

Embracing Equality & Diversity Single Equality Scheme

This Single Equality Scheme is the Trust's response to the statutory general and specific duties enshrined in the Race Relations (Amendment) Act (2000), the Disability Discrimination Act (2005) and the Equality Act (2006). This document is available in other formats and languages upon request.

<u>TITLE</u>	Embracing Equality & Diversity Single Equality Scheme
APPLICABLE TO	All employees of the Dorset County Hospital NHS Foundation Trust
DATE ISSUED	February 2008
REVIEW DATE	February 2010
AUTHOR	Hilary Jury, Human Resources
APPROVED BY	
KEYWORDS	

Trust Core Values

- Put patients first
- Patient and public involvement
- High quality service delivery
- Provision of a responsive service
- Leading provider of healthcare
- High quality staff
- Support for staff

PREFACE
EQUALITY IMPACT AND COMPLIANCE ASSESSMENT

1. General

Title of document	Embracing Equality & Diversity Single Equality Scheme
Purpose of document	This Single Equality Scheme (SES) sets out the way in which the Trust will make a public commitment to meeting its obligations under equality legislation over the next two years and how it will make a real and positive difference to those affected by the work of the Trust. The SES is relevant to all operations of the Trust and its employees.
Intended scope	Applies to all staff employed by the Trust, patients and members of the public.

2. Consultation

Which groups/associations/bodies or individuals were consulted in the formulation of this document?	Partnership Forum (including all unions recognised by the Trust); Policy Sub Group; Diversity Forum
What was the impact of any feedback on the document?	Feedback was incorporated where possible
Who was involved in the approval of the final document?	Trust Board, Partnership Forum
Any other comments to record?	

3. Equality Impact Assessment

Does the document unfairly affect certain staff or groups of staff? If so, please state how this is justified.	No. The Trust will address any allegations of discrimination on the grounds of race, sexual orientation, gender, age, religious belief or disability.
What measures are proposed to address any inequity?	Any cases of discrimination will be dealt with appropriately and in accordance with the relevant policy. Cases will be monitored and discussed at Trust Board, Partnership Forum and Single Equality Scheme Group.
Can the document be made available in alternative format or in translation?	Yes, on request to the Human Resources Department

4. Compliance Assessment

Does the document comply with relevant employment legislation? Please specify.	Race Relations Act (Amendment) 2000 Disability Discrimination Act 2005 Equality Act 2006
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5. Document assessed by:

Name	Hilary Jury
Post Title/Position	Head of Human Resources
Date	

Contents

Foreword by Trust Chairman and Chief Executive

Introduction to the Single Equality Scheme

Aims of the Single Equality Scheme

The SES for the Trust

Meeting our specific duties as an employer

Impact assessments

Training staff in equality and diversity

Annual reporting

Reviewing and revising the Scheme

Publishing the Equality Scheme

Obtaining a copy of the Scheme

Feedback: making a complaint

Appendix A: Action plan 2008 - 2010

Appendix B: The Legal Framework

Appendix C: Statement of Trust Values

Appendix D: Implementing the Single Equality Scheme

Appendix E: Involvement and consultation of stakeholders

Appendix F: Summary of Trust achievements 2004-2006

Appendix G: Statistical data

Appendix H: Policies and functions assessed as relevant to the duty to promote equality

Appendix I: Employment duties

Appendix J: Training staff in equality and diversity

Appendix K: Equality Impact and Compliance Assessment

Foreword by Chairman and Chief Executive – Embracing Equality & Diversity

We have great pleasure in publishing the Trust's first Single Equality Scheme to outline our longstanding commitment to ensuring that our services and employment practices are fair, accessible and appropriate for the diverse patient community we serve and the workforce we employ.

We aim high to deliver excellence in all we do and recognise that the effective promotion and implementation of the Single Equality Scheme will play an essential part in helping to modernise the health service we provide.

The Single Equality Scheme aims to:

- Work with diverse voluntary, patient and other NHS bodies and the local community in the development, implementation, review and refinement of plans to deliver improvements in our healthcare service;
- Create a working environment where all staff are treated with professionalism, dignity and respect and are able to deliver and develop to the best of their ability without having to face discrimination or harassment;
- Meet the legislative and policy drivers incumbent upon the Trust and ensure that equality and fairness are embedded in all areas of service delivery, planning and employment.

This Scheme is an Equality and Diversity Strategy explaining how the Trust plans to meet its statutory duties to promote race, disability and gender equality. The Scheme will also act as a framework for compliance with other legislation and policy guidance outlawing discrimination on the grounds of age, belief or sexual orientation. The principles of equality and fair treatment for all are therefore to be the basis for every aspect of the Trust's business.

Leadership and commitment at all levels are central to the success of the Scheme. As Chairman and Chief Executive of Dorset County Hospital NHS Foundation Trust, it is our duty and that of the Trust's Board to implement this Scheme successfully.

The Scheme is very much a live document and we seek and welcome the views of interested stakeholders as part of feedback and to influence its development over time.

Robin Sequeira
Chairman

Jan Bergman
Chief Executive

The Single Equality Scheme

Introduction

- 1 Equality is about treating individuals fairly, supported by legislation designed to address unfair discrimination. Diversity is about recognising and valuing difference for the benefit of the organisation and the individual. Equality and diversity are not interchangeable, but are co-dependent. There cannot be equality of opportunity if difference is not recognised and valued.

