the Trust has been proactive in promoting EDHR and dedicated to a provision of a service that is quality based and encompasses the needs of our diverse community. For the purposes of this document the following statements are provided for clarity:

- Equality is about equitable treatment for all individuals and is supported by legislation designed to address discrimination in whatever form it presents.
- Diversity is about recognising and embracing our individuality and cultural differences through inclusion; enriching the experiences of all stakeholders and The Trust.

Equality and Diversity are not interchangeable, successes and failures in either are experienced throughout. It is not possible to create equality of opportunity if diversity is not recognised and valued.

What is a Single Equality Scheme?

It is recognised that there is a significant amount of service (e)quality improvement and patient liaison that is already being conducted throughout the Trust. This Single Equality Scheme (SES) is not designed to replace any of this activity, but will capture and record existing and ongoing improvements to service and interaction between the Trust, Patients and representative groups.

An SES is a plan which outlines how we will promote equality through every aspect of our work. It takes into account the constant and rapid change among the communities we serve and their health care needs and it takes a human rights based approach to what we do.

The Equality Act 2010 consolidates, harmonises and expands existing discrimination laws into one Act. It also includes a single public sector duty to eliminate discrimination and promote equality which will apply to all the nine protected characteristics;

- Race
- Disability
- Sex
- Age
- Gender Reassignment
- Pregnancy & Maternity
- Religion and Belief



- Sexual Orientation
- Marriage and Civil Partnership

This document is to be considered as The Trust's strategic approach to embedding equality and diversity into how we do business; it does not contain objectives for the improvement of specific health services or specific areas of clinical need. This document aims to outline The Trust's overall vision for ensuring that equality and diversity becomes a core operating principle for our service planning and delivery, resource allocation, decision making and workforce development.

SES principles

The principles underpinning the Trust's SES are indistinguishable from the Trusts core values of: care, respect, responsibility:

Strategic principles

- Ensure that equality issues are at the mainstream of policy and day to day practice across the Trust
- To promote an environment where patients and their families are confident that, in choosing The Trust for their care they will be treated with respect and dignity; that their specific needs will be met.
- To ensure clinical and non clinical services are accessible, culturally appropriate and that the outcomes are equitable.
- To support the Trust's objectives to be an employer and hospital of choice where people matter.
- To ensure the Trust has a well trained and informed workforce that reflects, at all levels, the diversity within the population it serves.
- The Trust is widely recognised as an organisation that promotes equality and challenges discrimination as an employer and as a service provider.
- The Trust has up to date policies that have been equality impact assessed and, as a minimum, meet the legislative requirements of the day.
- The Trust is compliant with the Care Quality Commission Standards, the Equality, Diversity and Human Rights (EDHR) Public Sector Duties and with current Equality Legislation.



Operational principles

- Equality and diversity considerations are incorporated into all Trust activities so that it becomes part of “the way we do things”
- Staff will promote equality by challenging misconceptions, stereotypes and prejudice and by highlighting and working to eliminate any practices that are potentially discriminatory.
- Equality impact assessments will be an integral part of the development of policy, practice and procedures, of planning and changes to service provision.
- Staff will work with patients and their families in ways which, wherever possible, take into consideration that they may have different attitudes, values and beliefs about health and healthcare. Where it is not possible to take this into account, clear information and explanations will be provided.
- Barriers to services and employment will be identified and removed; where barriers cannot be removed adjustments will be made.
- The social model of disability will be applied; the social model applied to disability states that: “it is the response of society to people with impairments not the impairment itself, which creates disability. The responsibility lies with the organisations and institutions of a society (not with the individual) to take action to remove barriers and facilitate access.” This approach will be applied to the other groups with protected characteristics covered by this Scheme, Trust Policies and Processes.
- Auxiliary aids and services will be provided where these will facilitate access
- Equality of opportunity in recruitment and employment practice and the lawful use of positive action initiatives will be promoted.
- The Board will also ensure that the needs of different groups are explicitly considered and taken into account in its own strategic and policy development, and satisfy itself that their needs have been considered and appropriately included in work submitted to the Board for decision, endorsement or approval.
- The Trust ensures that it retains its registration and is compliant with standards set and audited by Monitor.



