



DRAFT

Progress Update Equality and Disability Action Plans – Year 2 Action Measures
Section 2 - S75 Annual Progress Report Refers

Equality Action Plan
Regional Actions
2018 – 2023

Progress Report
Year 2 - 2019-2020

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 2 – Completed for this reporting period</p> <p>Work on an equality and human rights Screening Toolkit came to fruition, during the year under review, with the incorporation of positive comments from the Equality Commission for NI. The screening toolkit will facilitate the effective mainstreaming of the statutory Section 75 equality duties and will assist policy makers in completion of meaningful screening templates so that equality considerations are an integral part of policy development and inform decision making. The new toolkit will form the basis for future staff training which in turn will provide for consistency across the HSC Trusts in the application of screening and EQIAs methodology and best practice.</p> <p>This online Equality Screening Toolkit was developed using feedback obtained from senior managers together with feedback from the Equality Commission for NI. Some final tweaks to the toolkit are ongoing to ensure that it is user friendly, interactive, easy to navigate.</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.

Progress Year 2 – Ongoing Rollover Year 3

A Flowchart has been drafted and shared with Finance in NIAS initially for comments. This will then be shared more widely for agreement across the region. Discussion has taken place in terms of integrating an agreed flowchart into procurement training. This action has not fully been achieved as a result of Covid 19 pressures and will be picked up on in year 3.

Action Measure	Description
We will review our staff training to ensure best practice is followed when screening and conducting EQIAs.	<ul style="list-style-type: none">• Up to date training programme for all policy makers across health and social care will be made available to ensure best practice.• Skilled staff, policy leads and decision makers.• Consistent and effective approach in the training programme across all Trusts (targets to be set).• Effective compliance with the S75 Equality Duties.

Progress Year 2 – Ongoing Rollover Year 3

A regional training sub-group has been set up to develop a revised staff training programme which will be rolled out to ensure consistency across Trusts and adherence to best practice. The regional Screening Toolkit and amended screening template will form the basis for this new staff training programme. The Equality Commission for NI have been involved in discussions around the new screening toolkit and their input to the content of the new revised staff training programme will also be sought.

HSC Trust Equality Units continue to provide policy leaders and decision makers across HSC with specific advice and support on best practice in screening and EQIAs.

The roles of Trust Boards and Executive Management Teams are essential in ensuring that a meaningful and effective approach to implementing the Section 75 duties. The regional Trust Board Guidelines have been reviewed and updated to ensure leaders, senior managers and decision makers in HSC Trusts demonstrate good governance and best practice in equality screening and equality impact assessments.

It is important to note that in light of Covid-19 all face to face training has been suspended. HSC Trust Equality Leads are currently considering how staff training can be delivered remotely or through resources available online.

Action Measure	Description
<p>We will develop and implement a communication strategy to ensure that stakeholders are aware of Trust Equality Units, their functions and how they can be engaged on equality and human rights issues.</p>	<ul style="list-style-type: none"> • Strategy in place to improve communication. • Raised awareness among S75 groups of Trust Equality Units and how they can be involved in and influence Trust equality agenda.
<p>Progress Year 2 – Completed for this reporting Period</p> <p>HSC Trusts utilise a range of mediums to raise awareness of the roll and function of their respective Equality Units. This includes ongoing media, social media, newsletters etc. including a commitment to host an annual show case event as a conduit to raise the profile of the Equality Units.</p> <p>During this reporting period, the annual Show Case event focused on ‘Supporting Carers in the Workplace’. It was held on Thursday, 20 February 2020 in Mossley Mill, Newtownabbey and was attended by over 70 Health and Social Care employees who are currently working whilst caring for a family member or friend.</p> <p>HSC Trusts external websites have an Equality section where Equality Screenings, Annual Progress Report, Disability and Equality Action Plans and newsletter/bulletin are published. Communication and awareness raising also continues through social media including Facebook and Twitter as well as press coverage of events/initiatives etc. Frequent articles are also drafted for staff and published on the Trust intranet (The Hub)/Sharepoint.</p> <p>Other mediums include ongoing presentations at Senior Management /Executive Team and Trust Board meetings as well as Team Meetings. HSC Trusts also table their annual S75 Progress Reports at SMT/ET and Trust Board as a further means of raising awareness and highlighting key achievements during the current reporting period.</p> <p>HSC Trusts continue to raise awareness through established networks and user panels such as the recently establish Equality, Human Rights and Good Relations Joint Consultative Forum which facilitates ongoing communication and collaboration between the Equality and Human Rights Commissions and the Community Relations Council in order to optimise outcomes for Section 75 groups.</p> <p>These partnerships ensure an effective network for on-going stakeholder involvement and co-production and provides an opportunity for stakeholders and their representatives to be involved in the developing and planning of services. HSC Trusts continue to support and value the networks that have already established and continue to work in partnership to ensure the most marginalised groups have a voice and are involved in HSC Trust work.</p>	

During the reporting period the implementation of the DoH Co-production guidelines has resulted in a network of service users and carers who are involved in Trusts PPI and co-production work. This includes service users and carers. Involvement can range from membership of a steering group or project team or by attending a workshop to provide feedback. Many members are now co-delivering training.