Single Equality Scheme principles

- 2 The principles underpinning our Scheme are to:
 - Ensure that consideration of equality issues are at the mainstream of policy and day-to-day practice across the Trust
 - Meet the current legal duties concerning race and disability, (see Appendix B for details of the legal framework)
 - Provide a framework for a co-ordinated approach to meeting our legal requirements on age, belief and sexual orientation legislation
 - Integrate with the Trust's Values, especially the need to treat all people with respect and to appreciate and celebrate the diversity of our patients and workforce
 - Identify and address Trust policies and practices which may be discriminatory
 - Challenge discrimination against people who work here or who use our services
 - Ensure equal access to services, and through effective review, deliver better, more appropriate services for patients
 - Reduce health inequalities and improve health outcomes for patients
 - Raise staff awareness and understanding of these issues

The Single Equality Scheme for the Trust

- 3 The Single Equality Scheme has two principle aims:
- First, it provides an environment for patients in which there is equality of access, and where they are enabled to achieve maximum recovery and optimum independence in an environment in which their dignity, individuality and preferences are respected and their needs met
 - Secondly, it provides a framework for managers and staff to ensure that current and potential employees are treated with dignity, respect and fairness regardless of their background

How the Trust will implement the Single Equality Scheme

- 4 Our action plan will be developed to take account of the Trust's legal responsibilities and our vision of excellence in equality and diversity. Organisational responsibilities for implementing the Scheme will rest strongly with Trust leaders. Details are outlined further in Appendix D; with an action plan highlighted at Appendix A. Statistical information about the Trust's patient community and its workforce can be located at Appendix G.

Involvement and consultation of stakeholders

- 5 The Trust recognises the importance of consultation in all aspects of the development and implementation of its responsibilities for equality. Involvement and consultation will give minority groups a meaningful stake in the provision of their care, ensure higher satisfaction with service levels and help make best use of resources.
- 6 The Trust is committed to consultation on the on-going development of the Scheme's action plan and during impact assessments of relevant policies and procedures. Details of our involvement and consultation activities are outlined at Appendix E.

Trust's equality and diversity achievements 2004-06

- 7 The Trust has a longstanding commitment to promoting equality of opportunity and tackling discrimination. Key achievements over the past two years are highlighted at Appendix F.

Embracing Equality and Diversity – The Trust’s commitment

8 The Trust welcomes diversity in all its forms and is happy to make the following statement to outline its commitment to equality and diversity:

- People are at the very heart of our Trust and the services we provide. Our patients, their carers and our staff deserve the very best we can give them in an environment in which all feel respected, valued and empowered
- The Trust and its recognised trade unions are committed to building an environment and workforce characterised by dignity and mutual respect in which diversity is valued and whose diversity reflects the community we serve
- Equality of opportunity means that in promoting diversity, the Trust aims to ensure that each person’s individuality is viewed positively and there is recognition that everyone is different, valuing equally the unique contribution that individual experience, knowledge and skills can make
- The past effects of institutional discrimination are recognised and all staff, regardless of role, seek to guarantee equality of opportunity for all
- The NHS should act as a model employer of choice and be a leader in good employment practice. Everyone who works in the NHS, or applies to work in the NHS should be treated fairly and valued equally. All conditions of service and job requirements should fit with the needs of the service and those who work in it, regardless of age, disability, gender, race, nationality, ethnic or national origin, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, medical condition, gender reassignment, political affiliation or trade union membership.
- The Trust is also committed to developing a culture in which all forms of discrimination are considered unacceptable, ensuring that:
 - medical need and patients’ wishes are the priorities in determining equality of access to care
 - there is equality of opportunity for staff to develop to the best of their ability

Meeting our specific duties as an employer

- 9 Employment duties contained in equalities legislation require the Trust to monitor a range of workforce matters. Details of how the Trust will meet this specific duty are outlined in Appendix I.

Assessment of the relevance of functions and policies

- 10 All public bodies are required to state those existing functions and policies, or proposed policies, which it has assessed as relevant to its performance of the general duty to promote equality. Details of current Trust policies and functions assessed as relevant to the general duty to promote disability, gender and race equality can be found at Appendix H.

Equality Impact Assessments

- 11 It is a legal requirement to conduct Impact Assessments for services and policies assessed as highly relevant to the general duty to promote equality. A blank Impact Assessment form can be located in Appendix K.
- 12 Those Trust functions and policies assessed as highly relevant to the promotion of equality will be reviewed over the two year period of the Equality Scheme to establish that they do not infringe the general duties to ensure equality. The results of impact assessments will be made available on the Trust's website and in its annual Equalities Monitoring report.
- 13 Where it is found that policies or services may not be appropriately ensuring equality, an action plan will be drawn up and any remedial action prioritised to address any adverse impact.

Training staff in equality and diversity

- 14 The Trust's Race and Disability Equality Schemes noted the need for effective training to be provided to all employees to help them meet the positive duties. Dorset County Hospital NHS Foundation Trust remains fully committed to the provision of such training, which will also support the development of a culture built on accurate and positive attitudes.
- 15 The Trust is currently reviewing its statutory and mandatory training programmes. Our objective for 2008 is to provide bespoke training opportunities for staff to help them better understand and manage diversity and equality. Details of these and other training initiatives designed to promote equality and diversity can be found in Appendix J (to be developed).

Reviewing and revising the Single Equality Scheme

- 16 The Trust will revise the Single Equality Scheme every three years, working with all stakeholders to take into account information gathered, including the outcomes of impact assessments.

Public Access to Information and Services

- 17 The Trust is committed to promoting equality and ensuring that policies and services are accessible and understandable to the public.

