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**LUTON &
DUNSTABLE
UNIVERSITY
HOSPITAL**

CLINICAL EXCELLENCE, QUALITY & SAFETY

Single Equality Scheme 2015 – 2020

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Foreword

The Trust is firmly committed to promoting equality and protecting human rights in everything we do. This Single Equality Scheme alongside the Trust's Equality, Diversity and Human Rights Strategy demonstrates the vision and commitment for delivering an effective equalities and human rights programme across the Trust.

It is only by achieving equality, celebrating diversity and ensuring that human rights are upheld that we can provide the highest quality services and continuously improve patient and staff experiences.

The Trust values also reflect our strong intention to embrace equality, human rights and diversity and promote behaviours that demonstrate our commitment.

This scheme provides a clear picture for the next 5 years in terms of what we want to achieve in relation to equality & human rights. Much of the work will be on-going. The action plan contained in the Single Equality Scheme is a living document and may change with feedback from interested stakeholders and changing priorities.

Our Trust Board commits to monitoring our progress, set out in the action plan and reporting regularly and openly on the developments. Making sure the action plan in our Single Equality Scheme happens is the responsibility of everyone in the Trust. We look forward to the work ahead, facing the challenges and meeting the actions we have set ourselves.



John Garner OBE TD

Non-Executive Director

1. Introduction

- 1.1 This Single Equality Scheme (SES) details the Trust's commitment and approach to all forms of equality.
- 1.2 The five year action plan attached at the back, lists specific areas of work to be undertaken each year. Progress can be measured by ensuring that the work areas listed are completed but also by measuring the Trust's performance against staff and patient surveys and the grading awarded to the Trust annually, as part of the NHS Equality Delivery System 2.
- 1.3 The Equality Delivery System is where people can grade the Trust on the basis of its performance under the following overarching goals:
- Better Health Outcomes for All
 - Improved Patient Access and Experience
 - Empowered, Engaged and Well Supported Staff
 - Inclusive Leadership

The grading system developed for use with the EDS has four grades, with the highest grade 'excelling' and the lowest 'underdeveloped', see table 1 below.

Table 1

Excelling	The evidence shows that people from all the protected groups fare as well as people overall
Achieving	The evidence shows that most people from the protected groups fare as well as people overall
Developing	The evidence shows that people from only some of the protected groups fare as well as people overall
Underdeveloped	The evidence shows that people from all the protected groups fare poorly compared with people overall or the evidence is not available

EDS Grading results for 2013

EDS Goal	Grading
Better Health Outcomes	Underdeveloped
Improved Patient Access and Experience	Developing
Empowered, Engaged and Well Supported Staff	Developing
Inclusive Leadership	Underdeveloped

EDS Grading results for 2014

EDS Goal	Grading
Better health outcomes	Achieving
Improved patient experience	Achieving
A representative and supported workforce	Achieving
Inclusive Leadership	Developing

2. Why a Single Equality Scheme?

- 2.1 The Single Equality Scheme is the framework for meeting the requirements of the various pieces of Equality Legislation in respect of all the protected groups. We are legally required to have in place an Equality Scheme which sets out how we plan to meet the general and specific duties contained in each of the following pieces of legislation:
- The Race Relations (Amendment) Act 2000;
 - The Disability Discrimination Act 2005;
 - The Equality Act 2006; and
 - The Equality Act 2010.
- 2.2 Each of these duties requires all public authorities to promote equality of opportunity, eliminate unlawful discrimination, and promote good relations between all communities in everything that we do.
- 2.3 The Equality Act 2010 was passed in April 2010 and covers nine protected characteristics. Namely: race, disability, gender, gender identity, religion or belief, age, and sexual orientation, and marriage and civil partnership, maternity and breastfeeding.

3. Aims and Objectives

- 3.1 Through this Single Equality Scheme we aim to:
- Meet all legislative requirements
 - Implement the Equality Diversity System 2
 - Eliminate discrimination and poor access to services for protected groups
 - Provide high quality world class inclusive services and facilities
 - Challenge harassment and discrimination
 - Ensure the promotion of equality and diversity becomes a mainstream activity
 - Recognise and work with every diverse group, building and maintaining positive and productive relationships
 - Make sure our employment policies and practices are fair
 - Raise staff awareness; and
 - Encourage mutual respect for all of our staff and service users.

4. Equality Analysis

- 4.1 in addition to having a Single Equality Scheme, The Trust as a public sector organisation is required under the Equality Act (2010) to monitor the impact that all policies and changes to services will have against all the protected groups. The Equality Act 2010 changed the terminology from 'equality impact assessment' to 'analysis of the effects on equality' which is intended to focus more attention on the quality of the analysis

and how it is used in decision-making, and less on the production of a document, which some may have taken to be an end in itself.

