

Appendix A

Single Equality Scheme Action Plan April 2009 to April 2012

1. Leadership and Commitment (cont)					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
	Executive Directors Divisional Directors Directors and senior managers act to promote equality and diversity issues within their area of responsibility	Executive Directors and senior Trust managers	Ongoing	Minutes of Equality and Diversity Steering Committee Directors' E&D matrix of actions identify when EIAs are undertaken for each service area	✓	✓	✓	✓	✓	✓
The Board individually and together challenge discrimination and inequalities when it is identified	The Board is aware of their duties under the Race Relations Amendment Act , Disability Discrimination Act and Equality Act. The Board and the Clinical and Corporate Governance Committee receives progress reports and reviews plans on legally required aspects of E&D at least annually. The SES is monitored and evaluated at Board level.	Chief Nurse and Operating officer and Non-Executive Director of E&D	Ongoing	Board minutes/reports/agendas demonstrate that actions and changes are taken to challenge discrimination and inequalities when they are identified	✓	✓	✓	✓	✓	✓

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2. Strategy and Service					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
<p>There is equal access to services for all, regardless of race and ethnic groups, disability, gender, religion or age or sexual orientation</p> <p>Appropriate accessible services in place in response to the health needs of the population and those who may be excluded and need a different method of access</p>	<p>The organisation has identified policies and functions relevant to race, disability and gender equality</p>	<p>Executive directors</p>	<p>April 2009</p>	<p>Single Equality Scheme published on website including relevant functions and services list</p>	✓	✓	✓	✓	✓	✓
	<p>Amended EIA toolkit re-launched</p>	<p>HR Project Manager</p>	<p>February 2009</p>	<p>EIA toolkit on Website</p>	✓	✓	✓	✓	✓	✓
	<p>All Directorates, Clinical Divisions and Corporate Functions receive EIA of service training</p>	<p>Clinical Division Directors/ Associate Directors of Operations</p>	<p>By October 2009</p>	<p>Attendance list of EIA workshops and training records</p>	✓	✓	✓	✓	✓	✓
	<p>All services are Equality Impact assessed with action plans to rectify any areas of adverse impact on any group</p>	<p>Clinical Directors/ADO Divisional OD manager</p>	<p>December 2010</p>	<p>Evidence of completed EIAs of services is in place with action plans to address any adverse impact are implemented</p>	✓	✓	✓	✓	✓	✓
	<p>All new policies and strategies are impact assessed before being signed off</p>	<p>Clinical Directors/ADO Divisional OD manager</p>	<p>Ongoing</p>	<p>EIA forms completed</p>	✓	✓	✓	✓	✓	✓

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2 Strategy and services (continued)	Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Human Rights					
						Race	Disability	Gender	Age	Religion	Sexual orientation
<p>Services and care given are experienced and perceived by all sections of the community as :</p> <ul style="list-style-type: none"> -Fair -Meeting their needs - Respecting their cultural religious identity - reasonable adjustments are made to service for patients with a disability - providing choice 	<p>Promotes and provides information on services by various methods and in relevant languages Information is available in alternative formats of Braille , large print audio and "easy read" , pictorial information available</p>	<p>Head of Governance</p>	<p>Ongoing</p>	<p>Information leaflets for patients in top 6 spoken languages in Camb</p>	✓	✓	✓	✓	✓	✓	
	<p>"Patient passport " developed for patients with a learning disability with traffic light system developed with LDP</p>	<p>Director of Operations</p>	<p>September 2009</p>	<p>Patient passport in place</p>		✓					
	<p>Local action plan for access for Learning disabilities as result of SHA/LDP assessment Adjust services in line with DDA/ Michaels/Age</p>	<p>Director of Operations</p>	<p>April 2009</p>	<p>Local Action plan with completed</p>		✓					
		<p>Clinical Directors /Divisional ADO</p>	<p>Ongoing</p>	<p>Evidence of adjustments made eg adjust appointment times</p>		✓		✓			
	<p>Listen to the needs of the patients through Foundation Trust members, patients and the public and adjusts services accordingly</p>	<p>Director of Patient Engagement and Public Involvement</p>	<p>Ongoing</p>	<p>Annual report available in various formats</p>	✓	✓	✓	✓	✓	✓	
	<p>Give guidance to patients</p>	<p>Clinical Director/ADO</p>	<p>Ongoing</p>		✓	✓	✓	✓	✓	✓	