Publishing the Scheme

- 18 The Scheme and action plan will be published and circulated both internally and externally. The Scheme will be placed on the Trust's external website for access by members of the public and provided to them upon request.
- 19 The Trust will also publish the results of each impact assessment. These will also be made available to those who took part in any consultation and request copies.

Obtaining a copy of the Scheme

- 20 Please contact the Trust at the address shown below to obtain further copies of the Single Equality Scheme or to request a copy in the format or language you require. We recognise the diverse needs of the communities the Trust serves and welcome communication in different languages upon request.

Feedback: comments and complaints

- 21 The Trust aims to provide the highest quality of service, which is responsive to the needs of the diverse population it serves. However, we realise that, on occasion, the level of service can be improved and very much welcome your feedback.
- 22 If you would like to make comment on this Single Equality Scheme, please write to:

The Director of Organisational Development
Dorset County Hospital NHS Foundation Trust
Dorset County Hospital
Williams Avenue
Dorchester
Dorset

DT1 2JY

Dorset County Hospital

NHS Foundation Trust



Single Equality Scheme (SES) Action Plan April 2008 – March 2010

The framework for this action plan is in line with CRE's performance framework for race equality within the NHS, and helps the Trust to:

- ◆ be systematic in the way it promotes race, disability and gender equality
- ◆ set a development agenda with realistic objectives
- ◆ assess progress against the NHS Strategic Health Authority's performance framework
- ◆ incorporate race, disability and gender equality into performance management arrangements
- ◆ meet our legislative duties

The Trust will monitor progress every three months through the Diversity Forum, which reports to the Integrated Governance Committee. An annual equalities monitoring report will be published.

Key objective and expected outcomes	Action required	Lead responsibilities	Target Timescale
<p><u>Leadership and Corporate Commitment</u></p> <ul style="list-style-type: none"> • The Trust is recognisably committed to promoting equality and eliminating discrimination • The Board, individually and collectively, will ensure that promoting equality is part of the main business of the organisation at all levels and across all relevant activities • The Board, individually and collectively, challenges discrimination when it is identified 	<p>The Board of Directors will agree the SES and makes a public commitment to promote equality</p> <p>Executive Directors and senior managers will act as Equality and Diversity Champions to deliver against the action plan for their organisational areas</p> <p>“Equality and Diversity” will become a quarterly agenda item at Board meetings with updates from Executive Directors on progress in their areas</p> <p>The SES will be published on the Trust website and disseminated via the intranet to all staff</p> <p>All staff will have an annual appraisal based on the KSF (which includes diversity)</p>	<p>Trust Board</p> <p>Executive Directors Senior Trust management</p> <p>Trust Board</p> <p>Director of Organisational Development</p> <p>Executive Directors to ensure that appraisals are completed on time and results collated for monitoring</p>	<p>25.03.2008</p> <p>Ongoing from 25.03.2008</p> <p>Quarterly from 01.04.2008</p> <p>31.03.2008</p> <p>01.04.2008 onwards</p>

Key objective and expected outcomes	Action required	Lead responsibilities	Target Timescale
<p>Strategy & Services</p> <ul style="list-style-type: none"> • There is equitable access to services for all patients • Appropriate health promotion and illness prevention activities are in place in response to the assessed health needs of local population • Services are experienced by all sections of the community as fair, meeting their needs with respect and dignity • Local people feel empowered to exercise the choice available • Patients find the complaints system transparent and straightforward to use • Health inequalities are reduced 	<p>Existing policies and functions relevant to equality are identified and listed.</p> <p>New policies and services are impact assessed for potential adverse effects before consideration by the Board or Executive Directors.</p> <p>Information on services is promoted by various methods and in relevant languages as appropriate.</p> <p>Impact assessment of Trust car parking policy in line with the Trust's Travel Plan.</p> <p>Complaints of discrimination are dealt with Promptly</p> <p>Results of statutory monitoring/ assessment on equality are reported to the Board via the Diversity Forum / Integrated Governance Committee.</p>	<p>Executive Directors</p> <p>Relevant Executive Directors</p> <p>Executive Directors</p> <p>Travel Group</p> <p>Relevant Executive Director</p> <p>Director of Organisational Development</p>	<p>30.06.2008</p> <p>Ongoing from 01.04.2008</p> <p>Ongoing in relation to assessment of need</p> <p>30.06.2008</p> <p>As they arise</p> <p>Quarterly from 01.04.2008</p>

Key objective and expected outcomes	Action required	Lead responsibilities	Target Timescale
<p>Patient and Public Involvement & Consultation</p> <ul style="list-style-type: none"> Local people, patients and groups have similar levels of satisfaction with services and consider that services work with their needs in mind Local people know about and actively use opportunities available to influence the development, delivery and monitoring of health services 	<p>Consult local community about:</p> <ul style="list-style-type: none"> policy development Trust literature and communication action planning reviews of progress providing feedback on services complaints analysed to determine satisfaction with Trust services from different patient groups <p>Devise and arrange for a portfolio of mechanisms to involve and consult with patients and stakeholders in order to receive their views on the promotion of equality in service delivery</p>	<p>Trust Board</p> <p>Trust Board</p>	<p>Quarterly reports from 01.04.2008</p> <p>31.12.2008</p>

