Royal Free London NHS

NHS Foundation Trust

Equality, Diversity and Inclusion Policy

Version:	V1
Ratified by:	JNCC TEC
Date ratified:	17 January 2017
Name of originator/author:	████████████████████████ ███████ ██████████████████████
Name of responsible committee/ individual:	JNCC
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Target audience:	All managers and staff
Intranet:	http://freenet/trustpolicies.asp
Related policies:	Equality, Diversity and Inclusion Staff Working Group, HR Policy Sub-Group, LGBT Staff Forum, BME Staff Forum and Equality, Diversity and Inclusion Steering Committee.
Date equality analysis completed.	10th June 2016

Version Control Sheet

Version	Date	Summary of Changes
01	20.12.16	New policy for merged trust

Contents

1. Introduction

1.1. The Royal Free London NHS Foundation Trust is committed to the delivery of world class care and expertise to both staff and patients, and our values of being positively welcoming, actively respectful, visibly reassuring and clearly communicating are fundamental to the delivery of this. This policy has been developed with our values in mind, and is intended to be implemented within the spirit of these values.

1.2. Equality, Diversity and Inclusion in the workplace aims to ensure that everyone has equal access to employment, development, learning and training opportunities. It has been largely driven by legislative developments focusing in outlawing unfair discrimination. Managing equality and diversity is regarded as a more positive or proactive approach because it places more of an emphasis on valuing differences between individuals and recognising that the engagement of employees from a range of backgrounds can bring positive benefits for an organisation.

1.3. The Trust recognises its responsibilities under the Equality Act 2010 and believes in creating an inclusive culture in the workplace where everyone feels involved and are able to contribute positively in their teams. A workplace where equality, diversity and inclusion is embedded yields a high work satisfaction, healthy employee turnover, high levels of loyalty to the organisation, high levels of adaptability, agility, creativity and innovation.

1.4. The policy applies to all who work for (or apply to work for) the Trust, including:
- job applicants
- employees
- bank workers
- contract workers
- agency workers
- trainees and students on work experience
- volunteer workers

1.5. This policy should be read in conjunction with the Trust's Bulling and Harassment and Grievance policies

2. Policy Statement

Scope

2.1 The policy applies to all who work for (or apply to work for) the Trust, including volunteers, as well as patients, visitors and other users of the Trust's services.

Aims

2.2 The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion.

2.3 The Royal Free London NHS Foundation Trust is committed to the delivery of world class care and expertise to both staff and patients, and our values of positively welcoming, actively

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respectful, visibly reassuring and clearly communicating are fundamental to the delivery of this. This policy has been developed with our values in mind, and is intended to be implemented within the spirit of these values.

2.4 The Policy sets out how the Trust aims to comply with the Equality Act 2010 which covers the nine protected characteristics set out below:

1) Age
2) Disability
3) Gender Re-assignment
4) Marriage & Civil Partnership (only in respect of eliminating unlawful discrimination)
5) Pregnancy and Maternity
6) Race (this includes ethnicity, national origins, colour or nationality)
7) Religion or belief (this includes atheists / agnostics)
8) Sex (Gender)
9) Sexual Orientation

2.5 The Trust is fully committed to establish and maintaining a working environment in which recruitment and promotion is based upon merit. We value the differences that a diverse workforce brings to the organisation and strive to make full use of the talents, skills, experience and different cultural perspectives available in multi-cultural/multi-ethnic society and where people feel they are respected and valued and can achieve their potential in both employment and service provision.

2.6 The Trust takes a zero tolerance approach to all types of discrimination,, bullying, harassment, and victimisation. The Trust expects staff to treat each other and all patients, visitors and service users fairly with dignity and respect in line with our Trust values.

2.7 The policy sets out the responsibilities of staff and managers within the Trust and support available for staff.

3. Definitions

3.1 **Equality** - is ensuring everyone has the appropriate support to achieve the same outcomes. This enables a fairer society where everyone can participate and has the same opportunity to fulfil their potential.

3.2 **Diversity** acknowledges and values the full range of differences between people both in the workplace and in wider society.

3.3 **Inclusion** refers to an individual's experience within the workplace, within each service we deliver and in wider society and the extent to which they feel valued and included.