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3 Patient and Public involvement and consultation	Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Human Rights					
						Race	Disability	Gender	Age	Religion	Sexual orientation
<p>There is information for patients and the public about what health services are available for them</p> <p>Local people from all groups have similar levels of satisfaction with the service and consider that services work with their needs in mind</p>	Foundation Trust (FT) members, patients and the public attend key forums eg Board of Governors and focus groups	Director of Patient Experience and Public Engagement	Ongoing	Minutes of meetings	✓	✓	✓	✓	✓	✓	
	FT members, patients and the public are involved in developing information leaflets.	Director of Patient Experience and Public Engagement	Ongoing	Minutes of meetings	✓	✓	✓	✓	✓	✓	
	Complaints policy accessible to all such as "easy read" version and other formats	Director of Patient Experience and Public Engagement	September 2009	Different formats of leaflets available	✓	✓	✓	✓	✓	✓	
	Equality and diversity issues raised from complaints are acted upon by service areas producing action plans	Clinical Directors/ADOs	Ongoing	Monitoring of complaints statistics by equality groups in place Action plans as a result of complaints are acted on and followed through	✓	✓	✓	✓	✓	✓	

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3 Patient and Public involvement and consultation (continued)	Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Human Rights					
						Race	Disability	Gender	Age	Religion	Sexual orientation
Local people in all groups know about and actively use opportunities available to influence and deliver development, delivery and monitoring of health services	Foundation trust members, patients and the public are invited to attend focus groups reported in Board of Governors meetings and members' newsletter	Director of Patient Experience and Public Engagement	Ongoing	Minutes of meetings/newsletters	✓	✓	✓	✓	✓	✓	
	Foundation Trust members are representative of the population profile	Director of Patient Experience and Public Engagement/Trust Secretary	April 2010	Actions and steps taken to redress any imbalances published within Annual plan	✓	✓	✓	✓	✓	✓	

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4 Health					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
The organisation is knowledgeable about the health and inequalities experienced by different minority/disadvantaged groups	Published up to date information on the ethnicity of the population and their differing health needs and other groups in local population and the differences in health in conjunction with Cambs PCT Public health director	Medical Director	June 2009	Population data is interrogated, analysed and followed through and feeds into policy making	✓	✓	✓	✓	✓	✓
Priorities are influenced by the health needs of the local population	Complimentary quantitative and qualitative data sources combined with information from patient/ public focus groups forums local consultation and research	Director of Information Systems and Analysis and other relevant executive directors	Ongoing	Data collected informs commissioning process	✓	✓	✓	✓	✓	✓
Evidence based strategies and action plans are use to reduce inequalities	To work with the PCT Arrangements in place to monitor and analyse changes in population and health experience by minority groups and to use this information in commissioning of services	Director of Commissioning and Executive directors as appropriate	Ongoing	The Trust is involved in networks to inform commissioning of services	✓	✓	✓	✓	✓	✓

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4 Health (continued)					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
	To ensure the trust works closely with the SHA and Public health Cambs PCT to provide ongoing data to inform commissioning. In line with the Department of Health World class Commissioning document	Director of Commissioning	Ongoing	Commissioning documentation	✓	✓	✓	✓	✓	✓
Inequalities in health experience between different groups narrows	Work with Cambs PCT Director of Public health and others to look at root causes of inequality in the local population in line with East of England SHA <i>"Towards the best Together"</i>	Medical Director	April 2010		✓	✓	✓	✓	✓	✓