SES Objectives

Objective 1: Engagement and Promotion

- Support the achievement of the Trust's corporate objectives; including working successfully in a changing NHS environment;
- Support patient groups, identifying where there are gaps in services which affect our service to patients
- To invite and prepare a series of Diversity awareness sessions for Trust staff and representatives from the 9 protected characteristics.
- To proactively identify areas where the Trust may be deficient in supporting any of the characteristic groups.
- To review processes in high profile areas i.e. elderly care with a view to increasing patient, carer and family satisfaction.
- To engage with staff in high profile areas to identify where support would be best placed to give maximum results

Objective 2: Baseline Information

- Equality Impact assess all new policies and services against the requirement of all 9 protected characteristics
- Review appropriateness of current statistical reporting and where required expand to include all protected characteristics
- Review/identify whether there is a protected characteristic that is experiencing a barrier to accessing services or employment
- Review how suppliers are adhering to equality legislation in the operation of their business, providing support where required
- Review workforce activities to ensure there are no barriers to access, training, development , promotion, recruitment or selection

SES Structure

This SES follows a structure which outlines the Trust's approach and commitment to equality and diversity under a series of themes, with four strategic and three enabling themes:

Strategic Themes

1. Patient Experience and Access
2. Workforce
3. Membership
4. Tendering, Contracting and Supply Chain Management

Enabling Themes

1. Leadership and Governance
2. Building the evidence base
3. Equality Impact Assessments



Strategic Theme 1: Patient Experience & Access

This theme addresses the day-to-day experience of patients and service users when accessing a service, the delivery of the service and the treatment outcomes. This scheme does not aim to replicate service delivery plans, but to ensure that service users are experiencing equitable access and high standards of quality of care regardless of any protected characteristics. The focus of The Trust's work on patient experience will link to, and be developed through, the five dimensions of patient experience, as follows:

Safe and high quality of co-ordinated care – In terms of safety, the safeguarding policies are equality impact assessed. Actions arising from service impact assessments will be widened to ensure the needs of all 9 protected characteristics are identified and considered. Completion of this action will provide our service users with a co-ordinated care experience that considers the different cultures and individual needs of our service users.

Better information/more choice – In the context of equality, diversity and human rights the:

- implementation of this SES;
- monitoring of the action plan;
- publication of Equality Assurance;
- published objectives;
- monitoring the Scheme's progress by the Diversity Management Group

will have an outcome of targeted and tailored information and services to service users regardless of any protected characteristic. The personalisation of services to individuals will support work in this area, and the Trust will ensure that Staff have the skills and competencies required to tailor services appropriately.

Building better relationships – Improvements in this area will be supported by developing the skills and knowledge of our workforce to better understand the needs of a diverse community and to consider care and service needs instinctually as we culturally embed our strategic objective of being recognised as a Trust where people matter. Equality and Diversity Training will underpin the drive to ensure our staff understand the differing needs of individuals who require our services.

This approach, combined with effective diversity management to support identification of specific areas for development, would improve the Trust's service user's experience.

Monitoring Patient Access - access sites and services across all sites that form the Dudley Group NHS Foundation Trust is a key aspect of our service delivery. Whilst previous surveys have been undertaken the changing profile of the community we serve and the advances made in the way we delivery our service requires regular



review of access facilities, signage, hearing loops, availability of wheelchairs and ramps, where required.

Clean, comfortable and friendly environment – As a Trust we want to deliver the highest quality services possible to our patients ensuring they have a positive and supportive experience in a clean, comfortable and friendly environment.

In order to maintain a quality service where people matter most the Trust continually reviews all aspects of service delivery. Where the Trust, through staff or patient engagement, identify a need for improvement or discover a new or innovation approach to patient care, the Trust will take the appropriate action.

Where there are changes to our buildings and facilities; EDHR and patient experience will be actively built into the plans. Ensuring our patients receive continuous care and a quality service during any proposed or ongoing changes.

Key Outcomes/Actions

The trust has 4 key strategic outcomes for this Theme.