Key objective and expected outcomes	Action required	Lead responsibilities	Target Timescale
<p>Health</p> <ul style="list-style-type: none"> • The organisation is knowledgeable about the health and inequalities experienced by local people. • The delivery of services is influenced by the health needs of all people/groups. • Evidence-based strategies and action plans are used to reduce inequalities in health. 	<p>The Trust uses information provided in the Director of Public Health's annual report to inform service delivery.</p> <p>Feedback from patients and patient groups on Trust services are obtained to influence changes, especially as part of service redesign or a new strategy e.g. Cancer Services</p> <p>As above.</p>	<p>Executive Directors</p> <p>Relevant Executive Director as appropriate</p> <p>Relevant Executive Director as appropriate</p>	<p>31.03.2008</p> <p>Ongoing from 01.04.2008</p> <p>31.12.2008</p>

Key objective and expected outcomes	Action required	Lead responsibilities	Target Timescale
<p>Workforce</p> <ul style="list-style-type: none"> • Staff and occupational groups experience the organisation as a fair and rewarding place to work • Staff in all services, directorates and partnerships actively promote equality in their work and are confident in their ability to challenge discrimination • Recruitment rounds lead to candidates gaining jobs at all levels and in all areas of the Trust's activities on merit 	Arrangements are in place to meet the employment duties contained in equality legislation	Director of Organisational Development	30.06.2008
	Accurate equalities monitoring data is available to measure staff in post; applicants for employment, training and promotion; formal grievance and disciplinary procedures; and leaving the Trust	Director of Organisational Development	30.06.2008
	Review monitoring data for staff receiving training	Director of Organisational Development	30.04.2008
	Review monitoring data for staff benefiting or experiencing detriment as a result of performance assessment procedures	Director of Organisational Development	30.09.2008
	Publish an annual monitoring report	Director of Organisational Development	30.09.2008
	New managers' equality and diversity course to be piloted and then rolled out across the Trust	Director of Organisational Development	31.07.2008
	E-learning course pilot	Director of Organisational Development	30.09.2008

<ul style="list-style-type: none"> • Maintaining 'two ticks' Disabilities Symbol 	Analysis of recruitment to be undertaken and identification of positive action measures to address any imbalance	Director of Organisational Development	30.06.2008
	An equal pay audit is carried out	Director of Organisational Development	31.05.2008
	Analysis of roles to identify any occupational segregation by gender and race	Director of Organisational Development	31.08.2008
	The Trust reviews its commitments, plans ways to make improvements and advises employees and Job Centre Plus accordingly.	Director of Organisational Development	31.12 .2008

Key objective and expected outcomes	Action required	Lead responsibilities	Target Timescale
<p>Partnership</p> <ul style="list-style-type: none"> • Local and other partners recognise the organisation as a champion for equality in all its activities • The organisation successfully exercises its influence outside its direct partnership activities e.g. with local public and private sector employers and the local media, to challenge discrimination and promote equality of opportunity 	<p>Positive feed back on Trust's equality performance is received from external stakeholders e.g. Members' Council, LINKS</p> <p>The Trust promotes equality within its local stakeholder partnerships e.g. greater benchmarking against local PCTs and their Equality Schemes</p>	<p>Director of Organisational Development</p> <p>Director of Organisational Development</p>	<p>31.03.2008</p> <p>31.03.2008</p>

Key objective and expected outcomes	Action required	Lead responsibilities	Target Timescale
<p>Finance and procurement</p> <ul style="list-style-type: none"> The organisation invests to promote equality and equality of opportunity The organisation ensures contractors comply with their responsibilities under equalities legislation The organisation ensures buildings are fully accessible to people with disabilities 	<p>Resource plans take account of the investment needed to implement initial requirements of equalities legislation. For the DDA 2005 this would include management time, basic training, upgraded ICT, language services</p> <p>Contracts with other bodies include the requirement to comply with the equalities legislation</p> <p>Monitoring arrangements are in place</p> <p>Conduct annual accessibility audits across major disability groups</p>	<p>Executive Directors</p> <p>Director of Finance</p> <p>Executive Directors for individual organisational area contracts</p> <p>Director of Finance</p>	<p>Ongoing for the life of this SES</p> <p>Ongoing for the life of this SES</p> <p>Ongoing</p> <p>Ongoing for the life of this SES</p>

Key objective and expected outcomes	Action required	Lead responsibilities	Target Timescale
<p>ICT Information and communication technology</p> <p>The organisation:</p> <ul style="list-style-type: none"> • compares the workforce profile and that of its users with that of the local population • maximises opportunities for staff to access information to support their work e.g. internet, library, research findings, national policy etc. 	<p>High quality, accurate, timely and complete data about age, ethnicity, disability and gender of both staff and patients is available</p> <p>Ensure staff have the skills to collect and analyse the data</p> <p>Ensure high quality monitoring data is available in accessible formats to health professionals and service managers</p>	<p>Director of Organisational Development and the HR Manager - Workforce Redesign</p> <p>Director of Organisational Development</p>	<p>30.09.2008</p> <p>30.09.2008</p>

Appendix B: Legal framework

This is the Trust's first Single Equality Scheme. It sets out our approach to equality and diversity as an employer of approximately 3,500 staff, and as a provider of health services for the South West of England, nationally and internationally. As a Single Equality Scheme it responds to the Trust's statutory duties to positively promote equality in three key areas – race, disability and gender - enshrined in the following legislation:

- **Race Relations (Amendment) Act (2000) duties**
 - eliminate unlawful racial discrimination
 - promote equality of opportunity
 - promote good relations between people of different races