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5 Accessibility and Communications					Human rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
All people can access buildings	Ensure ongoing DDA audits of the trust's buildings are carried out and adjustments put in place	Director of Estates and Facilities	Ongoing	Audits results		✓		✓		
Patients' differing diets are catered for	Diverse food menus in place providing foods according to differing physical, religious and cultural needs Assistance given to feeding patients according to needs	Director of Estates and Facilities Chief Nurse and Operating Officer	Ongoing Ongoing	Menu	✓	✓		✓	✓	
Patient facilities are accessible to all take into account diverse patient needs and their dignity	Provision of single sex accommodation, single rooms and privacy and dignity continues to be complaint with DH recommendations on single sex accommodation apart from those categorised as high Clinical dependency	Director of Estates and Facilities	Ongoing	Policy on management of single sex accommodation Paper presented to Board April 2008	✓	✓	✓	✓	✓	✓

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5 Accessibility and Communications					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
<p>All patients and the public understand Information about the services provided and the procedures and treatment to be given to them and accessible to all</p> <p>All have access to complaint procedure</p>	<p>Information can be provided in all formats, languages large print, Braille, moon, audio tape " easy read "</p> <p>Services adjusted to meet DDA requirements</p> <p>Complaints procedure in accessible formats Complaints monitored by equality group</p>	<p>Head of Governance in conjunction with All Clinical directors/Divisional ADOS/Divisional OD manager</p> <p>All Clinical directors/Divisional ADOS/Divisional OD manager</p> <p>Director of Patient Experience and Public Engagement</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>December 09</p>	<p>Patient literature</p> <p>DDA audits</p> <p>EIA of Complaints procedure</p> <p>Complaints monitoring statistics</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>
<p>All public relations and communications activities support and promote equality and diversity</p>	<p>Use E&D brand and develop and implement communication strategy, publicity material that supports E&D and Trust values. To plan series of arts events to celebrate diversity</p>	<p>Director of Communications</p>	<p>Ongoing</p>	<p>Events Intranet Connect news Connect homepage Internet</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>

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6. Information					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
<p>Organisation compares the ethnic profile of the patients, with that of the local population</p>	<p>Uses data obtained from patient surveys compared with the local population profile</p>	<p>Director of Information Systems and Analysis</p>	<p>September 2009</p>	<p>Survey data</p>	✓	✓	✓	✓	✓	✓
<p>Documents progress on narrowing the disparity between ethnic groups in all relevant aspects of the service</p>	<p>Collects data on gypsies and travellers using services starting in A&E</p>	<p>Director of Information Systems and Analysis</p>	<p>September 2009</p>	<p>HISS</p>	✓	✓	✓	✓	✓	✓
	<p>Routinely collects data on age, disability, ethnic origin, gender and religion of patients</p>	<p>Director of Information Systems and Analysis</p>	<p>Ongoing</p>	<p>Monitoring data on website</p>	✓	✓	✓	✓	✓	✓
	<p>Analyse data and ensure monitoring data is available on website</p>	<p>Director of Information Systems and Analysis</p>	<p>Dec 2009</p>	<p>Monitoring data on website</p>	✓	✓	✓	✓	✓	✓

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7 Workforce					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
Staff from all groups experience the organisation as a fair and rewarding place to work	Arrangements are in place to meet the employment duties of the equality legislation	Assistant Director OD	Ongoing	HR policies and procedures Staff survey results, staff appraisals	✓	✓	✓	✓	✓	✓
All staff have access to training and development opportunities	Employment monitoring of equality groups of statistics on recruitment, applicants, appointees numbers attending training, promotions, disciplinary, capability cases grievances, leavers	HR Project Manager	Ongoing produced annually	Employment monitoring statistics on website Staff Engagement tool Turnover	✓	✓	✓	✓	✓	✓
	Annual Employment Monitoring report produced	HR Project Manager	Sept 2009	Report on website	✓	✓	✓	✓	✓	✓
	EIAS completed for all OD Directorate functions	OD Service managers	1 April 2009	EIA forms	✓	✓	✓	✓	✓	✓

