



South Eastern Health
and Social Care Trust

APPENDIX 2

Equality Action Plan
2018 – 2023

Progress Report
Year 1 - 2018-2019

Section 1 – Ensuring the effective discharge of our Section 75 Equality Duties

We want to ensure that the focus is on outcomes for people within the nine Section 75 equality categories and to make a positive difference for them. The following actions are therefore aimed at simplifying the process.

Action Measure	Description
<p>We will develop a Screening and Equality Impact Assessment (EQIA) Tool Kit to guide staff through the process.</p>	<ul style="list-style-type: none"> • A regional toolkit will be available for policy and decision makers. • More robust and regionally consistent screening/EQIAs.
<p>Progress Year 1 – Partially Completed</p> <p>Work has commenced on the development of a screening toolkit to increase understanding and familiarity with the concept of screening and Equality Impact Assessments (EQIAs). This will provide legislative background and context as well as myths and facts about screening. It will also contain a readily completed template to illustrate the practical application of the screening tool.</p> <p>In the spirit of co-production, the concept of a draft toolkit was brought to an equality screening masterclass on 21st March 2019 to help inform the best design for a toolkit to aid managers and policy makers whilst screening. Feedback indicated that users of such a toolkit would really welcome a short, easy to follow toolkit – one which was preferably available online and would comprise of drop down boxes as well as free text to individualise each screening according to the policy or proposal. Managers indicated that they would not necessarily refer to standalone guidance and where possible it would be beneficial to have an online interactive tool, which could provide prompts and guidance within the integral screening template.</p> <p>It is anticipated that a second draft will be shared regionally for feedback and evaluation in August 2019. This will also be shared with ECNI, NIHRC and CRC as part of the new Joint Equality, Human Rights and Good Relations Forum for quality assurance. It is important that to facilitate mainstreaming the toolkit meets the needs of managers and policy makers. The toolkit will be reviewed, amended as necessary on the basis of regional feedback and will be launched during year 2 of the Equality Action Plan.</p>	

Action Measure	Description
<p>We will develop a checklist to make sure Equality, Disability and Human Rights are at the heart of procurement.</p>	<ul style="list-style-type: none"> • Checklist developed and adhered to by staff with responsibility for buying goods and services. • Raised awareness among staff of equality and human rights obligations in procurement process. • S75 and human rights issues identified at an early stage of procurement process.
<p>Progress Year 1 – Partially Completed</p> <p>A draft checklist has been developed. Draft check list to be available 2019 for consultations with stakeholders. Co-production workshop to be held with staff responsible procurement.</p>	
Action Measure	Description
<p>We will develop good practice guidance on effective engagement, consultation, co-design and co-production to include best use of a range of methods including social media and Citizen’s Space.</p>	<ul style="list-style-type: none"> • Consistent approach used across health and social care and guidance on effective engagement in place for health and social care staff that links with Personal and Public Involvement (PPI) best practice. • Citizens/people closer to decision making and offering innovative ways of engagement and involvement. • More effective and timely engagement with stakeholders and more involvement in addressing key inequalities.
<p>Progress Year 1 - Completed</p> <p>The Department of Health launched the Co-production Guide for Northern Ireland, “Connecting and Realising Value Through People” on the 31st August 2018. The practical Guide will support the application of a co-production approach across our health and social care system and was developed as part of the Department’s programme of work to transform health and social care provision as envisaged in “Delivering Together 2026”. Developed using a system wide partnership approach, the Guide provides underpinning principles for co-production, definitions of key terms and practical guidance to a range of stakeholders on the key steps to achieve effective co-production and has been adopted by all HSC Organisations.</p>	

To support the development of the Co-production Guide, the Department of Health hosted a Future Search conference to bring together a group of key stakeholders to make an action plan for Delivering the Future with People at the Heart of Health and Wellbeing. The purpose of the conference was to enable participants to agree a common mission, to take responsibility for action and to develop commitment to implementation. It took place over three days and involved 69 participants drawn from a wide range of stakeholder groups: Department of Health, people with lived experience of health and social care, community and voluntary sector, representatives of regional organisations, citizens, health and social care staff, health and social care trusts, statutory voice, and wider government.

Transformation monies have been made available to all Arms-Length Bodies within HSC to provide resources to further the Personal and Public Involvement agenda.

