

**UPDATED SINGLE EQUALITY SCHEME ACTION PLAN – NOVEMBER 2009**

**All Strands**

<b>Issue Identified</b>	<b>Action</b>	<b>Measures</b>	<b>Function/ Service Area</b>	<b>Lead</b>	<b>Completion Date</b>	<b>Progress as at November 2009 (Red/Amber/ Green)</b>
Review and update Single Equality Scheme	Revisions identified in March 08 Equality and Diversity Task Group	Revisions made and presented in June 08 E&D Task Group	All	E&D Lead	August 2008	Green
Monitor, review, and update the Action Plan	Action plan will be monitored by E&D Task force and progress reported to Trust Board on a regular basis	Annual report on progress to go to Trust Board September each year	All	Director of HR/ E&D Taskforce & Trust Board	Ongoing 1 <sup>st</sup> report Sept 2008	Green
Develop systems to mainstream Equality & Diversity throughout operational planning process	Identification of specific reference to E&D issues in standard operational plan templates for use by Directorates and Support Services for 2009/10 round	Revised template produced and in use for 2009/10 operational planning round	All	Director of HR and Director of Service Development	January 2009	Green
Continue to develop sustainable partnerships with the local community	Establishment of Link Clinic, networks etc Establishment of Membership Council Corporate Social Responsibility Committee	Appropriate awareness of E&D issues at relevant groups with actions identified from each group	All	Director of Corporate Affairs/ E&D Lead	September 2008	Green
Develop support and advice for all staff	Use the Improving Working Lives initiative Staff Networks in place Buddy Scheme in place	Buddies nominated, trained and communication sent around the Trust notifying staff of the role	All	E&D Task Force	October 2008	Green – Launch 1 <sup>st</sup> July
Policies and procedures	Assess and monitor existing policies, procedures and services for any adverse impact on the promotion of equality	Completed Impact Assessments for all relevant existing policies	All	Risk Manager & Directorate Managers	June 2008	Green

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	Screen new policies and procedures to ensure that they promote equality and do not have any adverse impact on equality	Process in place to ensure all policy producers are aware of need to, and capable of, impact assessing new policies			Ongoing	Green
Training and Development	Deliver tailored and updated equality & diversity training to all staff Board of Directors, senior managers, consultants.	Training reports identifying number of staff trained/to be trained	All	E&D Lead/ L&D Manager	Training in place	Green
	Ensure that all staff receive Equality and Diversity awareness raising and follow up training on Induction	E&D stall in market place at induction plus follow up specific session for new starters. Records kept to identify who has attended	All	HR Dept L&D Dept	In place	Green
	Deliver training for managers and other relevant staff on undertaking equality impact assessments	All lead policy developers will have received training	All	E&D Leads	Completed	Green
	Use the Knowledge and Skills Framework to ensure that all staff have Equality and Diversity awareness and training	All posts covered by Agenda for Change will have a KSF outline indicating appropriate level of E&D skills competence	All	L&D Dept Directorate Managers	December 2008	Green

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Consultation	Consult staff and service users and the community about the scheme & action plan. Future consultations will be undertaken and the Scheme will be updated and reviewed in line with this	Involvement of representative group to review revisions to action plans and SES	All	E&D Leads	August 2008	Green
	Publish the results of assessment, consultation and monitoring	Inclusion in annual Board report	All	E&D Leads	September 2008	Green
Gathering Data	Gather data relating to different groups covered by E&D legislation for staff and patients using existing IT systems – Electronic Staff Record and Meditech	Reports identifying breakdown of ethnicity, age, gender and disability of staff and patient groups	All	Director of HR IM&T and Patient Services E&D Lead	October 2008	Green
	Assess the profile of staff using this data and identify where positive action may need to be taken	Work will take place within Directorates and services to look at problems specific to their areas with actions to be identified	All	Deputy Director of HR/ Directorate Managers	October 2008	Green
	Assess the extent to which different groups covered by E&D legislation use our services, using the demographic and patient data to identify where action may need to be taken	Work will take place within Directorates and services to look at problems specific to their areas with actions to be identified	All	Patient Service E&D Lead/ Directorate Managers	October 2008	Amber