Action Measure	Description
We will work with the Department of Health and other relevant stakeholders to make sure we are prepared for the introduction of Age Discrimination Regulations.	<ul style="list-style-type: none"> • One regional event to raise awareness of potential implications of the new legislation on health and social care provision. • Better understanding amongst staff on the implications of the legislation.

Progress Year 2 - Ongoing Rollover Year 3

Regulations not yet enacted by the local Assembly.

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 review our equality training programme in collaboration with service users, carers and their advocates.</p>	<ul style="list-style-type: none"> • Consistent staff training and awareness raising, co-produced and delivered, where appropriate, across health and social care. • Raised awareness among staff of the best way to promote equality of opportunity for service users. • Each Trust to identify a process to monitor e-learning.
<p>Progress Year 2 - Completed for this reporting period</p> <p>The regional Equality, Good Relations and Human Rights; Making a Difference eLearning programme is mandatory for all HSC Staff. Compliance is reported regularly within each HSC Trust utilising dedicated internal reporting mechanisms. Reports are drawn up per directorate and shared to influence how best to promote staff awareness of equality, good relations and human rights and ensure uptake of this mandatory training. Targeted action is taken as necessary to further ensure compliance. The latest training figures can be found in the 'Training Section' of this year's S75 annual progress report.</p> <p>A review of this training programme was undertaken, during the current reporting period, and has resulted in a number of amendments including e.g. the incorporation of the HSC Trust values, on the landing page, and a revision of the content of this programme to acknowledge that same sex marriage is now legalised in NI.</p> <p>HSC Trusts Equality Units continue to provide staff with information, training and resources to ensure that have the appropriate level of knowledge, expertise and skill to mainstream Section 75 duties.</p>	
Action Measure	Description
<p>We will work with service users, carers and representative organisations to ensure Trust websites are accessible, user friendly and easy to navigate.</p>	<ul style="list-style-type: none"> • User friendly HSC websites containing up to date information. • Better communication with service users, carers and the public on access to our websites information.

Progress Year 2 - Completed for this reporting period

A regional HSC IT project is ongoing aimed at reviewing and relaunching Trust websites to include dynamic function for all device platforms. Work is also underway to review Trust intranets and improve the design, layout and accessibility. Trust staff have access to Read and Write software to enhance accessibility.

Action Measure	Description
We will work in partnership with LGBT representative organisations to develop guidance for health and social care staff to ensure LGBT service users have access to services.	<ul style="list-style-type: none">• Consistent up to date staff guidance developed in partnership with LGBT organisations.• Enhanced awareness of access barriers for LGBT service users and carers.• Improved satisfaction with health and social care services for LGBT service users and carers.

Progress Year 2 - Completed for this reporting period

Initial meetings have taken place with Stonewall and S75 Equality Leads to discuss 'Diversity Champion' status. Arising out of piloted training in the Belfast Trust a commitment has been gained to co-produce written guidance for staff on how to provide a responsive and sensitive service for people who are LGB and T. This guidance will be utilised across the HSC to further extend best practice.

Action Measure	Description
We will work in partnership with Black and Minority Ethnic (BME) groups and groups representing BME older people to develop guidance for health and social care staff on meeting the needs of older people in BME communities and ensure access to services.	<ul style="list-style-type: none">• Staff guidance co-produced with BME communities and representative organisations.• Raised profile of needs of BME older people.• Increased awareness among staff of the needs of BME older people.• Improved access to services for BME older people.

Progress Year 2 – Completed for the reporting Period

The Equality Leads have been liaising with the organisers of the NICON Conference and the ECNI to facilitate working and learning from with the BAME Network England. These include discussion with the Patient User Tsar and Director of Inclusion. This meeting will facilitate joint learning of systems, approaches and key learning opportunities for both HSC in NI and the BAME Network. This initiative was planned to take place Year 2 but due to the COVID-19 crisis was postponed until the end of 2020. Action will be carried forward and reported on in Year 3.

Action Measure	Description
<p>We will work in partnership with older people’s groups, including the Pensioner’s Parliament, to develop guidance for HSC staff on meeting the needs of older people.</p>	<ul style="list-style-type: none"> • Staff guidance co-produced with groups representing older people. • Raised profile of needs of older people in the delivery of services. • Increased awareness among staff of the needs of older people. • Improved communication and access to services for older people.
<p>Progress Year 2 – completed for the reporting period</p>	
<p>Key developments include a prototype for a new integrated care system which is based on partnership at all levels and embeds and values co-production as integral part of this system. This new system has a focus on improving local population health outcomes, including the health outcomes of older people. It embodies an anticipatory care model in nursing homes looking at dementia pathways and the involvement of a user group of older people. This initiative is currently being tested in Northern area to be rolled out regionally.</p> <p>Other developments, which have come about through quality improvement initiatives, to improve meaningful personalised activity for people living with dementia in nursing or residential homes include: a series of interventions such as ‘All about Me’ posters in client’s bedrooms, another was co-production of activity boxes specific to the individual to allow carers, family or staff to engage meaningfully with the older person.</p> <p>There has also been significant in-roads into the development of a regional HSC delirium pathway so that people with delirium receive the right care in the right place at the right time. Resultant outcomes have been the production of a Delirium Pathway policy, a Care Pathway and associated Guidance developed to assist in the coordination of care and to improve how patients, over the age of 18 (as per NICE guidance) are managed during a delirium episode aimed primarily at improving their care and minimise adverse outcomes. The pathway sets out the steps that should be taken to recognise, diagnose and manage delirium for any patient over the age of 18 (in the community as well as in the acute setting) including when to refer for specialist management and to identify issues for discharge and follow up. It will help staff utilise evidence-based practice to prevent, treat and manage delirium.</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 2 – completed for this reporting period

