



Single Equality Scheme

2009-2014

This scheme replaces the Trust's Race Equality Scheme from 2005-2008.

Disability Equality Scheme from 2006-2009 and

Gender Equality Scheme from 2007-2010.

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THE SINGLE EQUALITY SCHEME

1. FORWARD FROM THE TRUST BOARD

The purpose of the Single Equality Scheme is to help stop discrimination and lessen inequality between groups of staff and services users. Nationally, evidence suggests that there is continuing inequality; discrimination and disadvantages that affect people's health and employment prospects locally and throughout the UK. George Eliot Hospital NHS Trust has an important role to play in challenging this and promoting a positive way forward.

George Eliot Hospital has been responding to the diverse needs of staff and service users since the introduction of Equality Legislation. The George Eliot partnership board is made up of key stakeholders, who are involved in providing services across the public, independent and voluntary sector. The Board was established to improve community consultation and engagement, and to work with supporting organisations to improve services so as to become more culturally aware. The George Eliot also works in Partnership with West Midlands Equality & Diversity Forum, whose main aims are to set minimum standards in employment and service delivery and to share best practice across sectors. In supporting this agenda we recognise that we need to adopt the social model of disability, and do everything we can to remove barriers for people accessing our services and staff in our employment who may feel at a disadvantage.

Several ongoing initiatives have moved the equality and diversity agenda forward within George Eliot, including:

- ❖ The Hospital Board awareness sessions – Equally & Diversity;
- ❖ Equality Impact Assessment training for Managers and Staff Side;
- ❖ Developing action plans to improve service delivery, including accessibility for all;
- ❖ Equality and Diversity Group;
- ❖ Annual Equality and Diversity reports;
- ❖ Introduction of corporate Equality Impact Assessment tool;

The Board of Directors believes it is crucial that we link the issue of diversity to the core of our business, so that it is no longer seen as an add-on, but is at the centre of our aims and objectives, which should become the bottom line in everything we do. They help us as an organisation to maintain focus and provide very clearly the reason diversity is essential to our services. They also help us see our part in the bigger picture, and understand how diversity can help us achieve our mission and vision.

By building a workforce that is truly representative of the local communities that we serve, we increase the talent pool from which we recruit from, and build services that are responsive to the needs of the local communities.

The George Eliot has established an Equality and Diversity Group, which is Chaired by the Director of Finance & Information and membership includes representatives from across the departments and staff side who ensure that equality and diversity is embedded into the organisation's strategic objectives. The George Eliot Hospital recognises that consulting and involving staff at every level is paramount to support service development and improvement.

It is the intention of the Equal Opportunities Group to explore the possibility of setting up a Minority Forum. This would consist of a HR representative, Staff Side representation and a cross section of diverse minority staff. The purpose of the Group is be involved in the assessment and development of new policies, strategies, processes and practices. Identify any perceived work issues and to work in collaboration with management to address any concerns and formulate strategies for implementation and review.

This scheme has been updated to take into account recent changes in legislation, policy and guidance, and continues to underpin our vision; to pursue excellence in service delivery and make George Eliot an organisation where staff feel proud to work. This scheme will support us in meeting our statutory obligations, and to develop a clear understanding across the Trust, of social inclusion, human rights and equality in the workplace and in service provision.

Trust Board

Stuart Annan
Chair

Sharon Beamish
Chief Executive

2. What Would A Single Equality Scheme Actually Deliver For An Organisation?

An efficient SES will need to be more than a written policy in terms of its impact on the workforce and the local population. An SES will have to include effective monitoring, demographic and workforce information as key components. An SES will enable an organisation to meet both current & emerging challenges and opportunities to enable patient choice. The Trust's knowledge and understanding of any existing health inequalities will go a long way to support the old adage '*an organisation can only meet the needs of its patients if it knows what those need are*' similarly a systematic approach for conducting an analysis of the Trust's needs, and how those needs are addressed, will be of invaluable assistance in any organisation, as will a comprehensive assessment of all services/functions.

It is important for the Trust to work closely with local organisations, such as voluntary, statutory and the community in order to provide efficient health and social care. An effective SES will ideally support the Trust's work and could be used in future collaborative policy and practice development.