1. Services will be accessible to all service users regardless of their needs clinically, socially or protected characteristic.
2. The service will remain flexible and responsive to the changing demands and profile of the Trust's service users.
3. Any changes to service delivery, identified workforce development, and/or access to services will appear seamless to the service user due to consideration for equality, diversity, service delivery and quality of care being undertaken at the planning stage
4. All service users, staff, suppliers and contractors will be able to access clear communications, support and advice from a Trust that lives its values of:
 - Care
 - Respect
 - Responsibility

Strategic Theme 2: Workforce

Development

This theme focuses specifically on the development of a workforce and work culture that promotes equality of opportunity and demonstrates the Trust's capacity to deliver services to our community. The Trust monitors access to training and development for all employees reporting on access by protected characteristic, current information can be found on the Trust HUB and external Website



Staff Monitoring

The Trust monitors the profile of its staff and publishes the data on an annual basis. This data is available to all employees via the Trust intranet (HUB) and to the Public via the Trusts website.

Equal pay

The Trust complies with Agenda for Change, which was designed to eliminate unfair differentials between individuals in different professional group by introducing pay/job banding.

Currently, job banding is undertaken by trained managers within HR and by members of Staff side/recognised union representatives; thus ensuring consistency of representation within the job banding process. In order to promote transparency of this process the Trust has undertaken to train a cross section of staff in job matching. This will ensure the job banding panel is representative of a wider mix of employees, management and staff side/union representation.

Consistency checks are undertaken by persons who were not involved in the initial job banding process. All new vacancies and internal vacancies that have had a significant change in responsibilities will be banded in this manner.

Learning and development: Equality and Diversity Training

Equality and Diversity training, as a topic, is regarded as mandatory and is delivered in a number of ways. There is a generic module that is mandatory for all staff within the Trust; covering essential elements in a DVD which was made in the hospital developed by HR practitioners. Following the learning, there is a questionnaire which has a pass mark. To remain compliant staff are required to complete the learning every three years.

Training available associated to Equality and Diversity:

- There is a programme of Leadership Development training that equips Line Managers with the tools and skills to perform all managerial and technical aspects of their role. "Managing Recruitment" is a one day workshop offered within the programme which includes a total over view of the processes. It focuses on skills required, which involves equality and diversity at the heart of selecting the right person with the right skills. Anyone involved in Recruitment can access the learning.
- Safeguarding Children is mandatory for all staff, which has key links to equality and diversity. The level of competence required is dependent on job role.



- Safeguarding Vulnerable Adults is a mandatory requirement for certain staff groups.
- Mental Health Awareness training has been available for staff, and from Jan 2012 will become mandatory depending on job role. This includes dementia awareness training.
- Working with Deaf People is run regularly and available for all categories, this includes managing interpretation.
- Impact assessment guidance and templates are available to all staff on the HUB.

Staff engagement and satisfaction – The Trust measures staff satisfaction, as follows:

1. The annual NHS Staff Surveys

Actions arising from the analysis of this data specifically in relation to equality and diversity will be reported into the Diversity Management Group for further discussion and potential future projects.

2. The Trust holds 'Listening in Action (LiA)' events; these events are designed to encourage our staff to discuss their experiences with a view to assisting the Trust to understand the effect current, processes, systems, ways of working have on staff.

An LiA commences with a 'mood meter' survey. This short survey of a representative group of employees, and is designed to provide the LiA Group with an understanding of the employee's experiences particularly in relation to specific areas of interest to the employee. An LiA may take place for a number of reasons:

- When the trust wants to explore how employees might think about the introduction of a new initiative i.e. Health and Wellbeing.
- When the Trust is considering changes to the working environment, work processes, or systems of work. This is outside of and should not be confused with the consultation process.
- When the Trust wants to engage with the workforce to encourage communications and innovative ideas driven by the employee.

This list is not exhaustive.

A mood meter ensures the Trust is able to cover and open up discussion on the main areas of concern during the LiA event.



Key outcomes/actions

The Trust has two strategic intentions under this theme.