Regional PPI Toolkit developed currently being adopted across the region by each Trust. The roll out of this guidance is further supported by on-line E-learning Training.

In addition, HSC Quality Improvement initiative has developed and launched PPI checklists October 2018. These guides have been disseminated across the region.

Action Measure	Description
We will set up a Regional Consultative Forum to work in partnership with the Equality Commission, Northern Ireland Human Rights Commission and the Community Relations Council.	<ul style="list-style-type: none"> • Two meetings annually between health and social care sector and the respective Commissions. • Better communication and collaboration between Equality Commission, Northern Ireland Human Rights Commission and the Community Relations Council. • Better partnership working to optimise outcomes for S75 groups.

Progress Year 1- Completed

Terms of reference and suggested membership have been drawn up and disseminated to all parties for comment and agreement. It has been agreed to rename the forum as Regional Equality, Human Rights and Good Relations Forum and terms of reference will be discussed as a substantive agenda item at the inaugural meeting Monday 20th May 2019.

Section 2 – Promoting Equality in our Services

The following actions have been developed in response to what we have heard and are aimed at providing welcoming, person-centred and accessible services for everyone.

Action Measure	Description
<p>We will engage with the Regional HSC Interpreting Service to establish a process that ensures access to interpreting support when HSC practitioners refer into the voluntary sector for services.</p>	<ul style="list-style-type: none"> • Clear, consistent process established. • Improved access to interpreting support when referred to voluntary or community sector service.
<p>Progress Year 1- Partially Completed</p> <p>This is work in progress and the timescale is likely to be September 2019.</p>	
Action Measure	Description
<p>We will co-design a staff information booklet in partnership with representatives from the Traveller Community aimed at raising staff awareness and understanding of Traveller History and Cultural.</p>	<ul style="list-style-type: none"> • Staff information booklet on traveller history and culture available for all staff working across health and social care. • Increased staff awareness and understanding of traveller culture. • Provision of culturally sensitive services that take account of Traveller needs.
<p>Progress Year 1- Completed</p> <p>Staff Information Booklet Produced in collaboration with the Traveller Community. Booklet Finalised and shared with Equality Leads for adoption across the Region and dissemination across staff within each Trust.</p>	
Action Measure	Description
<p>We will hold an annual event to showcase best practice in equality and diversity within the health and social care.</p>	<ul style="list-style-type: none"> • An Annual Equality and Diversity event delivered. • Health and social care viewed as a sector that promotes equality and diversity. • Improved awareness of equality and diversity best practice models and shared across health and social care and beyond.

Progress Year 1- Completed

HSC Trusts took part in an event to celebrate International Day of People with Disabilities on the 3rd December 2018 in the Long Gallery, Parliament Buildings. The key message from the event to mark International Day of People with Disabilities was that people living with disabilities, their families and carers working in partnership with local voluntary and health and social care organisations make a valuable contribution in ensuring inclusiveness and equality in society. The regional event, organised by HSC in partnership with Disability Action showcased many initiatives developed and implemented through the Physical and Sensory Disability Strategy for NI. It also recognised the valuable contribution and involvement of local people with disabilities - who reflected on their experiences of working throughout the implementation of the Strategy.

Action Measure	Description
We will work collaboratively with the Department of Health to assess the potential impact of Brexit for the Health and Social Care.	<ul style="list-style-type: none">• Scoping Exercise to be completed by HSC Trusts in collaboration with the Department of Health.• Issues identified and possible solutions to ensure business continuity.

Progress Year 1- Completed

All ALBs were tasked with actively scoping the potential impact on their functions against a 'no deal' scenario. (A 'no deal' scenario meaning no formal agreement being reached during the negotiations between the UK and EU). Trust CE submitted a statement of assurance on 4 July 2018 confirming that they had actively scoped the impact of a 'No Deal' scenario and highlighted any issues over and above those already identified by the DoH.

From December 2018 contingency planning arrangements were stepped up in earnest by the DoH for a 'No Deal' Brexit. ALBs were also directed to align their Brexit Delivery Planning activity with normal business continuity arrangements. As the situation remains fluid all ALBs will continue to work in collaboration with the DoH in ensuring business continuity post EU Exit.

Section 3 – Supporting our Staff

The following actions help to promote equality of opportunity for our staff and support them to understand their responsibilities in valuing differences and advancing equality of opportunity to ensure an inclusive and welcoming environment.