3. Equality & Diversity – The Legislation

The core commitment of the GEH Trust is to provide fair, accessible services for all, and equality of opportunity for staff is underpinned by equality legislation.

Three pieces of legislation are of central importance to our SES. These are:

- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 2005
- Equality Act 2006

These laws impose positive duties on all public bodies to promote race, disability and gender equality in everything we do. The general duties are outlined below, whilst the **specific duties are explained in section 8 of the report and the individual Equality and Diversity Action Plans (12-18).**

3.1 Race Relations (Amendment) Act 2000

Under the general duty of the Race Relations (Amendment) Act 2000, public authorities are required to have due regard for the need to:

- Eliminate unlawful racial discrimination;
- Promote equality of opportunity;
- Promote good relations between people of different races.

3.2 Disability Discriminations Act 2005

Under the Disability Discriminations Act 2005 (DDA), public authorities are required to have due regard for the need to:

- Promote equality of opportunity between disabled people and others;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled people that is related to their disabilities;
- Promote positive attitudes towards disabled people;
- Encourage participation by disabled people in public life;
- Take steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than others.

3.3 Equality Act 2006

Under the Equality Act, public authorities are required to have due regard for the need to:

- Eliminate discrimination and harassment that is unlawful under the Sex Discrimination Act, and discrimination that is unlawful under the Equal Pay Act;
- Promote equality of opportunity between men and women, (including Transgender people)

In recognising that equality and diversity requires more than the promotion of race, disability and gender equality, the Trust acknowledges the following legislation as relevant to our SES:

- Employment Equality (Age) Regulations 2006;
- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Religion or Beliefs) Regulations 2003.

3.4 Religion or Religious Beliefs Legislation

The Racial and Religious Hatred Act 2006 extends the racial hatred offences in Part III of the Public Order Act 1986 to cover inciting hatred against persons on religious grounds.

The Employment Equality (Religion or Belief) Regulations 2003 outlaw discrimination (direct discrimination, indirect discrimination, harassment and victimisation) in employment and vocational training on the grounds of religion or belief.

The laws do not have positive duties associated with them but they do apply to employment and the provision of healthcare services. We must therefore ensure that through our functions, policies and employment practices, we are not discriminating on any of these grounds.

4. Identifying Differences in the General duties

Differences in the way general duties have been drawn up reflect the different nature of discrimination experience by a particular group. For instance:-

The Race Duty: *includes a duty to promote good relations between different communities.*

The Disability Duty: *includes a duty to promote positive attitudes toward disabled people.*

It is, therefore, possible to take a generic approach across the strands, for, example setting out your arrangements for actions taken or intended action towards implementation of all the duties; and including actions on sexual orientation, age, religion and belief. (See section 8 for further details)

5. Equality & Diversity – Organisational Objectives

Our vision is that the George Eliot NHS Trust will be a commercially vibrant organisation that **exceeds expectation** through **excellent** provision of local services tailored to individual needs.

We will achieve this through maintaining high quality core hospital services using integration and diversification. Relevant services will be moved as close to home as possible, to offer convenience and choice to patients. This will support people at home to maintain their independence; taking control and responsibility for their own health and well-being. We will use technology to support our aims and build a

community of excellent clinicians. We are aiming to be in the top 10 nationally in terms of efficiency and productivity. Our strength lies in being a small district general hospital that is responsive to local requirements and able to change and meet challenges.

Our vision and mission have been translated into eight strategic objectives. These are shown below:-

- Patient Care
- Service Delivery
- Service Development
- Patient Experience
- Stakeholder Involvement
- Health Improvement
- Staff Experience
- Cost Effectiveness

In addition to the above vision, strategy and objectives, we have developed six principles that will enable us to work towards achieving equality and diversity in the provision of our services as well as in our commitment to patients, service users and our workforce:

Equality and Diversity Objectives

- Promote diversity in all the Trusts functions and services
- Approve the Single Equality Scheme and Action Plan
- Ensure implementation of the Equality Action Plan
- Develop policies that promote fairness and equality for everyone
- Agree equality and diversity related priorities; and
- Monitor and evaluate the Single Equality Scheme, action plan and related policies on a regular basis.