1. We will have a workforce that can deliver services effectively to and for our community now and into the future. This will be achieved through the following outcomes:
 - Where appropriate and possible we strive to have a workforce that reflects the community population or professional disciplines, where we recruit locally, for example, for nursing assistants and nationally for example Doctors.
 - The Trust has year on year reporting of the Workforce statistics:
 - Where minority groups appear to be under-represented within the differing staff bands the Trust will strive to improve this situation.
 - All staff will maintain equality and diversity skills and knowledge relevant to their work role
2. Trust staff will experience a work culture where they are safe, supported and respected; where they experience having a voice and making a difference. This will be achieved through open, transparent and dynamic engagement with all staff groups;

The Trust will know it has been successful when there is improvement in performance in the specific areas of the staff survey where it has been highlighted that we do less well.

Strategy Theme 3: Trust Membership

The Trust is committed to attracting, retaining, engaging and developing a diverse membership that supports equality of opportunity for all 9 protected characteristics.

Recruitment and engagement of members is undertaken in the following ways:

- Face to Face; by participating in events within the constitutional boundaries defined in our Trust constitution.
- Hosting public awareness and involvement events at our Trust locations and other community venues.
- 'Your Trust' Members Magazine
- Placing an invitation to sign up as a Member within the first clinical appointment communication



- Membership application forms at prominent locations
- Trust website encourages potential members to apply online
- Staff are automatically members of the Trust when employed unless they choose to opt out.

The Trust's Membership comprises of patients, members of the public and staff. Public and staff representatives are elected to the Council of Governors. The Membership Recruitment and Engagement Strategy Document contain the statistical information on current membership, local demographics and reviews actions to be taken to engage and recruit members from the local community

Whilst the membership is reflective of the communities we serve, statistical data on the following is not currently captured:

- Religion
- Sexual Orientation
- Transgender
- Marriage and/or civil
- Pregnancy or maternity
- Disability

The Trust's vision for the membership is to be a dynamic and successful partnership.

Key Outcomes/Actions

The Trust's strategic intention under this theme is:

The Trust will endeavour to ensure that persons in the 9 protected characteristics be given equal opportunity to become Members and Governors. The Trust will monitor membership and governors, by equality strands, where information is available..

We will know we have been successful when our membership reflects the diverse communities we serve.

Strategy Theme 4: Tendering, Contracting and Supply Chain Management

Managing Suppliers

It is clearly important that contractors to the Trust understand the equality and diversity responsibilities. This is a concern throughout the public sector, as work can be outsourced and organisations become legally responsible for the equality aspects of work that others are delivering.

The Trust's key actions are to ensure that:



- Aspects of procurement are equality proofed;
- Standard Conditions of Contract will include a clause requiring suppliers to comply with Equality legislation
- Contract Specifications, where appropriate, are informed by an equalities analysis of the work to be done;
- Contract Specifications, where appropriate, have clear equality requirements;
- Relevant tenders and contracts have equality indicators against which performance is measured.

Key Outcomes/Actions

The Trust's strategic intention under this theme is:

The Trust's contract and supply chain management will promote equality and inclusion and will work with suppliers who support this commitment. This will be achieved through the following outcomes:

- Suppliers are awarded contracts with the Trust who agree to comply with Equality legislation
- Ensure contracts, where appropriate, include clear requirements for equality monitoring and reporting which will be reported to the Diversity Management Group.

We will know we have been successful when our suppliers demonstrate they comply with the requirements of Equality legislation, or where appropriate, have an improvement plan in place to ensure that they will achieve this.

Enabling Strategies

Enabling Strategy 1: Leadership and Governance

The Trust Board, senior clinicians and senior managers all have a key role to play in developing and supporting the Single Equality Scheme, Equality Assurance document and delivering the associated Equality Objectives.

An effective approach to equalities is built upon leadership and Board level commitment, clear accountability for the delivery of targets and a positive organisational ethos in which there is support and ownership at all levels. An Annual Report to the Risk and Assurance Committee and subsequently to the Board will confirm compliance with the statutory duties and the progress achieved in implementing the arrangements specified in the Single Equality Scheme and the Trust's Equality Assurance document, Action Plan and Objectives.