Action Measure	Description
<p>We will work with regional recruitment colleagues and Shared Services to ensure equality is promoted within recruitment and selection policy and procedures.</p>	<ul style="list-style-type: none"> • Promotion of best practice across health and social care. • Policy and procedures that reflect the needs of both external and internal applicants and the needs of people with communication support needs. • Consistent approach to the management of recruitment.
<p>Progress Year 1- Completed</p> <p>In conjunction with HSC organisation a Framework i.e. a newly designed recruitment and selection e-learning package has been developed. The Framework has been developed through the collective efforts of key stakeholders from across HSC. Its usage will support the provision of clear, consistent and transparent recruitment within HSC for all non-medical appointments.</p> <p>To accompany the new Framework an updated recruitment and selection e-learning package for new and refresher training is now accessible via the following link http://www.hsclearning.com/</p> <p>In addition a review has taken place of the HSC Equal Opportunity Policy and a new Equality, Diversity and Inclusion Policy has been developed for adoption across on approval.</p>	

Action Measure	Description
<p>We will simplify our Recruitment and Selection Process through development of an easy-to-follow information leaflet.</p>	<ul style="list-style-type: none"> • Easy to follow information leaflet available for people applying to work in health and social care to include overview of process, tips for successful application form, interview preparation and a section on frequently asked questions. • Raised awareness of process among applicants. • Improved access for hard to reach groups and those unfamiliar with the health and social care recruitment and selection process.
<p>Progress Year 1- Completed</p> <p>An Information booklet has been produced by SRIF (SIRF is a collaborative group of experienced HSC HR Practitioners). The Information Booklet entitled ‘Making Application to the HSC’ – aims to support applicants in understanding the Recruitment & Selection process within the HSC. The Booklet provides an overview of the process, an explanation of who we are; our values; the benefits of working in the HSC; the purpose of the application form along with useful advice and tips when completing and submitting an applicant form and is produced in a user friendly, easy to follow format.</p> <p>In addition Jobs.hscni.net (Job Search) was relaunched and is more user friendly and accessible for job applicants than the former website. The SRIF group plan to work with stakeholders to further develop this website and to seek further improvements in design and accessibility.</p>	
Action Measure	Description
<p>We will work with regional colleagues and representative organisations to support the development of a Regional Gender Identity and Expression Policy.</p>	<ul style="list-style-type: none"> • Policy in place that promotes an inclusive workplace for Transgender and Non-Binary people. • Transgender and Non-Binary people feel comfortable to express their gender identity and can fulfil their full potential and fully contribute to the workplace. • Promotion of best practice across the all health and social care organisations. • Raised awareness among staff that discrimination against transgender and non-binary people is not acceptable.

Progress Year 1- Completed

Policy approved by HR Directors and progressing for adoption by HSC organisations. To aid with the effective application of this new policy the Task and Finish Group brought the following supplementary guidance to fruition during the current reporting period 2018/19:

- Gender Identity HR staff Guidance
- Gender Identity Individual Guidance
- Gender Identity Line Manager Guidance
- Gender Identity Recruitment and Selection Guidance

The task and finish group will continue to review the outworking of the Policy and Guidance drawing on operational experience.

Action Measure	Description
We will ensure compliance with any new legislation governing gender pay reporting and address any inequalities identified.	<ul style="list-style-type: none">• Pay structure that ensures fairness and equity in pay and reward arrangements in line with any new legislation.

Progress Year 1- Completed

Position Paper prepared and shared with DHR to clarify the expectation of the new legislation which has not been enacted due to absence of a local Assembly.

This action is a standing agenda item on the Regional Employment Equality Network. The Network invited senior representatives, from the ECNI to discuss and explore the requirement of this new legislative provision. It was agreed that a workshop should be convened to which key staff would be invited including, HR practitioners, S75 Equality Leads, Finance colleagues and the ECNI to review the legislation and consider what preparatory steps HSC organisation can reasonably take until such times as the legislation is fully enacted.