6. Equality Impact Assessment Arrangements

We have arrangements in place to assess the impact of the organisation's policies, procedures and functions as required by the legislation. Our arrangements for assessing and consulting on the likely impact of proposed policies on the promotion of equality, take the form of Equality Impact Assessments (EqIAs).

EqIA is a tool that enables us to assess the degree to which a service, function or policy has the potential to disadvantage groups of people. The completion of valid EqIAs is vital to ensuring equality for patients and staff and for creating a SES which is responsive and meaningful.

Therefore, the purpose of our Equality Impact Assessment is to improve the work of the Trust, by promoting equality and ensuring that policies and functions do not discriminate either directly or indirectly against staff, patients and service users.

The completion of Equality Impact Assessments is a legal requirement for public sector organisations as EQIA were introduced by the following legislation:

- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 2005
- Equality Act 2006

There is no legal requirement to undertake impact assessments and produce equality schemes for other equality categories, including Age, Sexual Orientation and Religion. However, the Trust takes the view that it is good practice to impact assess its functions and policies in relation to all equality categories.

7. The George Eliot Hospital NHS Trust Aims To:

- Tackle inequality and work towards eliminating discrimination, including developing specific initiatives to support minority groups.
- Monitor and evaluate the experiences of staff and service users to identify any barriers for minority groups.
- Take action individually and collectively to raise standards and make its services, and the information it provides culturally sensitive, relevant and accessible to meet the needs of all of the people it serves.
- Take action to recruit and promote people from all backgrounds at every level and across all professions, because of the additional value, knowledge and personal qualities they bring.
- Demonstrate its commitment through deeds, and by involving and communicating its intentions and actions to its workforce, and to the communities it serves.
- Establish organisational policies and standards that promote equality of opportunity.
- Ensure that appropriate and effective equality training is delivered and made available to senior managers and front line staff.
- Develop Equality Champions at all levels of the organisation
- Work in partnership with Key Stakeholders.

8. Meeting the General and Specific Duties

The general duty of the legislation means that in everything we do we must have due regard to the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between people of different groups

In order to do so, we will make sure that all decisions made in relation to delivering services, employing staff and exercising other duties, take full account of these issues.

The specific duties of the legislation require the GEH to produce an Equality scheme that meets the requirements of the legislation outlined above. The Single Equality Scheme will incorporate the key equality areas of the ethnicity, disability, gender, sexual orientation, religion /belief and age.

9. The Specific duties of the Single Equality Scheme in Relation to Equality Duties are:

- Assess and consult on the impact of proposed policies on the promotion of equality.
- Monitor policies for any adverse impact on the promotion of equality
- Publish the results of assessments, consultation and monitoring
- Ensure public access to information and services
- Train staff to carry out the duties

9.1 Employment

In addition, the following specific duties in relation to employment must be carried out.

Monitoring the ethnicity, gender and disability of:

- Staff in post
- Applications for jobs
- Promotion of training

Monitoring the ethnicity, gender and disability in:

- Training
- Grievances
- Harassment
- Disciplinary procedure
- Performance appraisal
- Dismissals and other reasons for leaving

This information will be provided to the HR Group quarterly with annual reports to Board of Directors.



The data gathered from the above will significantly influence the decision making process, and it will enable the Trust to obtain a wide range of information about how its services are viewed and used. A key issue for us to consider will be how the elements of the single strands of diversity are supported by one another within the context of the overall scheme. This is of particular interest to us as we recognise the potential for disadvantages to be compounded when people experience multiple causes of disadvantage and discrimination