Whilst the Chief Executive has overall accountability at Board level for the development and implementation of equality and diversity, the Human Resources Director ensures the effective operational delegation of duties and responsibilities



within the Trust and promotes the learning and best practice arising from the work of front line clinical and support staff in delivering care that accords with the principles of equality, diversity and human rights.

As part of their role, the lead Director ensures that they are regularly briefed by the professional officers of the Trust and are apprised is to ensure effective leadership, the appropriate resourcing of equalities commitments and the presentation of regular reports to the Risk and Assurance Committee.

Whilst executive leadership and commitment are essential, the ownership of equalities amongst staff throughout the Trust is equally important and reflected in the governance arrangements and specifically the:

- establishment of a Diversity Management Group, chaired by the Human Resources Director and reporting to the Risk and Assurance Committee and Board
- consideration of equality issues in all reports to Board and Board committees via a report front sheet
- creation of an increasingly representative workforce and the celebration of diversity
- mainstreaming of equalities in all Job Descriptions and Person Specifications
- use of equalities training and developmental opportunities to build skills, knowledge and commitment
- mainstreaming of equalities into induction, supervision, personal development processes and team meetings
- dissemination of equalities briefings and staff participation in various events

The wider corporate management team understand the importance of the Single Equality Scheme, Equality Assurance Document, Equality Objectives and the expectation that published targets/outcomes will be achieved. They provide both the leadership and resources necessary to ensure successful implementation.

The ultimate responsibility for policy development and the delivery of equalities, diversity and human rights however, rests with the Chief Executive and the Executive Directors of the Trust.

Staff at all levels in the Trust are responsible for ensuring that their behaviour at work is consistent with the strategic outcomes and working principles set out in this Single Equality Scheme and associated Trust policies and guidance. They are responsible for maintaining the profile of equality issues, promoting the scheme internally and ensuring that staff are aware of their responsibilities and take advantage of the support and training available to them to meet these responsibilities.

All staff are responsible for promoting equality and for avoiding discrimination in the way they work, ensuring that reasonable adjustments are made to ensure equality of access. Staff are expected to participate in relevant training and learning



opportunities provided within the Trust and to play an active role in the Diversity Management Group when required.
of key issues. An integral part of this role

Key Outcomes and Actions

The scheme will achieve the following:

- Inform and influence decision making and governance at Board and very senior management level, raising the profile of equality issues and responding to these
- Ensure that staff are clear about their roles and responsibilities in the Trust's action to promote equality, driving improvements, overall awareness and reducing inequality and discrimination
- Help the public to understand what the Trust is doing to respond to the recommendations.

An Annual report to the Board will confirm compliance with the statutory duties and provide a clear indication of the progress made in implementing the Single Equality Scheme, providing Equality Assurance and related Action Plans and Objectives.

Enabling Strategy 2: Building the Evidence Base

The Trust believes in delivery of evidence based practices, it is for this reason all aspects of EDHR will be monitored and evidenced using the following methods:

- With the use of Trusts Performance Accelerator software programme the equality objectives identified by the CQC will be monitored and evidence within this electronic database. Reports will be produced at least annually and appended to this document.
- PALS and Trust Communications are engaged in developing an evidence based patient survey. Whilst it acknowledged that patients complete the survey reports on a voluntary basis, the Trust will encourage involvement by providing clear and unambiguous information on why the data is required, how confidentiality is assured and the benefits to the future development of a quality service.
- NHS Staff Surveys results are used to identify national trends in EDHR concerns. These outcomes will be reviewed to enable the Trust/Diversity Management Group to proactively plan new actions for the prevention of discrimination.
- Internal equalities monitoring statistics are published on an annual basis and an analysis of the data will be reviewed by the Diversity Management Group. The annual equalities statistics are published on The Trust Website A review of complaints and compliments received and recorded by the PALS Team
- The Diversity Management Group meetings are attended by representative groups and a cross section of the Trust Staff. Attendance at these meetings



are viewed as a valuable resource of feedback for the Diversity Management Group.