- **Disability Discrimination Act (2005) duties**
 - promote equality of opportunity between disabled people and other people
 - eliminate unlawful discrimination
 - eliminate harassment of people with disabilities that is related to their disability
 - promote positive attitudes towards people with disability
 - encourage participation of disabled people in public life
 - take steps to take account of people with disabilities, even where that involves treating people with disabilities more favourably than others

- **Equality Act (2006) duties**
 - eliminate discrimination and harassment that is unlawful under the Sex Discrimination Act (1976) and the Equal Pay Act (1970)
 - promote equality of opportunity between men and women

The Scheme also addresses other areas of equality, including age, belief and sexual orientation where the following legislation is currently relevant:

- Employment Equality (Age) Regulations 2006
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Civil Partnerships Act (2004)
- Gender Recognition Act (2004)
- Human Rights Act (1998)

APPENDIX C

Appendix C: Trust's Core Values

The Trust has identified a set of values, which will help us to define our vision for the future. The provision and delivery of clinical care of the highest quality lies at the heart of the Trust's vision. These values define our approach to everything we do.

We will continuously strive to:

Value	Evidence
Put patients first	<ul style="list-style-type: none">• Place our patients at the centre of everything we do.
Patient & Public Involvement	<ul style="list-style-type: none">• Working in partnership, actively involve patients and the public in their healthcare and how services are delivered and developed.
High quality service delivery	<ul style="list-style-type: none">• Deliver high quality, creative and innovative care to our local community, in the most appropriate setting, and working with our partners.
Provision of a responsive service	<ul style="list-style-type: none">• Respond appropriately to the changing needs of the local community.
Leading provider of healthcare	<ul style="list-style-type: none">• Shape the provision of key clinical specialities to realise the Trust's vision to become a leading provider of health care.
High quality staff	<ul style="list-style-type: none">• Attract, develop and retain the highest calibre of health professionals, managers, and other staff.
Support for staff	<ul style="list-style-type: none">• Give the staff the organisational support they need to do their job well.

APPENDIX D

Appendix D: Implementing the Single Equality Scheme

Work has already been undertaken in the development and implementation of our Race and Disability Equality Schemes and this experience will be used to support the development and implementation of the Single Equality Scheme.

Essential to the success of our Single Equality Scheme are:

- Board level commitment
- firm integration with the Trust's strategic objectives
- Executive Directors continuing to lead by example as Equality and Diversity Champions
- a clear action plan, identifying responsibilities and timescales
- the use of the NHS Knowledge & Skills Framework (KSF) to measure and raise performance

Trust Leadership and Responsibilities for the Single Equality Scheme

The successful implementation of the SES requires participation at all levels of the organisation. Specific responsibilities are defined in the following paragraphs.

The **Chief Executive** will have ultimate responsibility for overseeing the SES, through the Trust's management structure. Human Resources will need to be satisfied that the Trust complies with current and forthcoming equalities legislation and implements the action plan.

Equality and Diversity Champions

It is proposed that each Executive Director should become an Equality & Diversity Champion, taking personal responsibility for diversity management within their organisational area. The key objectives for each Equality & Diversity Champion are to:

- a) articulate the business case for diversity within their areas and to help drive behavioural and cultural change; and
- b) communicate demonstrable leadership by being recognisably committed to promoting equality, good race relations and eliminating discrimination by acting as a role model.

These objectives will be achieved by our Equality & Diversity Champions:

- challenging discrimination when it is identified
- implementing and monitoring the Single Equality Scheme action plan for their area
- being a mentor to a BME or disabled member of staff
- developing good local practice, which can be shared across the Trust
- understanding the issues faced by employees and service users
- driving progress towards diversity targets for their area

Overall progress by the Trust will be monitored against the Scheme action plan, including the performance of individual areas, and reported back to the Trust Board via the Diversity Forum and Integrated Governance Committee.

All members of staff, regardless of their position, have a key role to play as individuals in the successful implementation of this Equality Scheme. The Trust embraces the principles of equalities legislation as well as the moral and business efficiency case, and will expect all its members of staff to conduct themselves accordingly: any unlawful discrimination will not be tolerated.

The Trust will work in partnership with the Trust's recognised trade unions to implement our Scheme. The Trust's Partnership Forum will be one mechanism for staff consultation and involvement in developing the Single Equality Scheme.

APPENDIX E

Appendix E: Involvement and consultation with stakeholders

Involvement and consultation will take into account relevant guidance on the positive statutory duties. Involvement and consultation may take a range of forms such as surveys, open and or focus group meetings, public scrutiny and written documents.

As with all Trust Policies, this document has been presented to the Policy Sub Group, the Partnership Forum and the Diversity Forum.

Consulting with staff

The Single Equality Scheme will be placed on the Trust intranet, for staff with access to a computer to see and comment. Managers of staff without access to a computer will be asked to print off the Scheme and consult their staff as part of their normal staff meetings. Managers should send any feedback to their respective Executive Director for incorporation into their directorate's overall feedback on the Scheme.

In addition, the draft Scheme will be sent to the Trust's recognised trade unions for comment.

Consulting with staff and patients with disabilities, and local groups

In taking forward this element of our Single Equality Scheme, the Trust will seek to positively engage with local stakeholder organisations. We will also proactively seek the views of patients with disabilities to help inform the development of the Single Equality Scheme and its action plan.

Sustaining involvement

The Equality and Human Rights Commission's Code of Practice advises that the involvement of disabled people needs to be maintained through the development stage of the scheme and continue through to putting it into practice and in its review and revision. This will be achieved by further developing disability equality into the mainstream of Trust activity.