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Assessment of outside services	Assessment of contractors and providers of services to the Trust – Sodexo, Mite, procurement dept – to ensure they are complying with equality and diversity requirements	Evidence of contractors processes to ensure E&D requirements are being followed is available	Finance Procurement Estates & Facilities	Director of Facilities	August 2008	Green

## Race Equality Action Plan

Issue Identified	Action	Measures	Function/ Service Area	Lead	Completion Date	Progress as at September 2008 (R/A/G)
Community groups/networks	Partnership working with community Groups e.g. BME Groups Produce and make available (display) To Complain Leaflet in top 10 different languages.	Leaflet produced and made widely available	All	Patient Quality Manager	September 2008	Green
Access to information/services – languages/cultural aspects etc	Produce more information leaflets in different languages as required	Leaflets in large number of languages available covering key services	Info Group/ All Directorates/ Estates and Facilities	Patient Quality Manager/ Clinicians/ Head of Facilities	September 2008	Green
	Consider possibility of letters being sent out in different languages	Letters routinely sent to patients in their chosen language				Green
	Signs in different languages through out hospital	Signs reproduced across 3 main sites in variety of languages				Not to be taken forward
	Ensure that patients are aware they can access interpreters	Widely publicise access to interpreters through staff, patients and carers				Green
Membership Council Representation	To increase the number of people from areas covered by E&D related registration represented at the Membership Council	Wider mix of people from different backgrounds on Membership Council	Corporate	Director of Corporate Affairs	April 2010	Amber Ongoing piece of work
Health inequalities in different racial groups	Develop business case to set up a Nurse Led FGM clinic for Gynaecology Directorate	Agreement to fund, establish and run Nurse Led FGM clinic	Gynae Directorate Manager/ PCT Rep/ E&D Lead	Directorate Manager	June 2008	Green

## Disability Equality Action Plan

<b>Issue Identified</b>	<b>Action</b>	<b>Measures</b>	<b>Function/ Service Area</b>	<b>Lead</b>	<b>Completion Date</b>	<b>Progress as at November 2009 (R/A/G)</b>
Communication	Involve disabled people in action planning and service delivery	Appropriate representation from staff and patients obtained to contribute to evaluation of way in which services are delivered	All	E&D Task Force Disability Lead	Ongoing	Green
	Improve Signage throughout hospital – including symbols as well as wording	Signs reproduced across Crown Street, Aintree and Alder Hey sites with a variety of symbols	All	Head of Facilities	September 2008	Amber On hold pending Big Push and other Estate reconfiguration
	Improve and maintain communication systems and raise awareness of staff and patients about the facilities available to them eg Induction Loop Systems, portable loop system for other OPD, minicom (text phone)	Usage of facilities is recorded and monitored to identify an increase	All	Director of Nursing, Midwifery & Patient Quality Estates	September 2008	Amber Order in progress
	Hearing Loop sign to be displayed, loop testing to be performed and staff training	Identification of areas in which hearing loops are in place with appropriate training for relevant staff having taken place	All	Estates/ Learning and Development staff	September 2008	Amber In progress
	Visual fire alarms to be fitted in appropriate locations	Alarms installed in identified locations	All	Estates	September 2008	Amber In progress
	Identify and make available list of staff able to use BSL in an emergency	Widely circulated list of staff able to use BSL	All	Patient Quality Manager	October 2008	Not to be implemented

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	Improve/extend use of British Sign Language Interpreters for patients who are deaf	Record and monitor occasions where deaf patients use BSL interpreters and increase uptake	All	Director of Nursing, Midwifery & Patient Quality	October 2008	Green
	Patient information leaflets made available in different formats and media	Relevant leaflets identified and produced in a range of formats	All	Patient Quality Manager Disability Lead	June 2007	Green
	Specific Patient Information Leaflet to highlight equipment, services, support networks within the Trust	Relevant leaflets identified and produced in a range of formats identifying networks, etc	All	Patient Quality Manager Disability Lead	April 2008	Not to be taken forward
	Front line reception staff to be trained in basic welcome terms using BSL	All Sodexo front of house staff able to use basic BSL for welcoming purposes	All	Director of Nursing, Midwifery & Patient Quality	Ongoing	Amber
Communication with other Agencies	Communication from GPs re patients with additional needs and perinatal mental health issues	All agencies aware of route to access additional support for patients with mental health needs	All areas	Patient Services	April 2008	Green
Parking access	Improve, extend and monitor the provision for disabled parking, increase number of bays at front of hospital and re-mark existing bays	Increased number of dedicated disabled access bays on Crown Street site	All	Estates	April 2008	Green
Facilities	Improve facilities on the ward areas - accessible toilets, bathrooms and showers to be reviewed and actions prioritised - All basins to have lever type taps	Upgrade to all areas completed, with additional fixtures in place	Ward Areas	Director of Nursing, Midwifery & Patient Quality Estates	April 2008	Red