3.4 **Direct Discrimination** takes place when one person or group of people are treated less favourably than other people on the grounds of a protected characteristic. This includes discrimination on the grounds of perceived characteristics, whether or not that perception is correct. It can also be directed against someone because they associate with or defend someone of covered by the nine protected characteristics

3.5 **Indirect Discrimination** means applying a practice, provision, condition or requirement of employment which applies to everyone, but whether intentionally or not, adversely affects, or favours, people who share one or more of the protected characteristics.

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3.6 **Harassment** is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

3.7 **Victimisation** occurs when a person is treated less favourably for asserting their right to make a complaint under the Equality Act, have been suspected of making a complaint or have supported a complaint made by another person.

3.8 **Disability Confident** is a Government scheme to work with employers to challenge attitudes towards disability, increase understanding of disability, remove barriers to disabled people and those with long term health conditions in employment, and ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations.

3.9 **Homophobia** is the hatred or fear of homosexuals, sometimes leading to acts of violence and expressions of hostility towards them. There is a zero tolerance approach to any form of homophobia in the Trust.

3.10 **Transphobia** is defined as a range of antagonistic attitudes and feelings against transgender or transsexual people, or against transsexuality. **Transphobia** can be emotional disgust, fear, anger or discomfort felt or expressed towards people who do not conform to society's gender expectations. There is a zero tolerance approach to any form of transphobia in the Trust.

3.11 **Biphobia** is an aversion towards people who are bisexual as a social group or as an individual, sometimes leading to acts of violence and expressions of hostility towards them. There is a zero tolerance approach to any form of biphobia in the Trust.

4. Equality Statement

4.1 The Royal Free London NHS Foundation Trust is committed to creating a positive culture of respect for all individuals, including job applicants, employees, patients, their families and carers and community partners. The intention is, as required by the Equality Act 2010, to identify, remove or minimise discriminatory practice in the 9 protected characteristics of age, disability (including HIV status), gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex or sexual orientation. It is also intended to use the Human Rights Act (1998) to treat fairly and value equality of opportunity regardless of socio-economic status, domestic circumstances, employment status, political affiliation or trade union membership, and to promote positive practice and value the diversity of all individuals and communities.

4.2 This document forms part of the Trust's commitment. All staff are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality, diversity and inclusion are adhered to in relation to both staff and service delivery.

4.3 The equality analysis for this policy is in Appendix B.

5. Duties

5.1 **Responsibility of the Trust Board** - The Chief Executive has overall responsibility and accountability for the management of this policy. The Director of Workforce and Organisational Development is responsible for ensuring the service provision and functions of the Trust is provided with sufficient resources to ensure the Equality Act 2010 is adhered to and implemented effectively, in relation to the public sector equality duty, and that management complies with requirements of the policy.

5.2 The Trust is liable (together with its managers and staff) for any act of unlawful direct or indirect discrimination by its staff committed during the course of their employment unless it can prove that it did all that was reasonably practicable to prevent that act. An Employment Tribunal hearing such a complaint will infer that such discrimination has taken place unless the Trust can prove otherwise.

5.3 The Trust has a primary legal and moral responsibility for ensuring that discrimination does not occur. The Director of Workforce and OD is responsible for ensuring the employment provision is given sufficient resources to ensure the Equality Act 2010 is adhered to and implemented effectively in relation to the Public Sector duties and that management complies with the requirements of the policy.

5.4 **Responsibility of Accountable Directors/Divisions** - The lead managers in the Divisions and Departments have are accountable to eliminate and reduce discriminatory practices in their workplace. The divisions are responsible to regularly monitor the outcomes of their workforce processes, systems and practices to ensure that they are equitable and fair.

5.5 **Responsibility of Workforce** - to support and advise managers and employees with raising concerns and on the application of policy, legislation and best practices in the workplace.
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5.6 **Responsibility of Line Managers -** Line Managers are expected to:
- consistently uphold the trust's values and role model exemplary behaviours
- create an environment and culture where everyone is treated with dignity and respect
- be responsible for the application of the Trust's policies in a fair and equitable manner.
- seek guidance from Workforce and Occupational Health as required

See Appendix E for a list of inclusive management competencies

5.7 **Responsibility of individual employees, workers or applicants -**
- consistently uphold the trust's values;
- show common courtesy, dignity and respect to all stakeholders
- inform their manager if they experience or are aware of any behaviour that undermines equality, diversity or inclusion.