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7 Workforce (cont)					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
<p>Staff are aware of the public equality duties and their responsibilities and are confident in challenging any acts which contravene</p> <p>The Trust demonstrates its commitment to equality in the workplace</p>	<p>Training provided to staff</p>	<p>Assistant Director OD</p>	<p>Ongoing</p>	<p>Attendance records of those receiving training</p>	✓	✓	✓	✓	✓	✓
	<p>Launch event of E&D awareness raising strategy Anne frank project for two years</p>	<p>With Director of Communications</p>	<p>April 2009 Spring 2009 to March 2011</p>	<p>Workshops run</p>	✓	✓	✓	✓	✓	✓
	<p>E&D staff (EDS) group will continue to be used to enable staff to raise issues on employment</p>	<p>Assistant Director OD</p>	<p>Ongoing</p>	<p>Minutes of Equality and Diversity staff group</p>	✓	✓	✓	✓	✓	✓
	<p>Advocacy training introduced for staff support</p>	<p>Assistant Director OD</p>	<p>Dec 2009</p>	<p>Staff advocates in place</p>	✓	✓	✓	✓	✓	✓
	<p>Promote and implement Department of Health: <i>Action on Stigma: promoting Mental Health ending discrimination at work</i> recommendations</p>	<p>Assistant Director OD Consultant Occupational health</p>	<p>Dec 2009</p>	<p>Policy</p>		✓				

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7 Workforce (cont)					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
The Trust demonstrates its commitment to equality in the workplace (cont)	The Trust is exploring being a Stonewall Champion	Assistant Director OD	April 2010	Plans in place						✓
Appointments made on merit using person specification	Recruitment is monitored and reported to Clinical Divisions	Assistant Director OD	Ongoing	Recruitment monitoring statistics	✓	✓	✓	✓	✓	✓
<p>The Trust's staff profile matches the profile of the community it serves</p> <p>The Trust can demonstrate an increase in senior roles through the initiatives it has taken as outlined in this scheme</p>	A range of leadership and employee development schemes in place to raise awareness of opportunities for development across all staff groups and particularly from BME groups	Assistant Director OD	Ongoing	Employment statistics demonstrate an increase in BME staff in senior roles Bands 7 +	✓	✓	✓	✓	✓	✓

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7 Workforce (cont)					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
<p>The Trust can demonstrate an increase in senior roles through the initiatives it has taken as outlined in this scheme</p>	<p>-Development programmes in place for Bands 5 and 6 (similar to NHS Breaking through programme) -Range of programme for bands 1-4 -Leadership programme are regularly promoted to BME staff such as those provided by the national NHS positive action Breaking Through Leadership programme</p> <p>Analysis of staff in post by pay band and equality group with targets in place to address gaps in representation at senior levels in the organisation</p>	<p>Assistant Director OD</p> <p>HR Project Manager</p>	<p>Ongoing</p> <p>1 December 2009</p>	<p>Targets in place Balanced scorecard Employment monitoring statistics</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

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8 Partnership					Human Rights					
Expected outcomes	Action Measures of progress	Lead responsibility	Target date	Evidence	Race	Disability	Gender	Age	Religion	Sexual orientation
Local and other partners recognise the organisation as a champion for equality and diversity in all its functions and activities	Positive feedback from external stakeholder	Director for Patient and Public Engagement	Ongoing	Forum/members minutes demonstrate stakeholder engagement	✓	✓	✓	✓	✓	✓
The Trust successfully exercises it's external influences to challenge all forms of discrimination and promote diversity	Promote equality within local stakeholder groups	Director for Patient and Public Engagement	Ongoing	Forum/members minutes	✓	✓	✓	✓	✓	✓