

<b>State if the document is a Trust Policy/Procedure or a Clinical Guideline / Drugs Therapeutic Committee Document</b>	<b>Policy</b>
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**LUTON &  
DUNSTABLE**  
UNIVERSITY  
HOSPITAL

CLINICAL EXCELLENCE, QUALITY & SAFETY

# **Equalities and Human Rights Policy**

## Table of Contents

<b>Section</b>	<b>Page</b>
<b>1. Introduction</b>	4
<b>2. Purpose of Policy</b>	4
<b>3. Scope</b>	4
<b>4. Compliance</b>	4
<b>5. Ownership and Responsibilities</b>	5
▪ 5.1 Ownership	5
▪ 5.2 Trust	5
▪ 5.3 Managers	6
▪ 5.4 Staff	6
▪ 5.5 Patients	6
<b>6. Standards and Practices</b>	7
▪ 6.1 Trust Employees	7
▪ 6.2 Patients	7
▪ 6.3 Consultation	8
▪ 6.4 Suppliers	8
<b>7. Equality Analysis</b>	8
<b>8. Dissemination and Implementation</b>	9
<b>9. Monitoring, compliance and effectiveness</b>	9
▪ 9.1 Trust Employees	10
▪ 9.2 Patients	10
<b>10. Equality and Diversity-General Trust Statement</b>	10
<b>11. Equality Analysis</b>	10
<b>12. Updating and Review</b>	10
<b>Appendices</b>	
<b>APPENDIX 1 Guidelines to Good Practice</b>	11
▪ Statutory Requirements and Guidance	11
▪ Definitions	11
▪ Human Rights Considerations	12
<b>APPENDIX 2 Equality Analysis of this policy</b>	13

## 1. Introduction

1.1 The Luton and Dunstable University Hospital Trust [“the Trust”] is committed to leading and promoting diversity, equal opportunities and supporting human rights in terms of the provision of health services for the community it serves and in its practice as a leading employer.

1.2 This forms an important aspect of the Trust’s commitment towards achieving and maintaining the highest possible standards of quality, honesty, openness and accountability in all of its practices.

1.3 The document details the Trust’s policy for the commitment, practice and sustainable evidence that is required, for the Trust to remain and be seen to be fully compliant with current UK equality and diversity legislation. The Policy is also in line with the existing *Human Rights Act 1998*.

1.4 It has been produced as part of the Trust’s compliance with the Care Quality Commission Standards and this version supersedes any previous versions or related versions of this document.

## 2. Purpose of this Policy

2.1 The Policy sets out the areas that the Trust’s Equalities and Human Rights Policy will now cover and how equality and diversity across employment, patient services, community engagement and monitoring will be consistently applied and monitored.

2.2 This policy will also support the Trust’s development and implementation of the ***NHS Equality Delivery System*** (EDS2).

## 3. Scope

3.1 The Policy applies to all employees of the Trust.

3.2 This policy also applies to agency workers, contractors, sub contractors volunteers, secondees, patients and students placed at the Trust.

3.3 The Policy is applicable to all patients, their relatives and carers plus the general community who receive, or are eligible for services provided by the Trust or in conjunction with any of its designated healthcare partners.

## 4. Compliance

4.1 The Trust’s Equality and Human Rights policy complies with key UK anti-discriminatory legislation including:

***Equalities Act 2010*** (incorporating disability, gender, sexual orientation, age, race/ethnicity, religion or belief, transgender, maternity and paternity and marriage and civil partnership)

**Human Rights Act 1998**  
**The Race Relations (Amendment) Act 2000**

4.2 The *Equalities Act 2010* replaced a number of established equality and diversity legislations (as highlighted above) that covered the individual, care, the provision of services and access rights in terms of non discriminatory treatment. However, the *Public Equality Duty requirements outlined in the Equality Act 2010*, will ensure that the Trust's commitments as a 'Public Body' and (its statutory duties therein) as defined under the previous Race Equality Duty (2001), Disability Equality Duty (2005) and Gender Equality Duty (2007) will remain and be extended to cover the wider '**protected characteristics**' (formerly diversity or 'equality strands') now identified as follows:

- Gender
- Age
- Ethnicity
- Religion or Belief
- Disability
- Sexual Orientation
- Transgender
- Maternity and Paternity
- Marriage and Civil Partnerships

Therefore, these principles remain integral to the Trust's Equality and Human Rights Policy

4.3 The policy is also based on principles contained within relevant publications: *The National Health Constitution; Healthcare Commission - Tackling the Challenge (Promoting Race Equality in the NHS in England); Care Quality Commission - Standards for Better Health*; and general Department of Health guidance for NHS Trusts on diversity monitoring applicable to: race, gender, disabilities, sexual orientation, gender reassignment and religion and belief.

4.4 The policy also takes account of the focus of the *NHS Equality Framework known as the Equality Delivery System (EDS2)*.

## **5. Ownership and Responsibilities**

### **5.1 Ownership**

The Trust's Director of Human Resources and Equality, Diversity and Human Rights Committee (EDHRC) chaired by a Non-Executive Director and supported by the Trust's Equality and Diversity lead, will be responsible for the implementation and review of the Trust's Equality and Human Rights Policy.

### **5.2 Role of the Trust**

The Trust strives to be an equal opportunities employer and consistent provider of healthcare services to patients within its catchment area. It will

ensure that all employees understand their rights and responsibilities under this policy by ensuring it is easily available on the Trust websites (intranet and internet) and included or referred to, as appropriate in publicity or communication material.

### **5.3 Role of the Managers**

Every manager employed by the Trust is responsible for promoting equal opportunities in practice and in their sphere of management and where applicable, for preventing undue patient discrimination or unfair treatment. Managers must ensure that:

- all staff are aware of the policy and its location;
- all staff grievances or patient complaints are dealt with fairly, appropriately and as quickly as possible;
- appropriate records are maintained in accordance with this and subsequent policies and procedures;
- all staff are aware of their individual responsibility for the promotion and practice of equal opportunities and for avoidance of undue discrimination / unfair treatment;
- patients are made aware of the Policy in general patient information; and
- they are supportive of the Trust's commitment to undertake an *Equality Analysis* in their respective spheres of management.

### **5.4 Role of Individual Staff**

All employees have a personal responsibility to support the equal and fair treatment of colleagues and to ensure that patients are treated consistently in a respectful, dignified and non-discriminatory manner, and in line with clinical practice. In particular, all staff should:

- comply with the policy and related arrangements;
- not discriminate in their day to day activities or encourage others to do so;
- not victimise, harass or intimidate other staff or patients on the grounds outlined in this policy; and
- advise their manager if they become aware of any discriminatory practice or behaviour directed against staff, patients, patient groups, relatives or visitors from any reasonable source (e.g. staff, patients or visitors).

### **5.5 Patient Compliance**

Patients, their relatives, carers or visitors will be expected to comply with the general principles of this policy and specifically:

- not partake in or encourage any form of abusive or threatening behaviour directed towards Trust employees, patients, relatives or visitors;
- not distribute any inflammatory or offensive material; and
- follow any reasonable instruction or request in the interests of patient safety, care and privacy.

## **5.6 Further details**

Further details with regard to the requirements, responsibilities and best practice can be found in **Appendix 1 – Guidelines to Requirements and Good Practice**, which need to be read in conjunction with this main policy.

# **6. Standards and Practice**

## **6.1 How the Trust supports Employees**

6.1.1 Job applicants or employees shall receive no less favourable treatment on the grounds of ethnicity, race, disability, gender, age, sexual orientation, transgender, religion or belief, marital status or social class. The Trust also believes the workforce should be as reflective as possible of the local working age population.

6.1.2 All employees will be given equal opportunity and encouragement to progress, be trained and developed within the Trust to reach their potential.

6.1.3 All employees of the Trust will be given mandatory equality and diversity training either as a stand alone course or, if appropriate, as part of their induction programme.

6.1.4 Flexible working practices will be considered and encouraged, in line with HR and Trust Policy and service delivery needs. These are particularly helpful when introduced in support of patient needs, enabling the full and effective provision of Health Services, and identified as best suited to the community the Trust serves.