Action Measure	Description
<p>We will improve awareness of options for flexible working arrangements.</p>	<ul style="list-style-type: none"> • Accessible, easy to follow information available to all staff on flexible working arrangements. • Improved awareness of and access to flexible working options for staff with caring responsibilities and for those with disabilities. • Promotion of diversity in the workplace. • Improved health and wellbeing of staff.
<p>Progress Year 1- Partially Completed</p> <p>Theme 8 Action 17 of the HSC Workforce Strategy give a commitment that by the 31 December 2020, the HSC family will co-produce a Work Life Balance Policy for Health and Social Care workers. This policy recognises the needs of the workforce such as those with dependent relatives and/or caring responsibilities whilst balancing the demands of the service. The policy will also recognise support for the workforce to access their work remotely where appropriate and will also provide clarity around working time regulations/sleepover duties and working hours in 24 hours services.</p> <p>A regional policy design group has been established and work is underway.</p>	
Action Measure	Description
<p>We will launch our new E-Learning Module and Equality and Diversity Staff Training Manual.</p>	<ul style="list-style-type: none"> • 20 minute E-Learning Training Programme for staff and managers and Equality and Diversity Staff Training Manual launched and available for all health and social care staff. • Marketing strategy to increase uptake of training across all Trusts. • Improved access to equality and diversity training for those with access to computers. • Improved access to training for staff who do not have access to a computer through provision of the Staff Training Manual. • Improved uptake of equality training, each Trust to set targets.
<p>Progress Year 1- Completed</p> <p>E-Learning launched and currently being promoted and deployed in all HSC Trusts. Monthly/quarterly activated reports are being generated to reflect the current uptake and steps taken accordingly to encourage uptake by all staff. Steps are being taken to actively target hard to reach staff groups e.g. those who do not have easy access to PCs. The Training manual has been disseminated to all staff via on-line digital copy /hard copy. This programme is mandatory for all HSC staff.</p>	

Action Measure	Description
<p>We will work in collaboration with relevant stakeholders to extend the remit of our Employability Schemes to enhance employment opportunities for marginalised S75 groups.</p>	<ul style="list-style-type: none"> • Scope in year 1 opportunities and availability for our employability schemes. • Employability scheme available to other marginalised S75 groups. • Improved employment opportunities for marginalised S75 groups. • Access to employment is improved for marginalised S75 groups.
<p>Progress Year 1- Completed</p> <p>All Trusts are actively exploring ways to encourage the participation of persons with a disability in the workplace. Examples include experiential job placements, Job Shadowing, the Workable Programme leading to substantive employment opportunities within Trusts. HSC Trusts have forged closer links with the disability sector including USEL to further promote meaningful opportunities for disabled persons to participate in the workplace. See also progress update on the Disability Tool Kit aimed at increasing managers and staffs understanding of the DDA 1995 and ensuring timely reasonable adjustments in the workplace.</p>	
Action Measure	Description
<p>We will make sure that our staff who are carers are supported in the workplace so that they can continue with their caring role.</p>	<ul style="list-style-type: none"> • Consistent regional approach established to support carers in our workforce. • Improved support for staff who are carers. • Raised awareness among staff of the best way to support staff who are carers. • To pilot digital resources for carers and ‘jointly app’ carers app in Northern Trust area with learning disseminated regionally Year 3.
<p>Progress Year 1- Completed</p> <p>On Carers Rights Day, November 2017 the Northern Trust launched www.carersdigital.org a website dedicated to carers which gives 24/7 access to support with elearning training, local resources, downloadable free guides from Carers NI/Carers UK and free access to download the care co-ordination “app” ‘Jointly’. In the roll-out of this resource IT classes were held to help carers create an account, log on and work through some modules at their own pace.</p> <p>During 2019 the learning from this project will be shared with regional colleagues for consideration of roll out across all Trusts.</p> <p>In partnership with carers NI Trust delivered ongoing training programme for staff on how to support carers who work in the organisation.</p>	

Action Measure	Description
We will revise Equality, Human Rights and Disability guidelines for our Non-Executive Trust Board members.	<ul style="list-style-type: none"> • Up to date guidelines in place for Non-Executive Directors. • Increased awareness among Non-Executive Directors of statutory compliance and responsibilities.
<p>Progress Year 1 – Partially Completed</p> <p>Work is ongoing to update and revise the guidelines. Trusts are working in partnership with ECNI and anticipate completion in Autumn Year 2.</p>	

Total Actions in Year 1	17	Total Actions Completed in Year 1	12	Actions ongoing into Year 2	5
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