Key Outcomes/Actions

The Diversity Management Group is made up of a cross section of the Trust staff, union/staff side representatives; involvement in this open meeting is encouraged.
[Appendix 1](#), (Terms of reference))

The Diversity Management Group will analyse the data and information collected by the Trust with a view to identifying the results of current improvements and potentially new actions that can be planned into the SES Action Plan. This information will be reported to the Risk and Assurance Committee and subsequently to the Trust Board. The Diversity Management Group will be able to:

- Clearly state The Trust's position in relation to promoting equality outcomes through all aspects of health service delivery.
- Identify the priorities for action over the next three years to proactively move the agenda forward and achieve tangible results.

Enabling Strategy 3: Equality Impact Assessment

Equality Impact Assessment (EIA) is one of the key drivers for each of our commitments and provides the critical systems tool for identifying priority areas for action and measurable outcomes. This tool provides a key mechanism to aid service development, changes and the opportunity to promote equality through such developments.

An EIA is a systematic appraisal of the actual or potential effects of a service or policy on people; particularly the protected characteristic groups. EIA's are conducted to ensure compliance with public duties on equality issues, but more importantly to ensure effective policy making and service delivery that meets the needs of all groups. EIA's are published on the Trust Intranet as such are available all staff/on-site service deliverers.

All EIA's are reviewed three yearly or during periods of change to service or policy whichever is the sooner. An EIA is in two parts supported by notes to assist completion the links below will take the reader to the appropriate forms and supporting notes;

- Screening Tool – can be accessed from the HR page within the Trust's Intranet (HUB)
- EIA Template – can be accessed from the HR page within the Trust's Intranet (HUB)
- EIA Screening Tool - Notes can be accessed from the HR page within the Trust's Intranet (HUB)



Additional support or advice for completion of the EIA can be provided on contact with the Human Resources Department.

Embedding the Process

The current EIA process for services and policies is ongoing. All EIA's are assessed and agreed with Departmental Managers/Matron's prior to publication on the Trust's intranet.

Whilst it is proposed to retain the policy and process for EIA's for services; where there is an action plan identified, this will be reported to the Diversity Management Group; by the Diversity Management sub-group responsible for monitoring service EIA's, who will request regular updates against the action plan.

Identified action plans and subsequent progress will be included in the annual report to the risk and assurance Committee and subsequently the Trust Board.

The Community we serve

Local Government Census is a valuable source of demographic data that the Trust uses to measure internal performance against local external demographics.

The Local Government Census will also be reviewed against other equality measures e.g. patient access, DNO's etc., to evaluate if there are any areas or groups of people within our community that are not currently considered or who are potentially experiencing barriers to access our services.

Our Trust

The Trust's vision and values of;

- Care
- Respect
- Responsibility

are publicised throughout the Trust and are embedded within our culture, policies and procedures.

The Trust reaches out into the community by providing community services, a review of the patient equalities data for this service may also provide information on any patient demographic or protected characteristic that are potentially facing barriers to access our services.

The Trust invites representatives from and attends external meetings held by representative groups which are focused on the relevant speciality, for example:

- Black Country Fibromyalgia Support Group,



- Learning Disability Liaison Group,
- Physical Sensory Board,
- Breathe Easy Group,
- Ileostomy Association,
- Cancer Support Dudley,
- Dudley Kidney Patients Committee,
- Quality and Practice Development Team – Lung Cancer/Respiratory,
- Quality and Practice Development Team – Rheumatoid Arthritis

This list is not exhaustive.

Statistical data on our workforce is located on the HUB



Appendix 1

DIVERSITY MANAGEMENT GROUP

TERMS OF REFERENCE

1. Constitution

- 1.1 The Risk and Assurance Committee resolves to establish a reporting group to be known as the Diversity Management Group. The Diversity and Management Group in its workings will be required to adhere to these Terms of Reference and has no delegated powers outside of these.

2. Membership

Human Resources Director
Human Resources Manager
P.A.L.S Manager
Chaplaincy Team Leader
Governance Manager
Clinical Education Lead
Leadership and Management Development
Estates and Facilities Project Manager
Head of Procurement
Head of Communications and Customer Care
Staff Side Representative

3. Attendance

- 3.1 The following shall be entitled to attend and receive papers to be considered by the Group:

Directorate General Manager
Patient Representative Groups
Clinical Representatives

- 3.2 Other managers/staff may be invited to attend meetings depending upon issues under discussion.