6.1.5 Any Trust employee with a declared disability is to receive reasonable adjustment considerations where appropriate and possible, in line with the Trust's commitment to encouraging and supporting the recruitment and retention of disabled employees. See Appendix 2. Staff are encouraged to discuss a potential disability with their line manager or HR in confidence so that appropriate consideration can be given to potential needs.

6.1.6 The Trust will consider and make reasonable adjustments under the requirements of the Equality Act 2010 for, for example, reasonable adjustments to employment practices, or working arrangements; or alterations to premises for staff.

## **6.2 Patients**

6.2.1 Patients, their relatives or identified carer(s), will be treated with respect and due consideration. Patients will be afforded healthcare in a consistent and non-discriminatory manner irrespective of their ethnicity, gender, age, disability, sexual orientation, religion or belief, transgender and social status. This will be in line with the Trust's Clinical Policies and Privacy & Dignity Policy.

6.2.2 Patient access to Trust services, the Trust site or healthcare arrangements will be subject to any reasonable adjustments necessary or

appropriate to meet patient disability needs. The Trust will consider and make reasonable adjustments under the requirements of the Equality Act 2010 for, for example, reasonable adjustments to alterations to premises for patient access; provision of equipment or aids for example, inductive 'hearing loops' in reception areas or wards.

6.2.3 Patient religion, belief and cultural needs will be considered as part of any clinical application where or if deemed appropriate. If appropriate, the Trust will discuss with the patient and/or relatives or designated carer(s) any particular needs in terms of health care provision or service provided by the Trust.

6.2.4 Patient language and interpretation needs will be covered as necessary by the Trust's interpretation services in line with the Trust's Translation and Interpreting Policy.

6.2.5 Patient privacy needs will be encouraged and managed under existing Trust privacy and national guidance.

### **6.3 Consultation & Engagement**

6.3.1 The Trust will aim to reflect, as part of its consultation arrangements with its formal or informal stakeholder groups (e.g. providers, local communities, networks, patient groups and employees) that wherever possible, the widest and most reflective representation of these groups are approached for their views, in order to ensure a broad spectrum of opinion and feedback is received.

6.3.2 Where appropriate these consultation arrangements or opportunities may be made available in alternative formats (i.e. Braille) or in different languages to reflect the targeted community or stakeholder group needs as identified.

### **6.4 Suppliers**

6.4.1 As a major procurement organisation, the Trust will encourage best practice and non-discriminatory principles from within its existing and prospective supplier base. This will form, where appropriate, part of our formal contractual arrangements and obligations with suppliers.

6.4.2 Private and honorary contractors employed by the Trust in any activity (for example as employees, suppliers of goods or services, or as researchers) will be required to fully comply with the Trust Equality and Human Rights Policy when on the Trust site or if conducting business or activity on the Trust's behalf.

## **7.0 Equality Analysis**

7.1 Equality Analysis (EA), (previously known as an Equality Impact Assessment or EIA) is a formal and systematic process which the Trust is

required to undertake to be able to evaluate practice and performance around equality and make informed decisions.

7.2 The Trust will assess all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and, in terms of access to and how, the Trust delivers its health care services within the community.

7.3 The primary purpose of this review process is to help the Trust identify any discriminatory variances and managers are expected to fully support the Equality Analysis process in their respective spheres of management.

7.4 The Equality Analysis process can occur at any stage of a policy or processes review cycle, for example during initial drafting, at a policy's consultation stages or, when a policy or procedure is due for review.

7.5 The Trust will publish the Equality Analysis outcomes of all its policies on the Trust intranet.

## **8. Dissemination and Implementation**

8.1 The HR Directorate, Equality, Diversity and Human Rights Committee, Staff Side representatives and managers within Divisions are responsible for the implementation of this policy.