9.2 The overall purpose of equality in employment within the Trust is to:

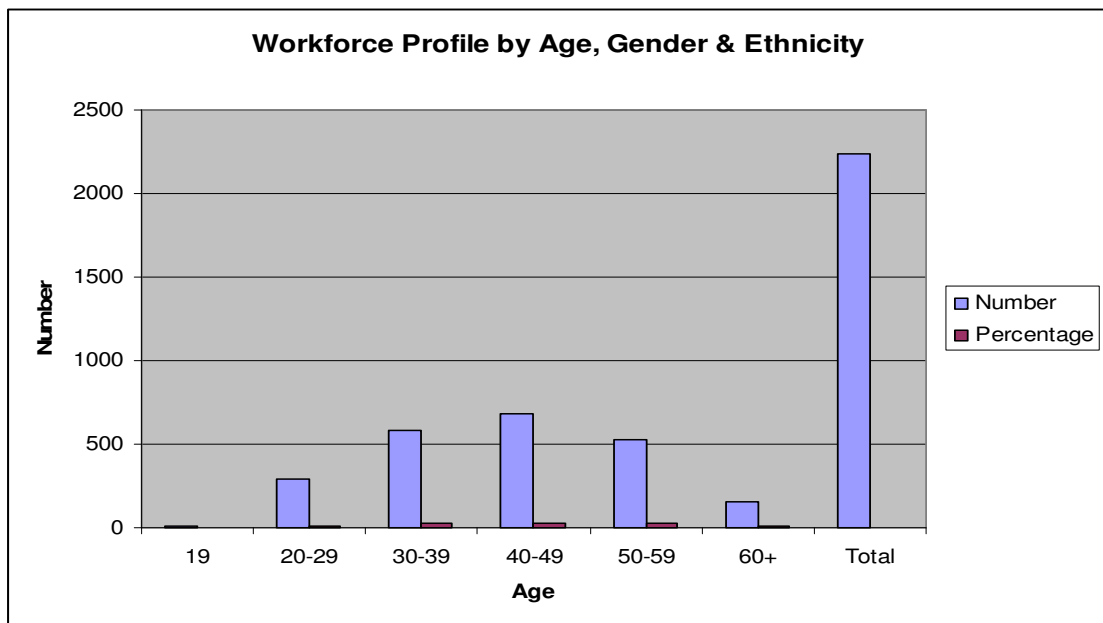
- build a workforce that is valued and whose diversity reflects the communities it serves, enabling it to deliver the best possible healthcare service to the local population.

- ensure that the Trust is a fair employer, achieving equality of opportunity and outcomes in the workplace, and to ensure that the Trust uses its influence and resources as one of the biggest employers in the area to make a difference to the lives, opportunities and health of the local community.

10. Workforce Profile by Age, Gender and Ethnicity

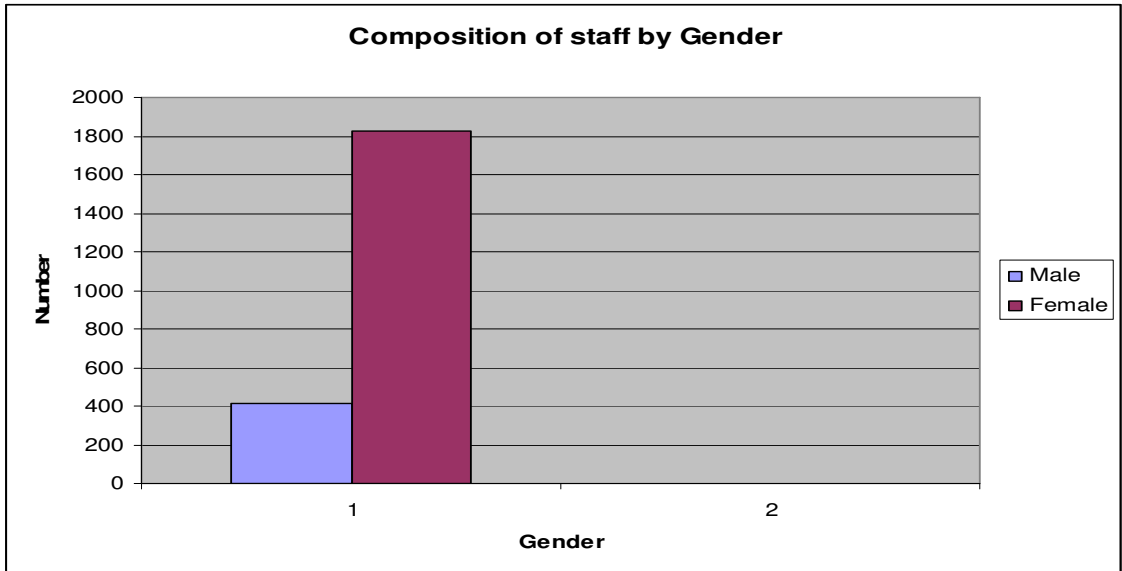
Composition by staff by age

AGE	Number	Percentage
19	9	0
20-29	295	13
30-39	580	26
40-49	678	30
50-59	524	23
60+	152	8
Total	2238	100%