- 4.2 In order to strengthen the Trust's ability to undertake analysis of the effects on equality. The Trust has produced an Equality Analysis template and provides guidance and training to staff.
- 4.3 The template, toolkit and list of policies that have been analysed can be found on the Trust's website:

5. Monitoring Progress

- 5.1 The Trust has an Equality and Diversity Committee which is responsible for monitoring this Single Equality Scheme and for overseeing areas of work outlined within the 5 year work plan.
- 5.2 The Committee is chaired by a Non Executive Director. It is attended by other senior staff, governors and representatives from the Patient and Public Involvement Group. Regular reports are submitted to the Board.
- 5.3 The Equality and Diversity Committee is supported by the Trust's Equality and Diversity Lead.

6. Implementing the Action Plan

- 6.1 The implementation of the Scheme falls under the Trust's key strategic priorities.
- 6.2 The Scheme is aligned with the NHS Equality & Diversity System 2.
- 6.3 The Action Plan summarises all of the actions which will be undertaken over the next 5 years. The Chief Executive has ultimate responsibility for overseeing the SES in conjunction with the Executive Management Team.
- 6.4 The Equality & Diversity Committee is accountable to the Trust Board for the development, monitoring and review of the Scheme.
- 6.5 All Trust staff are responsible for undertaking their duties in accordance with Trust Policy. This will be through raising awareness of barriers to equality in service provision and working towards eliminating these barriers. Staff will also ensure that they do not harass or discriminate against patients or colleagues.

7. Equalities Action Plan

Actions identified under each of these areas below form the basis of our Single Equality Scheme and are captured within our 5 year work plan.

7.1 Race

We will ensure that interpreting services are available at the point of need and information given to patients, carers and family members is provided in a clear and concise manner and translated if required.

We will ensure that staff are appropriately trained on equality and diversity and given appropriate information to support this training.

We will monitor workforce areas (recruitment & selection, disciplinary, grievances, access to training, career progression) and conduct exit interviews, to ensure that areas of inequality across the workforce are addressed.

7.2 Disability

We will provide disability training and guidance for staff consistent to providing high quality care to patients with disabilities.

We will engage the meaning of true partnership working. We believe that 'listening and learning' from people with disabilities would result in positive action planning for health care services.

We will improve the ways in which we communicate, with the publication of easy read documents, less jargon and technical language.

7.3 Gender

We will provide training around health issues impacting on men and women which will include sexual safety.

We will work to ensure that patients feel safe, listened too and respected irrespective of their gender.

We will through monitoring and gender specific targeting ensure that flexible working opportunities are available to all staff, irrespective of gender.

7.4 Age

We will ensure that equalities training on the basis of age will be included in the current clinical staff training programmes.

We will monitor current service provision across age groups to assess suitability and access.

We will seek to develop new approaches to ensure that the views of people of all ages influence the ways in which services are developed.

7.5 Religion, Belief and Spirituality

We will incorporate the importance of respecting a person's religion, beliefs and spirituality and the dangers of making assumptions within current training programmes

We will monitor patient's feedback to ensure that a patient's religion, beliefs and spirituality are taken into account in the care that is provided.

The policy relating to the death of patients will be updated to ensure that it meets the needs of diverse communities and diverse religious & spiritual practices.

7.6 Sexual Orientation

We will incorporate sexual orientation into our training programmes and monitor the attitudes and behaviours of staff.

We will work to create a culture and environment where Lesbian, Gay and Bisexual (LGB) staff can be open about their sexuality, if they so wish without fear of being discriminated against.

We will continue to develop new ways to monitor and capture the experiences of LGB staff and patients, to ensure that our workforce is representative of the population that we serve, and that the people who are LGB are accessing our services

7.7 Pregnancy and Maternity

We will review policies and ensure systems are in place to protect and enforce the legal rights of pregnant women

We will ensure that female members of staff have a supported re-integration programme back into work following prolonged maternity leave

We will ensure that all Trust premises that are visited by patients have appropriate facilities for breast feeding

7.8 Marriage and Civil Partnership

We will incorporate same sex relationships in our training programmes and in publicity developed to promote our services.

We will review our policies, guidance, forms and other material to ensure that they are reflective of same sex relationships.

7.9 Gender reassignment

We will seek to engage with local, regional and national transgender organisations to help in the development of services

We will produce guidance to staff on working with Trans people and incorporate Trans into our face to face equality and diversity training programmes

We will through monitoring services, research and collaborative working improve the patient experience of trans people

8. Additional work areas

8.1 In addition to areas of work identified above, the Trust will:

- Seek to use its influence and resources to make a difference to the life opportunities and the health of the local community especially those who are disadvantaged.
- Ensure that contracts and service level agreements are awarded only to organisations which can demonstrate compliance to equality legislation or who have an equalities policy.
- Undertake an equality analysis on all policies, strategies, services, functions and business plans.