- Following ratification, a copy of the policy will be stored electronically in the HR section of the Trust's document library on the internet/intranet site.
- A copy of the policy will be circulated to members of the HR team to enable them to support the implementation of the policy.
- A clear communication will be sent to Managers to make them aware that the revised policy has been issued and that they are responsible for cascading the information to their staff members, including staff members who do not have regular access to email.
- The Trust directors and Chairs of Staff Side Committees will be advised of the issuing of the new policy.
- Information to promote awareness of the revised policy will also be included in the bulletins which are circulated to all staff.

## **9. Monitoring compliance and effectiveness**

### **9.1 Employees**

The Trust will monitor the *protected characteristics* (currently gender, age, race and disability and in due course to also cover, sexual orientation, religion or belief and transgender) of its employees as part of its monitoring of its equal opportunities processes and practices. This is required under the statutory duties across the following employment areas:

- Employment

- Training
- Promotions
- Disciplinarys
- Grievances
- Dismissals
- Promotions

9.1.2 The Trust will formally review and/or consider any variances, trends or disproportionate outcomes, where applicable to support any identifiable or considered action to redress any targeted under or over representation. This will typically feed into the Trust's *Equality Objectives* as defined within the Equality Delivery System.

9.1.3 Trust employees are encouraged to assist the Trust to meet its statutory compliance duties by completing when requested, Equal Opportunities Monitoring forms at recruitment, development and training stages and/or any monitoring requirement, as determined under statutory compliance.

9.1.4 The Trust will publish the staff equalities data in the form of annual reports but interim reports (i.e. 6 monthly) may be produced for review, by the Equality Diversity and Human Rights Committee.

## **9.2 Patients**

9.2.1 The Trust will monitor the ethnicity, age, gender, religion or belief, disability, sexual orientation and transgender profile of its patients, in order to monitor the effectiveness and accessibility of Trust services. Patients will be asked respectfully, to provide such information.

9.2.3 The Trust will also use such information/data obtained to comply with any of the Trust's *Equality Objectives* as defined within the Equality Delivery System and also, any statutory, Care Quality Commission Outcomes plus any national standards, with regard to the provision and accessibility of services within the community.

9.2.2 All Trust clinical and/or designated support employees, will be responsible for making reasonable arrangements, to obtain this monitoring information from patients or if appropriate and/or permissible, from their relatives or carers, at the earliest possible point of patient access to the Trust's services.

## **10. Equality Analysis - Outcome**

10.1 The Policy has been subject to an Equality Analysis. This was found to have a likely highly positive impact towards eliminating or reducing discrimination across both staff and patient groups, in any form of unfair treatment or undue discrimination. See Appendix 2 (OR LINK)

## **11. Updating and Review**

11.1 This Policy will be reviewed on a tri-annual basis, following any appropriate assessment and clearance by the Trust's Committees.

## APPENDIX 1 GUIDELINES TO REQUIREMENTS AND GOOD PRACTICE – EQUALITY AND HUMAN RIGHTS

### 1. STATUTORY REQUIREMENTS AND GUIDANCE

This policy and any associated arrangements shall be implemented in accordance with the appropriate statutory requirements as defined under the **Equality Act 2010** which has superseded and replaced former Equalities legislation as listed in the footnote below<sup>1</sup>

The Equality Act 2010 not only united previous legislation but broadened the Public Sector Equality Duty beyond Race, Gender and Disability to take a holistic approach to all protected characteristics. This includes Age, Sexual Orientation, Transgender, Religion or Belief, or any other protected characteristics (or 'equality strand').

The Trust will comply with all Equality Duties as applicable to the protected characteristics. This means a requirement to secure and work with **Equality Information** and **Equality Objectives** rather than have individual Equality Schemes. The Trust will secure Equality Information by monitoring staff and patient data profiles and gauging their respective feedback, to support the effective engagement with its stakeholders towards the identification of **Equality Objectives**, as part of its compliance with the Equality Act.

The **NHS Equality Delivery System** (EDS2) has been devised to help the NHS meet their obligations under the Equality Act 2010 and so the Trust has also undertaken a commitment to this system.