The annual showcase best practice event 'Supporting Carers in the Workplace' was held on Thursday, 20 February 2020 in Mossley Mill, Newtownabbey. It was attended by over 70 Health and Social Care employees who are currently working whilst caring for a family member or friend.

This event was supported by Carers NI and Employers for Carers. The programme included learning how to manage caring responsibilities alongside working and how to build techniques that can help. The event provided everyone with the opportunity to share their stories and provide feedback on supports that would be beneficial to staff. This will contribute to the development of guidance and training for manager on how they can support working carers.

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 ensure compliance with any new legislation governing gender pay reporting and address any inequalities identified.</p>	<ul style="list-style-type: none"> • Pay structure that ensures fairness and equity in pay and reward arrangements in line with any new legislation.
<p>Progress Year 2 – Completed for this reporting Period</p> <p>Legislation has yet to be enacted by the NI Assembly.</p> <p>In the interim period a Position Paper setting out the key requirements of this new legislation has been shared with the Human Resources Directors Forum.</p> <p>During the current reporting period representatives from the Equality Commission for NI and HSC Finance representatives were invited to a workshop hosted by the HSC Regional Employment Equality Network to explore with the Commission the level of detail and calculations required for reporting purposes. It was agreed that one Trust would undertake some modelling in line with legislative requirements. The NHSCT was identified as a pilot site. Learning to be shared with other HSC Trusts in preparation for legislation coming on stream now that the NI Assembly is up and running.</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.

Progress Year 2 – Ongoing Rollover Year 3

All HSC 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, career events and targeted recruitment. 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.

Action Measure

We will revise Equality, Human Rights and Disability guidelines for our Non-Executive Trust Board members.

Description

- Up to date guidelines in place for Non-Executive Directors.
- Increased awareness among Non-Executive Directors of statutory compliance and responsibilities.

Progress Year 2 – Completed for this reporting period

This Guidance has been developed and updated in conjunction with by ECNI. It has now been finalised and designed to complement existing resources and is moving to print ready stage.

Podcast has been written for respective HSC Trust Chairs/Non-Executive Directors. Recording of the podcast to be taken forward within in each HSC Trust. Feedback on the draft guidance has been extremely positive. Expected launch date June 2020

Action Measure

We will review our harmonious working environment advice in light of any new findings and recommendations from the work conducted by the Commission on Flags, Identity, Culture and Traditions.

Description

- Consistent regional approach to ensuring all health and social care environments are welcoming to everyone.

Progress Year 2 – Completed for this reporting period

The new regional policy is now finalised and waiting endorsement by Regional TU colleagues. The new policy is entitled Equality, Diversity and Inclusion and carries forward the values and principles in the former HSC Trusts' Equal Opportunity Policy. The policy has been updated to take account of developments within the sphere of equality, human rights, disability and good relations duties.

This policy is concerned with the promotion of equality and the prevention of unlawful discrimination.

In addition, the former Joint Declaration of Protection Policy Statement has been replaced by a Harmonious Working Environment Statement included as an addendum to this new regional Equality, Diversity and Inclusion Policy for ease of access. In this statement Management, Trade Unions and Staff Organisations representing employees of HSC Trusts jointly agree a number of key principles to support a harmonious working environment: excerpt. *'We Declare that we shall work together to ensure that our workplaces are harmonious and inclusive, where individual differences are valued and respected in line with the commitments and values of the organisation'*.

At this time, there have been no recommendations published by the Commission on Flags, Identity, Culture and Traditions.

Action Measure	Description
We will launch our new E-Learning Module and Equality and Diversity Staff Training Manual	<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 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.

Progress Year 2 – Completed for this reporting period

HSC Trusts continue with the deployment of the Regional Making a Difference, Equality, Good Relations and Human Rights eLearning training. Please refer to the main body of this year's report for the latest uptake figures. This programme is mandatory for all HSC staff.

A review of this programme was undertaken, during the current reporting report, and a number of amendments have been recommended to keep abreast of legislative developments e.g. legalisation of same sex marriage as well as the inclusion of HSC Trust values on the landing page of the programme etc.

Total Actions in Year 2	16	Total Actions Completed in Year 2	12	Actions ongoing into Year 3	4
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