- 3.3 The Head of Human Resources will ensure that an efficient secretariat service is provided to the Group.

4. Quorum

- 4.1 A quorum shall be the Chair, or their appointed deputy and 5 members.

- 4.2 The Chair of the meeting will ensure that a deputy is appointed to preside over a meeting when the Chair is unavailable or has a conflict of interest.



5. Frequency of meetings

- 5.1 The Diversity Management Group will meet 4 times per year and all supporting papers will be circulated 7 days in advance of the meeting.
- 5.2 Copies of all agendas and supplementary papers will be retained by the Chair in accordance with the Trust's requirements for the retention of documents.
- 5.3 The Chair will supply the secretariat service to the meeting.
- 5.4 The Chairperson of the Diversity Management Group has the right to convene additional meetings should the need arise and/or in the event of a request being received from at least 2 members of the Group.
- 5.5 Where members of the Diversity Management Group are unable to attend a scheduled meeting, they should provide their apologies, in a timely manner, to the Secretariat of the Group and provide a deputy (the deputy does not form part of the quorum group unless agreed with the Chairperson).

6. Authority

- 6.1 The diversity Management Group is a formal Sub-Committee of the Risk Committee. The Diversity Management Group has devolved authority to manage and implement the equality and diversity agenda within these terms of reference only.

7. Duties

The duties of the Group can be categorised as follows:

- To monitor compliance with the equality & diversity agenda throughout the Trust
- Promote equal opportunities across protective characteristics:
 - race,
 - disability
 - sex
 - age
 - gender reassignment,
 - pregnancy & maternity
 - religion or belief
 - sexual orientation
 - marriage & civil partnership,
- To monitor and ensure compliance with relevant standards, legislation, and those governed by the NHS constitution, CQC, Monitor and the Equalities and Human Rights Commission

- 7.1 The aim of The Diversity Group is to make a positive contribution to the equality and diversity agenda by:

bringing together lead managers from across the Trust with significant input into the equality and diversity agenda.



- being responsible for the implementation of the Equality and Diversity Strategy (as set out in the Single Equality Scheme) and agreed by the Risk Committee.
- keeping abreast of new initiatives and legislation and develop strategies in response.
- being a resource that any department or individuals can access for equality and diversity advise; the Group will Promote knowledge and information on aspects of diversity
- Ensuring the Trust meets its legal duties, satisfies the Care Quality Commission and Monitor standards, and demonstrates a positive approach to equality and diversity.
- Empowering staff and patients to influence and challenge the culture of the organisation and driving changes arising from this
- Ensuring that the Trust has a robust Single Equality Scheme in place which is reviewed and updated regularly in consultation with staff, patients and the public
- Monitoring progress against the Single Equality Scheme action plan
- Ensuring that Equality Impact Assessments are carried out and that the outcomes are appropriately reported and are published on the Trust's website
- Engaging with and working in partnership with representative organisations, patients and staff to define areas for improvement or future action
- Embed the principles of equality and diversity to ensure that implementation becomes a corporate responsibility rather than the concern of any single department.
- Communicate objectives and actions to all stakeholders including service users, members of the public, partner organisations and employees.
- Reviewing services offered to patients and staff to ensure they are accessible to all where reasonably practicable
- Review guidance and recommendations from external bodies and the SHA
- Prepare and Annual Report. The Annual Report will be presented to the Risk Committee and Board of Directors.
- Set up and manage working groups to implement and advise on particular areas.

8. Reporting

- 8.1** The Diversity Management Group reports to the Risk and Assurance Committee and is required to comply with any reporting requirements set by the Risk and Assurance Committee as to format and frequency.

9. Review

- 9.1** The Diversity Management Group will maintain a register of attendance at the meeting. Attendance of less than 50% will be brought to the attention of the Chair of the Group to consider the appropriate action to be taken.

- 9.2** The attendance record will be reported as part of the Annual Report.

- 9.3** The Terms of Reference of the Group shall be reviewed by the Risk and Assurance annually



The Dudley Group **NHS**
NHS Foundation Trust