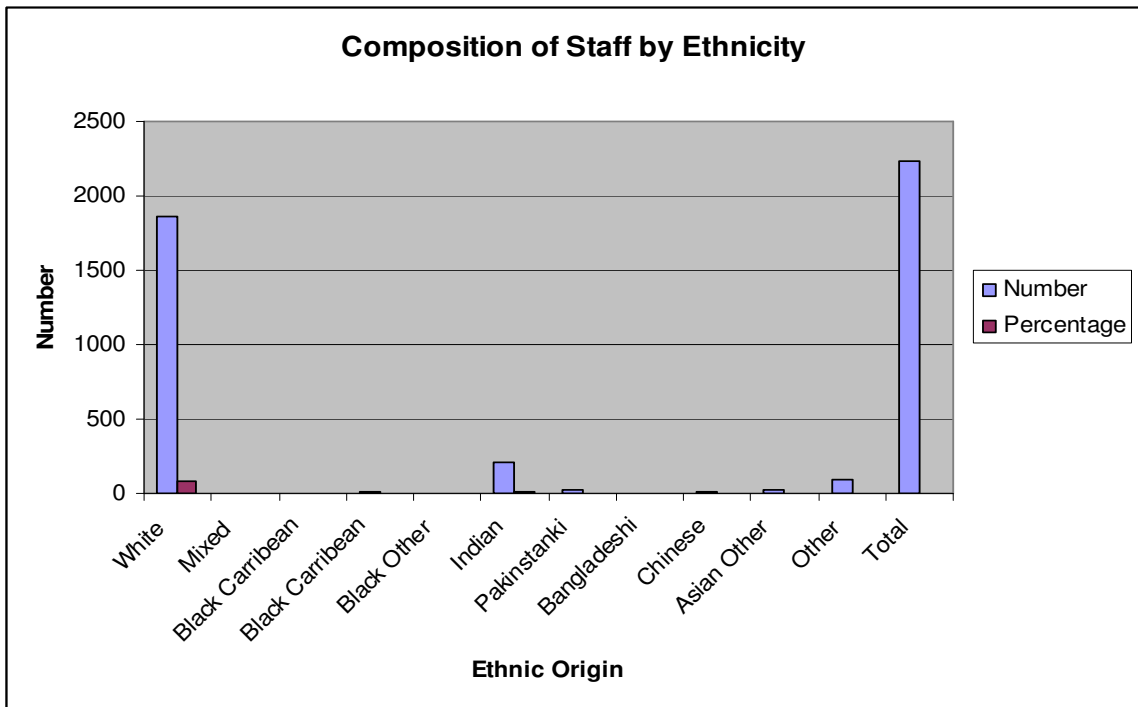
Composition of staff by gender

Male: 413 (18%)
 Female: 1825 (82%)



Composition of staff by ethnicity

Ethnic origin	Number	Percentage
White	1861	83
Mixed	2	0
Black Caribbean	5	0
Black African	17	1
Black other	3	0
Indian	205	9
Pakistani	18	1
Bangladeshi	0	0
Chinese	8	0
Asian other	26	1
Other	93	5
Total	2238	100%



11. The Single Equality Scheme

The Single Equality Scheme sets out how the GEH will meet its legal duties to promote equality and focuses on:

- Ensuring that policies, functions and services are appropriate and accessible by working closely with all key stakeholders.
- Monitor service delivery and workforce and taking action to address any issues that disadvantage minority groups through analysing workforce and service data to identify and address any gaps.
- Work with key stakeholders, local community to develop further action plans
- Communicate outcomes and findings to all stakeholders through the equal opportunities group and the HR Group. These findings will then be reported to the Board.

12. Equality and Diversity Action Plans

Alongside the scheme outlined above the Trust has developed an action plan which sets out how we intend to meet both our aims and our legal obligations over the next 5 years. For clarity and transparency the action plans set out how the Trust intends to meet the general and specific duties under each of the Equality Acts that demonstrates our intentions to prevent discrimination for all of the equality and diversity categories detailed in section 3.