Issue Identified	Action	Measures	Function/ Service Area	Lead	Completion Date	Progress as at November 2009 (R/A/G)
- Wheelchair access	- Showers to have folding shower seat - Vertical grab rails - Angled wall rails - Extend mirrors - Coat hook at correct level - Replace beds as identified from tender - Provide a contrast between walls and fittings - Ensure some rooms have widened doorways					
	Upgrade walkways to car parks, tactile surfaces and contrast on bollards	Improved surfaces suitable for easy access in a wheelchair	Outside of Hospital			
	Review provision of tactile strip at top and bottom of stairs	Improved provision of tactile strips in necessary				
	Check all tactile slabs in front of hospital and replace if necessary	New slabs in place if required	All			
	- Ensure all receptions have access for wheelchairs - Review positioning and type of equipment needed for wheelchair users evacuation	Wheelchair friendly access to all reception areas within the Trust				
Concierge	Develop role and recruit Patient Concierge to assist Disabled patients  Training in disability awareness provided	Concierge in post	All	Director of Nursing, Midwifery & Patient Quality	June 2007	Green
Volunteers	Support disabled people to gain	Monitoring of people with a	All	Voluntary	Ongoing	Green

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	volunteer opportunities within the Trust	disability being taken on as volunteers		Services Manager		

#### **Gender Equality Action Plan**

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Gender Pay gap	Conduct an audit to ensure that any gender pay gap has been rectified using data gathered through Agenda for Change	Equal Pay claims, analysis of workforce data to identify if there is thought to be a problem	All	Assistant Director of HR	December 2008	Amber Process now agreed for annual audit.
Issues/barriers for transsexual staff/potential staff	Development and implementation of a policy to cover transsexual people	Policy in place	All	Assistant Director of HR	December 2008	Amber Draft policy in place
Promotion of Flexible working options	Promote flexible working for both men and women in the workforce	Staff survey, recording of uptake via ESR and Directorate information	All	Assistant Director of HR	December 2008	Green
Domestic Violence	Development of a Domestic Violence Policy	Policy in place	All	Assistant Director of HR/ Consultant Midwife	September 2008	Green

#### **Age Equality Action Plan**

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Awareness of new legislation	Awareness sessions for staff	All Managers have received a briefing	All	Assistant Director of HR	Complete	Green

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Retirement process	Update retirement policy	Revised policy in place	All	Assistant Director of HR	August 2007	Green

### **Religion or Belief Equality Action Plan**

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Facilities	To consider the provision of separate areas for women/men in the Quiet/Prayer Room as identified in the consultation exercise	Provision made for appropriate quiet room/prayer facility	Corporate	Estates	April 2008	Green
Food/diet	To ensure patients have appropriate meal according to their Religion/Belief	Appropriate menu on offer to patients	Corporate	Sodexo/ Head of Facilities	Dec 2007	Green
Appropriate consultation regarding religious practices	To research eg ceremonies conducted at birth, Hygiene and appearance e.g. hospital gowns, care of the dying and implement any actions that arise as a result of findings	Appropriate provision made for different religious practices to be taken into account in different care settings/situations	All	E&D Lead Quality Manager / Chaplin's	Dec 2007	Green
Policy on Religion/Belief	Write and implement a policy covering staff and patients' religion/belief	Policy in place	All	E&D Leads / Quality Mgr / Chaplins	September 2008	Green

### **Sexual Orientation Equality Action Plan**

<b>Issue Identified</b>	<b>Action</b>	<b>Measures</b>	<b>Function/ Service Area</b>	<b>Lead</b>	<b>Completion Date</b>	<b>Progress as at November 2009 (R/A/G)</b>
Staff support	Improve and extend Lesbian, Gay and Bisexual network	Trust Network established and regularly run and publicised	All	E&D Lead	December 2008	Green Group established but little interest