APPENDIX F

Appendix F: Summary of Trust achievements on equality and diversity 2006/07

The Trust has a longstanding commitment to equality and diversity for both its patients and workforce. A number of initiatives over the past eighteen months have been introduced including the following:

- The Trust has identified a forum with clear responsibility for leading on equality and diversity issues. The Equality and Diversity Forum was established in May 2006 to address issues of diversity in relation to patient and staff experiences.
- The Trust published its Race Equality Scheme in December 2006 and Gender Equality Scheme in April 2007.
- The Trust has developed and published a framework and guide for Impact Assessment of all policies, procedures and service developments. The Diversity Forum is working within the framework to ensure that any patient related impact assessments are developed, taking account of the care pathway and that provide real benefit to patients and staff. This includes service developments proposed within the Trust. The challenge now is to ensure that all policies, procedures and service developments are impact assessed in accordance with this framework.
- All Trust employment and staff related policies have been impact assessed.
- An awareness of diversity issues has been incorporated within staff induction programmes. Equality and Diversity Training for managers' and awareness training for staff is being developed throughout the Trust.
- An annual staff survey is undertaken which seeks views of staff on issues such as bullying, harassment and other equality issues with feedback of results to directorates and the Diversity Forum, helping the development of a Trust action plan.
- The Trust has a Communications Steering Group, which meets regularly to develop and improve communication methods. The Intranet and Internet sites are currently being redesigned to improve access to Trust information including information on diversity issues.
- The Trust has had Harassment Advisors in place since October 2003 to provide advice and support to staff who think they may be being bullied.

- Staff Support Officers will be introduced to the Trust to provide a wider range of support and advice to staff. This is particularly relevant to the diversity agenda in ensuring that all staff are aware of their rights and obligations and can have access to information, advice and services for specialist support if necessary e.g. debt, bereavement, disability.
- The Trust's Chaplain is a member of the NHS South West Caring for the Spirit Collaborative and is also a member of the Diversity Forum. The Trust is continuing to develop the multi-faith chaplaincy service.
- The Trust has a total of 30 hearing loops, 4 of which are mobile. Hearing loops are available within designated areas of the Trust. The PAL's manager and a member of the Diversity Forum (who is also a PPI member) will conduct an audit to ensure that appropriate areas have hearing loops, staff understand how to use the loops for the benefit of the patient and that hearing loops signs are visible to patients.
- In employment matters, we are proud to be accredited with the 'Two Ticks' Disability Symbol, which recognises our positive approach to employing disabled people. By displaying the symbol on job advertisements we hope to make it clear to disabled people that we welcome applications from all groups and individuals.

**THIS APPENDIX IS WORK IN PROGRESS.
IT IS CURRENTLY UNDERGOING REVIEW, AND ONCE THIS HAS BEEN
COMPLETED WILL COMPRISE MORE COMPREHENSIVE DATA.**

Appendix G: Statistical Data

Local Demographic Data

West Dorset has a particularly high proportion of older people. The results of the 2001 Census have revealed the district is ranked 9th out of 434 local authorities with the highest percentage of retired people. As at 2001, 28% of West Dorset's population was aged 65 or above, 10% higher than the national average.

The result of such a high proportion of older people is that the percentage of children and more significantly, the percentage of people of working age in West Dorset is lower than the national average.

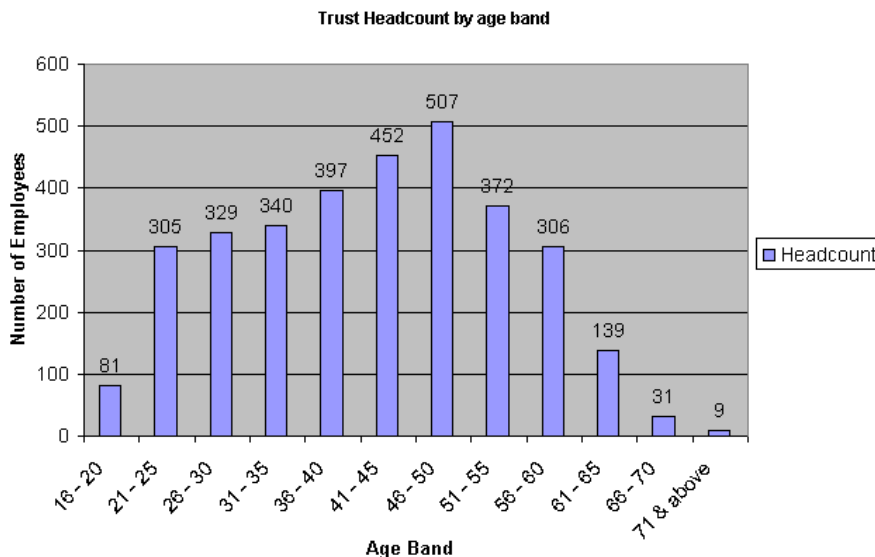
Age monitoring data of Trust patients (1 April 2007 – 30 November 2007)

Age range	Total outpatients	Total inpatients	Overall total
0-20	2677	3777	6454
21-29	1529	2260	3789
30-39	2412	2902	5314
40-49	2841	2687	5528
50-59	3314	3662	6976
60-69	4258	5215	9473
70+	7281	10455	17736
Unknown	5369	2750	8119
Total	29681	33708	63389

The information above is reflective of the age profile for West Dorset as the majority of patients were aged 60-69 or 70+.