The action plan provides a framework against which the Trust's performance and progress can be measured. The action plans will be regularly presented to service users, careers, staff and stakeholders in order to build an effective and proactive Single Equality Scheme that can be developed and changed to reflect local needs. The Trust will consult and involve the Trade Unions and employees on the

implementation of the scheme. The Trust will make copies of the scheme summary available throughout its premises to enable staff and service users to consider its proposals and listen to their feedback.

The Equal Opportunities Group will meet quarterly to co-ordinate the action plan and Equality Scheme for the Trust. The action plans will be operational seen by the HR Group with outcomes provided in annual report t the Board of Directors.

The action plans will be revisited at least annually and amended as necessary.

The Scheme will be published on the Trust's website and the Human Resources intranet site.

13. Consultation and Involvement

13.1 Consulting with employees

All Policies are agreed jointly with Staff Side representatives of the Trust Joint Policy Committee; the Human Resources Group and all policies are circulated to the employees for comment.

13.2 Consulting with users and the public

The Trust has a variety of mechanisms for consultation with users and the public. The majority of the Board meetings are held in public, and copies of the papers are available on our web site. Our annual report is distributed to every household in the local area, and we will shortly be producing a Patients Prospectus outlining our services.

The annual patient survey provides information on how users see our services, and we are able to analyse the results by demographic information.

The staff survey provides information on how staff feels about working in the Trust. The information informs improvements in working conditions and practices at a local level and assess the effectiveness of staff policies (such as training, flexible working and equality)

We hold regular information sessions with local community groups on specific health issues and invite feedback.

Individual services also have different ways in which they consult users.

14. Communication and Feedback

As part of the Trust's legal obligations to ensure that our Single Equality Scheme is meaningful to our employees and patients/Service Users, we want to involve people in the development of this Scheme.

Members of the Equal Opportunities Group will complete various communication exercises with staff in order to gather their views on Equality and Diversity within the Trust and views will be gathered from patient/services users. The aim of this exercise will be to identify where people believe that improvements could be made.

As with all aspects of diversity, the Trust will communicate Diversity and Equality issues to staff and service users in as many ways as possible. Such as:

- Via the intranet/internet
- Via team brief
- Bleep magazine
- Meetings and forums as appropriate

15. Access to Information and Services

The Single Equality Scheme will be available to the public on the Trust's internet website and Human Resources internal website, and media coverage **of its publication as part of the Board meeting on 25th June 2009.**

All HR Policies are made available to staff through the HR intranet site Information relating to service can be accessed via the Trust website.

16. Proving Comments and Feedback

The Trust welcomes any feedback from individuals and organisations that have used or may wish to access services or from employees about the implementation of this scheme or any other issues relating to equality and diversity. Any complaints or queries to the Trust related to non-compliance with the legislation should also be directed to the following points of contact:

For Service Related Issues Contact:

Christine Longstaff
Head of Patient Services
Tel: 0121 627 2607
christine.longstaff@geh.nhs.uk

For Employment Issues Contact:

Elaine Stiles
Senior Human Resources Manager
George Eliot Hospital NHS Trust
Nuneaton
Tel: 024 76865672
elaine.stiles @geh.nhs.uk

Frank Keogh

Equality and Diversity - Staff-side Lead
Tel: 024 76865286
frank.keogh@geh.nhs.uk

Other Contact details:

Human Resources Department
024 76865216

A. Equality and Diversity Action Plan

This plan sets out the Trust's initial priorities for action in relation to the development of the Equality and Diversity Agenda. However, the Trust recognises that actions can and will change with time and as such the action plans will be flexible enough to be adapted to take account of the conclusions of Equality Impact Assessments as well as any further comments received in feedback provided about the scheme from internal and external stakeholders.