The Trust will also take full account of any Codes or Practice issued by the Equalities and Human Rights Commission, plus equalities guidance or compliance instruction as and when issued from the Care Quality Commission, NHS and governmental departments (i.e. Department of Health and Department of Works and Pensions) also, any statutory body as they become available.

### 2. DEFINITIONS OF DISCRIMINATION

#### 2.1. Indirect Discrimination

Indirect discrimination refers to applying a provision, criterion or practice which disadvantages people of a particular group (e.g. defined by sex, race, disability, sexual orientation, religious belief or age). Indirect discrimination is illegal if it cannot be justified as a proportionate means of achieving a legitimate aim.

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<sup>1</sup> Former legislation: Equal Pay Act 1970; Rehabilitation of Offenders Act 1974, Sex Discrimination Act 1975; Race Relations Act 1976, Race Relations (Amendment) Act 2000; Employment Equality (Sexual Orientation) Regulations 2003; Employment Equality (Religion and Belief) Regulations 2003; Disability Discrimination Act 1995, 2005 and Equalities Act 2006.

## **Examples**

Examples of indirect discrimination may include:

- requiring that the employee be six feet tall would disproportionately disadvantage women
- uniform requirements stating that employees may not wear any headwear would indirectly discriminate against Sikh men
- Not recognising 'carers rights' when considering work patterns or shifts.

## **2.2 Direct Discrimination**

Direct discrimination means treating one person less favourably on the grounds of sex, transgender, race, disability, sexual orientation, religion/belief, or age. For example, requiring that an employee must be male or must be 'physically active' when there is no valid or justifiable reason to be so.

## **Examples**

Direct discrimination may be either overt or covert as in the appointment of individuals to vacant posts where the reasons for non-selection, may not be disclosed by an employer or denying or poorly administering patient care, on the basis of a patient's ethnicity or disability, when that had no bearing on the treatment they should have received.

Direct discrimination is unlawful under all anti-discrimination law, unless exceptionally, there is a Genuine Occupational Qualification (GOR) that the employee must be from a particular group. For example, female counselling staff employed in a Female Domestic Violence Unit.

## **3. VICTIMISATION**

Victimisation occurs when a person receives less favourable treatment or is discriminated against as a result of pursuing (or assuming to pursue) their rights. For example, under the Trust's Employee Grievance Procedure or if a patient complains under the Trust's Complaints Handling Process.

## **4. HARASSMENT**

Unwanted conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This definition is applicable across anti-discrimination legislation and therefore for example, applies to harassment on grounds of age, sex, race, disability, sexual orientation, religion or belief, transgender and/or employment rights such as union membership.

## **5. HUMAN RIGHTS CONSIDERATIONS**

The **Human Rights Act 1998** defines the rights all UK citizens can expect, for example, right to life, freedom from inhuman or degrading treatment, right to liberty and right to respect for family life.

Human rights are based on principles of Fairness, Respect, Equality, Dignity & Autonomy (FREDA).

A human rights based approach (HRBA) is the process by which human rights are put into practice. It has five key principles:

- **Putting human rights principles and standards at the heart of policy and planning**
- **Empowering staff and patients with knowledge, skills and organisational leadership and commitment to achieve human rights based approaches**
- **Enabling meaningful involvement and participation of all key stakeholders or people**
- **Ensuring clear accountability throughout the organisation**
- **Non-discrimination and attention to vulnerable groups.**

Using a HRBA framework can improve the quality of our services, the patient experience and also reduces risk of complaints and litigation.

The Trust fully endorses the view that all patients and their relatives or carers have the right to be treated with dignity and respect at all times.

The Trust will afford all patients with the highest possible standards of care and attention. We will endeavour to provide suitable patient privacy arrangements and discuss with or inform patients or their relatives or carers, of the identified treatment options or healthcare needs, in a sympathetic and considerate manner or format appropriate (e.g. in different languages) that reflect the needs of the patient.

The Trust will also ensure that staff are employed in an environment that recognises their Human Rights and affords them a safe, fair and fulfilling employment experience.