Workforce data

Trust's age profile as at 07 December 2007



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Knowing our local disabled community

The national context

According to the Department for Work and Pensions 'Gaining and retaining a job: support for disabled people' report 2005 there are 9.8 million disabled people in Great Britain around one in six of the population. In 2004, of the 6.7 million disabled people of working age, 50 per cent were in employment compared to 75 per cent of the working age population as a whole. The Government has committed itself to increasing the employment rate of disabled people and to reducing the difference between their employment rate by 2008.

The local context

The 2001 Census showed that West Dorset's population has slightly more disability (19.3%) than the national average of 17.9%. Most disability is acquired through illness, ageing or accident. This means that disability is more common among older people. As stated earlier, in West Dorset the percentage of those that are elderly is greater than the national average and this is reflected in the higher disability figures.

In West Dorset the percentage of those with disability of working age is lower than the national average and significantly lower than areas in the North and in Wales.

Trust workforce

Disability status of DCH job applicants, shortlist listed and appointed applicants from 01 December 2007 to 31 March 2008.

Total applicants	Disabled	Not Disabled	Undisclosed
1837	49	1777	11
	2.6%	96.7%	0.6%

Applicants of Nursing and Midwifery posts make up 47% of our applicants, with a disability rate of 2.42%. Estates and Ancillary staff have the highest rate at 5%, with Healthcare Scientists with the lowest rate.

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A break down of the disability of applicants by staff group is as follows:

Total applicants	Staff Group	Disabled (total)	%
865	Nursing & Midwifery	21	2.42
326	Admin & Clerical	22	3.53
181	Allied Health Professions	1	0.55
79	Estates & Ancillary	4	5
68	Healthcare Scientists	0	0
21	Scientific / Technical	1	4.76

The Recruitment Department have recently started recording the disability of *successful applicants* on to ESR.

NHSJobs will continue to provide clear and accurate data on all applicants.

Workforce gender by staff group as at 07 December 2007

Staff Group	Female	Male	total	Female	Male
	Headcount	Headcount	headcount	Headcount%	Headcount%
Add Prof Scientific and Technic	22	10	32	0.67%	0.31%
Additional Clinical Services	699	71	770	21.36%	2.17%
Administrative and Clerical	541	73	614	16.53%	2.23%
Allied Health Professionals	137	13	150	4.19%	0.40%
Estates and Ancillary	192	115	307	5.87%	3.51%
Healthcare Scientists	89	51	140	2.72%	1.56%
Medical and Dental	106	193	299	3.24%	5.84%
Nursing and Midwifery Registered	907	49	956	27.72%	1.50%
Total	2,693	575	3,268	82.41%	17.59%

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Workforce data – Trust headcount by gender and pay band as at 07 December 2007

	Female	Male	Total	Female	Male
	Headcount	Headcount	Headcount	Headcount %	Headcount %
Band 1	146	26	172	84.88%	15.12%
Band 2	842	142	984	85.57%	14.43%
Band 3	243	32	275	88.36%	11.64%
Band 4	133	10	143	93.01%	6.99%
Band 5	675	62	737	91.59%	8.41%
Band 6	287	48	335	85.67%	14.33%
Band 7	187	30	217	86.18%	13.82%
Band 8 - Range A	46	13	59	77.97%	22.03%
Band 8 - Range B	17	6	23	73.91%	26.09%
Band 8 - Range C	9	0	9	100.00%	0.00%
Band 8 - Range D	3	5	8	37.50%	62.50%
Trust Chair - Band 2	0	1	1	0.00%	100.00%
Trust Non-Executive Member/Director	1	4	5	20.00%	80.00%
Ad Hoc Local Salary	5	17	22	22.73%	77.27%
Medical & Dental Payscale	99	179	278	35.61%	64.39%
Total	2,693	575	3,268	82.41%	17.59%

Monitoring data patients' gender (1 April to 30 November 2007)

Gender	Total outpatients	Total inpatients	Overall total
Male	10201	13626	23827
Female	14111	17322	31433
Unknown	5369	2120	7489
Total	29681	33068	

Analysis of Ethnicity

According to the 2001 Census 98.67% of the West Dorset population are classed as white, this is above the national figures which are 90.93%. The Census also identifies that 1.33% of the population in West Dorset are Mixed/Asian/Black/Chinese.

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Ethnic workforce by staff group as at 07 December 2007

Ethnic Code/Staff Group	A	B	C	CC	CP	CY	D	E	F	G	H	J	L	M	N	P	PD	R	S	SC	Undefined	Z Not Stated	
Prof Scientific and Technic	29	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Additional Clinical Services	710	1	4	0	1	0	1	1	2	1	1	0	3	1	2	0	0	0	4	1	0	0	37
Administrative and Clerical	577	2	5	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	1	0	28
Allied Health Professionals	137	1	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2	0	0	0	6
Estates and Ancillary	286	0	5	0	5	1	0	0	0	0	0	0	2	0	0	0	0	1	0	0	0	0	7
Healthcare Scientists	119	1	3	0	0	0	0	0	1	0	0	1	1	0	1	1	0	0	0	0	0	0	12
Medical and Dental	128	2	8	0	0	0	0	0	0	2	13	2	0	0	2	1	0	0	5	0	3	0	131
Nursing and Midwifery Registered	858	3	11	0	0	2	1	0	1	0	15	2	4	2	7	1	1	1	7	1	0	0	39
Total	2,844	10	39	0	6	3	3	1	5	3	30	5	10	3	12	3	1	3	20	2	4	261	

KEY											
Ethnic Code	A	B	C	CC	CP	CY	D	E	F	G	H
	White British	White Irish	White-any other white background	White Welsh	White Polish	White other European	Mixed White & Black Caribbean	Mixed White & Black African	Mixed White & Asian	Mixed any other mixed background	Asian or Asian British - Indian
Ethnic Code	J	L	M	N	P	PD	R	S	SC	U	Z
	Asian or Asian British - Pakistani	Asian or Asian British - any other Asian background	Black or Black British - Caribbean	Black or Black British - African	Black or Black British - any other Black background	Black British	Chinese	Any other ethnic group	Filipino	Undefined	Not stated

As at 07 December 2007 the Trust employed a total of 3,268 staff. In line with the local demographics, 88.80% of staff are White. 2.41% of the workforce are Mixed/Asian/Black/Chinese which is 1% above the average figures for West Dorset.