Action	Responsibility	By When	Success Measure	Date Completed
Provide annual Equality and Diversity Training to all Trust employees (including Non-Executive Directors)	HR Team / Trade Union representatives	May 10		
Impact Assessment to be carried out on all Trust Policies – new and revised	Directors, Managers and HR	March 09		
Impact Assessment to be carried out by work undertaken by sub contractors	Directors and Managers	March 10		
Develop a robust Workforce Plan for the Trust that can contribute to the aims of the Single Equality Scheme	Associate Director of HR	April 10		
Monitor the ethnicity, gender and disability in:- <ul style="list-style-type: none"> • Grievances • Harassment • Disciplinary • Performance appraisal • Dismissals and other reasons for leaving • Publish annually the results of the monitoring results. 	Diversity Lead & Equal opportunities Group	Annually Dec 2009		

B. Race Equality Action Plan

Action	Responsibility	By When	Success Measure	Date Completed
Trust to identify the ethnic profile of the local population and set targets to increase the number of staff from under-represented groups.	HR, Directors, Managers	March 10		
To monitor ethnicity of staff undertaking training and career progression	Diversity Lead	January 10		
To monitor the number of ethnic applicants applying and appointed to positions in the Trust.	Diversity Lead & Equal Opportunities Group	Annually Dec 09		
Improve the opportunities of employment for those applicants from a minority ethnic background.	Recruiting Managers and Diversity Lead	March 10		
Ensure Trust services and publications are accessible to people for whom English is not their first language.	PAL's Team Christine Longstaff and Manager	March 10		

C. Religion or Belief Equality Action Plan

Action	Responsibility	By When	Success Measure	Date Completed
Raise awareness of Trust Chaplaincy services to patients, service users and staff.	Chaplaincy Manager/ Managers	March 10		
Identify best practice in the provision of religious and belief time/services for staff, patients, visitors and service users.	Managers, HR, EO's Group	June 12		

D. Disability Equality Action Plan

Action	Responsibility	By When	Success Measure	Date Completed
To ensure that all communication for service users and staff meets the needs of those people with disabilities wherever possible.	PAL's Team Manager and HR Team	March 10		
Review access to Trust premises	Estates dept	January 10		
Improve the opportunities of employment for those applicants with a disability.	Recruiting Managers	March 10		
Engage with disabled patients, local disability groups & involve staff in equality and development activities.	HR Team, Managers and PAL's	March 11		
To monitor the number of disabled applicants applying and appointed to positions in the Trust.	Diversity Lead /Equal Opportunities Group	Annually Dec 09		
To monitor disabled staff undertaking training and	Diversity Lead /Equal	Annually		

career progression	Opportunities Group	Dec 09		
Develop disability awareness with staff to ensure that disabled people are treated with dignity and respect.	HR Team via Equality & Diversity Training	August 09		

E. Age Equality Action Plan

Action	Responsibility	By When	Success Measure	Date Completed
Develop a Retirement Policy that takes into account the rights and responsibilities of the Employment Equality (Age) Regulations 2006	HR Team	Dec 09		
Monitor the age profile of the workforce	Diversity Lead	Annually Dec 09		
Ensure that where appropriate services provided by the Trust are not age-restrictive	Directors, Managers and HR Team	June 10		

F. Gender Equality Action Plan

Action	Responsibility	By When	Success Measure	Date Completed
To ensure that all communication for patients, service users and staff is appropriately tailored to ensure it supports the Trust's duty to promote equality between men and women.	Directors , Managers and HR	March 10		
All Trust premises are easily accessible to both men and women.	Estates Dept	March 10		

Monitor workforce by gender for under-representation and explore ways to address any in balance.	Equality lead & Equal Opps group	Annually Dec 09		
To monitor the application of the new pay system to identify any causes of a gender pay gap.	Workforce Project Manager	January 10		
Review the employment opportunities for men and women in the Trust, paying close attention to roles where Men or Women are currently under-represented.	Directors, Managers and HR	March 11		
Develop gender equality awareness with staff to ensure that all people are treated with dignity and respect.	HR, Trade Union Reps via Equality & Diversity Training	August 09		
To monitor the gender composition of staff undertaking training and career progression	Equality lead & Equal Opps group	Annually Dec 09		

G. Sexual Orientation Equality Action Plan

Action	Responsibility	By When	Success Measure	Date Completed
Ensure that services are accessible to Gay, Lesbian and Bi-sexual individuals.	Directors, Managers and HR	Oct 11		
Review the need for a staff support network for Minority Groups.	Equal Opportunities Group.	June 10		