## Appendix 2

### Equality Analysis Screening Form

<b>Title of Proposal</b>	Equality and Human Rights Policy		
<b>Person Completing this proposal</b>	Robert Jones	<b>Role or title</b>	Equality Lead
<b>Division</b>		<b>Service Area</b>	All
<b>Date Started</b>	06/10/2015	<b>Date completed</b>	14/10/2015
<b>Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation.</b>			
The Policy supports an environment where all communities can be served by the Trust, in a manner that respects, understands and cares for diverse patients groups, and where diverse staff are recruited, developed and treated in line with good practice found across the NHS, which is fully compliant with its statutory duties.			
<b>Who will benefit from the proposal?</b>			
Patients, hospital visitors and staff across all protected groups			
<b>Impacts on different Personal Protected Characteristics – <i>Helpful Questions:</i></b>			

<p><i>Does this proposal promote:-</i></p> <ul style="list-style-type: none"> <li>• <i>Equality of opportunity?</i></li> <li>• <i>Eliminate discrimination?</i></li> <li>• <i>Eliminate harassment?</i></li> <li>• <i>Eliminate victimisation?</i></li> <li>• <i>Promote good community relations?</i></li> <li>• <i>Promote positive attitudes towards disabled people?</i></li> <li>• <i>Consider more favourable treatment of disabled people?</i></li> <li>• <i>Promote involvement and consultation?</i></li> <li>• <i>Protect and promote human rights?</i></li> </ul>	<p><b>Yes</b> - Equality, fair treatment and social inclusion are the foundations of the Modernised Health Service. To help us to build on this foundation it is necessary to promote a culture of openness, fairness, dignity and respect where people are valued, differences recognised and that there is freedom from discrimination and harassment. This policy hopes to enshrine this way of thinking into practice, amongst staff at Luton and Dunstable University Hospital but also with agency workers, contractors, volunteers, secondees, patients and students who are placed at the Trust.</p> <p>The policy helps to ensure that as a major procurement organisation, it will encourage best practice and non-discriminatory principles from within the Trusts existing and prospective supplier base and where appropriate equal opportunities will become part of the Trusts formal contractual arrangements with suppliers.</p>
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**Please click in the relevant impact box or leave blank if you feel there is no particular impact.**

Personal Protected Characteristic	No/Minimum Impact	Negative Impact	Positive Impact	Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.
Age			x	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the community across all of the protected characteristic areas including Age.</p> <p>The policy outlines the requirement to monitor employment,</p>

				<p>training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Age</p> <p>The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary</p>
<p>Including children and people over 65          Is it easy for someone of any age to find out about your service or access your proposal?          Are you able to justify the legal or lawful reasons when your service excludes certain age groups</p>				
<b>Disability</b>			<b>x</b>	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the community across all of the protected characteristic areas including Disability.</p> <p>The policy outlines the requirement to monitor employment, training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Disability.</p> <p>The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary</p>
<p>Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues</p>				

<p>Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability?          Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families?</p>				
<b>Gender</b>			<b>x</b>	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the community across all of the protected characteristic areas including Gender</p> <p>The policy outlines the requirement to monitor employment, training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Gender</p> <p>The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary</p>
<p>This can include male and female or someone who has completed the gender reassignment process from one sex to another          Do you have flexible working arrangements for either sex?          Is it easier for either men or women to access your proposal?</p>				
<b>Marriage or Civil Partnerships</b>			<b>x</b>	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the</p>

				<p>community across all of the protected characteristic areas including Marriage and Civil Partnerships</p> <p>The policy outlines the requirement to monitor employment, training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Marriage and Civil Partnerships</p> <p>The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary</p>
<p>People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?</p>				
<b>Pregnancy or Maternity</b>			<b>x</b>	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the community across all of the protected characteristic areas including Pregnancy and Maternity</p> <p>The policy outlines the requirement to monitor employment, training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Pregnancy and Maternity</p> <p>The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the</p>

				effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary
<p>This includes women having a baby and women just after they have had a baby  Does your service accommodate the needs of expectant and post natal mothers both as staff and service users?  Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity?</p>				
<b>Race or Ethnicity</b>			<b>x</b>	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the community across all of the protected characteristic areas including Race/ethnicity</p> <p>The policy outlines the requirement to monitor employment, training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Race/ethnicity</p> <p>The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary</p>
<p>Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees  What training does staff have to respond to the cultural needs of different ethnic groups?  What arrangements are in place to communicate with people who do not have English as a first language?</p>				
<b>Religion or Belief</b>			<b>x</b>	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination</p>