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Ethnicity by Pay Band as at 07 December 2007-12-09

Band/ Ethnicity	White	Mixed	Asian	Black	Chinese	Any other Ethnic Group	Undefined	Not stated
Ad Hoc Local Salary	18	0	0	0	0	0	1	9
Band 1	168	0	2	0	1	0	0	1
Band 2	918	5	4	3	0	6	0	44
Band 3	254	1	1	0	0	0	1	16
Band 4	135	0	0	0	0	0	0	8
Band 5	658	3	22	12	1	8	0	33
Band 6	315	1	0	1	1	1	0	16
Band 7	207	0	1	0	0	1	0	8
Band 8A	58	0	0	0	0	0	0	1
Band 8B	23	0	0	0	0	0	0	0
Band 8C	9	0	0	0	0	0	0	0
Band 8D	8	0	0	0	0	0	0	0
Trust Chair - Band 2	0	0	0	0	0	1	0	0
Trust Non-Executive Member/Director	3	0	0	0	0	0	0	2
Medical & Dental Staff	128	2	15	3	0	5	2	123
Total	2,902	12	45	19	3	22	4	261

Ethnic monitoring of Trust patients (1 April to 30 November 2007)

Ethnic Code	Total inpatients	Total outpatients	Overall total
A	25994	14213	40207
B	84	57	141
C	2897	4276	7173
D	19	6	25
E	18	10	28
F	28	17	45
G	44	11	55
H	37	17	54
J	1	1	2
K	17	8	25
L	36	17	53
M	12	3	15
N	44	6	50
P	16	5	21
R	19	13	32
S	36	23	59
Z	1656	5629	7285
(blank)	2120	5369	7489
Grand Total	33078	29681	62759

In line with the local demographics the majority of Trust patients were white.

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Data Sources

- West Dorset District Profile, June 2003. Dorset County Council
- Dorchester Census Town Profile, 2005. Dorset County Council. *Primarily based on the 2001 Census*
- Trust HR/Payroll system (ESR)
- Information Services (*patient data*)

APPENDIX G

Appendix H: Policies and functions assessed as relevant to the promotion of equality

Assessment of functions and policies

All public bodies are required to state those existing functions and policies, or proposed policies, it has assessed as being relevant to its performance of the general duty to promote equality imposed by the Race Relations (Amendment) Act 2000, the Disability Discrimination Act (2005) and the Equality Act (2006).

The Trust has identified that the following functions, policies or procedures are relevant to the duty to promote equality:

Functions relevant to employees	Functions relevant to patients
Recruitment	Capital, Estates & Facilities
Training & Development	Partnership & Planning
Reward and Information	Health Informatics
Policy & Partnership	Communications
Operational Human Resources	Dermatology, Allergy & Sexual Health
Occupational Health Service	Medical Specialties
IT & Telecommunications	Outpatient & Patient Support Services
Chaplaincy Services	Therapies
Capital, Estates & Facilities (procurement and estates)	Pharmacy
Communications	Pathology
Finance	Dental
Chaplaincy Services	Women's
	Children's
	Renal & Urology
	Cardiothoracic
	Oncology & Haematology
	Clinical Imaging & Medical Physics
	Surgery
	Acute Medicine
	GI & Vascular
	Perioperative, Critical Care & Pain Service
	Communications
	Inpatient Services

Policies relevant to employees	Policies relevant to patients
Training & Development policy	Travel Plan
Appraisal and KSF	Estates Strategy
Performance Management policy	Communication Strategy
Study Leave policy	PALs Service
Disciplinary policy	Cancer Strategy
Grievance procedure	
Equality & Managing Diversity policy	
Sickness absence policy	
Promoting Dignity & Respect policy	
Recruitment policy	
Special leave policy	
Flexible working	
Maternity policy	
Paternity policy	
Adoption policy	
Redundancy / Redeployment policy	
Retirement procedure	
Career breaks	
Chaplaincy	
Travel Plan	
Stress policy	
Annual leave policy	
Flexible working policy	
Harassment policy	
Job share policy	
Time owing policy	

The Trust will continue to review and update these assessments during the action plan.

APPENDIX I

Appendix I: Employment duties

Under the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006, employers need to set out arrangements for how they will meet specific employment duties.

In relation to employment, the Trust already collects a range of employment data and will continue to adhere to good practice by:

- **Monitoring the disability, ethnicity, and gender of:**
 - Staff in post, and
 - Applicants for jobs, promotion and training

- **Monitoring the disability, ethnicity and gender of the results of:**
 - Training
 - Grievances
 - Disciplinary procedures
 - Performance appraisal
 - Dismissals and other reasons for leaving, including redundancy and retirement

- **Publishing annually the results of monitoring in the above areas**

- **Carrying out an equal pay audit**

- **Training Staff in Equality and Diversity**