- Seek to involve the community and workforce in the development and improvement of services.
- Respond to any concerns or complaints as speedily, effectively, and fairly as possible through both formal and informal processes, within a clear framework and timescales.
- Actively seek to engage with minority groups through a range of methods to hear of their experiences of our services. We will develop new ways to attract feedback from patients reflective of all the 'protected characteristic' groups listed.

Narrative	Year 1: 2015 – 2016 Actions	By whom
<i>Information systems</i>	<i>Ensure that information systems are up to date and the Trust is able to gather information from across the equality strands. Analyse information and trends from data and use this information to influence actions.</i>	<i>Equality Lead</i>
<i>New patient Data Information System</i>	<i>Progress and roll out the new Patient data system which has the capacity to meet all equality data requirements. We will review how we use this system and its data.</i>	<i>Equality Lead</i>
<i>Raise the profile of equality, diversity and human rights work</i>	<i>Produce newsletter features during the year which focus on topical and relevant areas of aspects of the protected characteristics .</i>	<i>Equality Lead</i>
<i>Accessible information</i>	<i>Develop a range of 'easy read' information sheets which includes a 'consent to treatment' leaflet In line with NHS England guidance implement the new Accessible Information Standard to help ensure support for patients with communication access needs due to a disability or sensory loss. E.g. information in large print, braille, easy read, via email or via a British Sign Language Interpreter.</i>	<i>Equality Lead</i>
<i>Policies</i>	<i>Review policies to ensure they comply with equality legislation and that they are not having an adverse impact on any particular groups protected by legislation</i>	<i>Policy Lead's</i>
Narrative	Year 2: 2016/17 Actions	By whom
<i>Research</i>	<i>Audit the experiences of BME staff in relation to recruitment & selection, disciplinary, grievances, employment tribunals, access to training and career progression.</i>	<i>HR Lead</i>
<i>Translation</i>	<i>Review</i>	<i>Equality Lead</i>

<i>& Interpreting</i>	<ul style="list-style-type: none"> - <i>the progress against the implementation of the translation and interpreting policy and the uptake of the service.</i> - <i>Staff usage of the emergency multi-lingual phrase book produced by the Red Cross and its availability for use across the Trust</i> 	
<i>Training</i>	<p><i>Evaluate the equality, diversity and human rights aspects that have been incorporated into the Induction training program and if there are any adjustments of additions required. Also how many starters / inductions have been completed. A monitoring check that all staff have received equality and diversity training within the last 3 years and also that Equality Analysis training has been applied and the number and quality of EA completed.</i></p>	<i>Equality Lead</i>
<i>Raise the profile of equality, diversity and human rights work</i>	<p><i>Complete the review of the equalities and human rights information pack for staff. Contribution of equality and diversity articles in newsletters for patients, carers, families and staff ensuring wide circulation. An equalities conference or similar initiative to launch the equality, human rights and diversity strategy.</i></p>	<i>Equality Lead</i>

Narrative	Year 3 – 2017/18 Actions	
<i>Partnership working</i>	<i>Liaison and partnership working with seldom heard patients and stakeholders in particular the Trans and LGB groups. Continue to build, nurture and develop a Trust wide network of Personal, Fair & Diverse Champions</i>	<i>Equality Lead</i>
<i>Contracts and Service Level Agreements</i>	<i>Ensure that contracts and service level agreements contain clauses and performance measures around duties and responsibilities under equality legislation.</i>	<i>Procurement Lead</i>
<i>Raise the profile of equality, diversity and human rights work</i>	<i>Produce quarterly newsletters throughout the year focusing on age and disability issues.</i>	<i>Equality Lead</i>
Narrative	Year 4 – 2018/19 Actions	By whom
<i>Guidelines and training</i>	<i>Audit the experiences of LGBT staff and patients. Work with Trans and LGB groups locally to produce guidance and training on meeting the health needs of LGB and Trans communities</i>	<i>Equality Lead</i>
<i>Raise the profile of equality, diversity and human rights work</i>	<i>Produce quarterly newsletters throughout the year focusing on sexual orientation and religion/beliefs</i>	<i>Equality Lead</i>
<i>Research</i>	<i>Review the experiences of BME staff in relation to recruitment & selection, disciplinary, grievances, employment tribunals, access to training and career progression.</i>	<i>H.R Lead</i>

Narrative	Year 5 – 2019/20 Actions	By whom
<i>Forging new partnerships</i>	<i>Liaison and partnership working with patients and stakeholders from Black and Minority ethnic communities locally.</i>	<i>Equality Lead</i>
<i>Raise the profile of equality, diversity and human rights work</i>	<i>Produce quarterly newsletters throughout the year focusing on race equality and human rights</i>	<i>Equality Lead</i>
<i>Research</i>	<i>Audit the experiences of female staff returning to work following maternity leave. Audit the take up of work life balance initiatives across the trust.</i>	<i>H.R Lead</i>