				<p>in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the community across all of the protected characteristic areas including Religion/belief</p> <p>The policy outlines the requirement to monitor employment, training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Religion/belief</p> <p>The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary</p>
<p>Including humanists and non-believers</p> <p>Is there easy access to a prayer or quiet room to your service delivery area?</p> <p>When organising events – Do you take necessary steps to make sure that spiritual requirements are met?</p>				
<b>Sexual Orientation</b>			<b>x</b>	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the community across all of the protected characteristic areas including Sexual Orientation</p> <p>The policy outlines the requirement to monitor employment, training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Sexual Orientation</p>

				The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary
Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?				
<b>Transgender or Gender Reassignment</b>			<b>x</b>	<p>The policy identifies the procedures for conducting an Equality Analysis of all its employment, patient and site policies and procedures to minimise any undue or unintentional discrimination in relation to employment practice and in terms of access to and how, the Trust delivers its health care services within the community across all of the protected characteristic areas including Trans.</p> <p>The policy outlines the requirement to monitor employment, training, promotions, disciplinaries, grievances, dismissals and promotions across all of the protected characteristic areas, which includes Trans</p> <p>The policy states that the Trust will monitor the ethnicity, age, gender, religion/belief, disability, sexual orientation and Transgender profile of patients, in order to monitor the effectiveness and accessibility of services and provide reasonable adjustments where appropriate and necessary</p>
This will include people who are in the process of or in a care pathway changing from one gender to another				

Have you considered the possible needs of transgender staff and service users in the development of your proposal or service?			
<b>Human Rights</b>	*		<p><b>X</b></p> <p>The Equal Opportunities and Human Rights policy and any associated amendments shall be implemented in accordance with the appropriate statutory requirements as defined under the Equality Act 2010 and take into account any Codes of Practice issued by the Equalities and Human rights Commission.</p> <p>The FREDA principles underpinning Human rights law lies at the heart of this policy. The policy highlights empowering staff and patients with knowledge, skills and organisational leadership and commitment to achieve Human rights based approach which will:</p> <ul style="list-style-type: none"> <li>• Enable meaningful involvement and participation</li> <li>• Ensure clear accountability and</li> <li>• Provide non-discrimination and attention to 'vulnerable' groups</li> </ul>
Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position?			
<b>If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)</b>			
	<b>Yes</b>	<b>No</b>	
<b>What do you consider the level of negative impact to be?</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>

<p>If the impact could be discriminatory in law, please contact the <b>Equality and Diversity Officer</b> immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.</p> <p>If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the <b>Equality and Diversity Officer</b> before proceeding.</p> <p>If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the <b>Equality and Diversity Officer</b>.</p>
<p><b>Action Planning:</b></p>
<p>How could you minimise or remove any negative impact identified even if this is of low significance?</p>
<p>Improved patient and staff monitoring, plus the sustained analysis of related evidence arising from patient outcomes and staff satisfaction as part of Trust wide performance measures, as recommended in the revised Policy.</p>
<p>How will any impact or planned actions be monitored and reviewed?</p>
<p>The policy will be monitored by the Trusts Equality, Diversity and Human Rights Committee. It's impact will be measured and as part of the Trust's annual Equality Delivery System along with patient and staff feedback reports</p>
<p>How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.</p>
<p>This policy hopes to enshrine this way of thinking into practice, amongst staff at Luton and Dunstable University Hospital but also with agency workers, contractors, volunteers, secondees, patients and students who are placed at the Trust. The policy helps to ensure that as a major procurement organisation, it will encourage best practice and non-discriminatory principles from within the Trusts existing and prospective supplier base and where appropriate equal opportunities will become part of the Trusts formal contractual arrangements with suppliers.</p>