5.8 **Responsibilities of the trade union representatives** - The trade unions will support the development and implementation of equality, diversity and inclusion practices within the trust. The trade unions will offer support to members who raise concerns under this policy. Their role is to support and be a contact for them to discuss their concerns and provide advice to the employee on the appropriate process to follow.

5.9 **Responsibility of Procurement department -** Through the contracting process, the Trust has a responsibility to ensure that external contractors demonstrate compliance with the values expressed in this policy.

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5.10   **Responsibility of Occupational Health and Wellbeing Centre -** The Occupational Health and Wellbeing Centre will support managers and staff in implementing the requirements of the Equality Act 2010 with regards to disability, through good practice in pre – employment screening, reasonable adjustments and occupational health management referrals.

5.11   **Responsibility of the Recruitment team -** The Recruitment team will implement the recruitment and selection policy fairly and ensure that all applicants for jobs will receive fair treatment and will be considered solely on their potential ability to do the job. All instances where candidates with a disability could be disadvantaged for a job, solely because of the lack of reasonable facilities, must be reported to the relevant Divisional Director so that consideration can be given to whether it would be reasonable to make the necessary adjustment to the workplace if the candidate is appointed.

6.   Support for Staff

6.1   **Employee Assistance Programme (Care First)** - Provides free, confidential counselling to staff affected by workplace stress and/or personal difficulties. To offer information and advice; where staff may be experiencing stress due to discrimination, bullying, harassment or victimisation. The support is available 24 hours of the day, seven days a week, 365 days of the year via telephone 0800 174 319. Or access online support via www.carefirst-lifetyle.co.uk

Username: ▮▮▮▮▮▮
Password: ▮▮▮▮▮▮

6.2   **Responsibilities of the employee networks -** Employee networks are set up to bring together a wide range of employees as self-organised groups to create a working environment that respects the diversity of staff and enables them to derive maximum benefit from their involvement in the Trust through equal opportunities and fair treatment. The networks provide a sense of belonging and opportunities for peer support, social interaction and personal development, and are invited to contribute to the development of workplace policies and practices. The Trust's staff networks aim to maintain a comfortable and fully inclusive environment without fear of discrimination to enable employees to raise concerns. As needed the networks may support staff to contact Staff Side, Workforce or the Speaking Up Guardians to raise concerns in a more formal manner.
The employee networks can be contacted via email addresses below:

Black & Minority Ethnic Staff Forum: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Staff Disability Forum: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Lesbian, Gay, Bisexual and Transgender Staff Forum: ▮▮▮▮▮▮▮

6.3   **Chaplaincy Services -** The Trust's Chaplaincy provides a wide range of care, support and practical advice to staff around life changing circumstances and experiences and are available to support staff. Part of their work is to help meet religious needs, but people do not have to think of themselves as "religious" or attend a place of worship to make use of the service. They can be contacted via the details below:
Email - ▮▮▮▮▮▮▮▮▮
Telephone:
Barnet Hospital - ext ▮▮▮▮ or direct line ▮▮▮▮▮▮
Chase Farm Hospital - ext ▮▮▮▮ or direct line ▮▮▮▮▮▮
Royal Free Hospital - ext ▮▮▮▮ or direct line ▮▮▮▮▮

7. Trust Equality Objectives

7.1   The Trust equality objectives for 2015 – 2019 are set out in Appendix D.

8. Implementation

8.1   The Trust will use the following channels to implement and raise awareness of the policy:
- Corporate induction
- E-learning MaST module
- Use of leaflets/posters for staff forums i.e. disability, LGBT and BME
- Articles in staff newsletters
- Freemail and Manager's Briefing
- Trust Intranet/screen savers
- Website
- Feedback to employees on progress made on equality and diversity issues such as results of staff attitude Survey and reporting workforce profile.
- Encouragement to regularly discuss equality and diversity issues at team meetings
- Trust Annual Report
- Trust Annual Equality Information Report
- Trust Equality Delivery System 2 Grading and Equality Objective Report

9. Monitoring, compliance and effectiveness

9.1   The Trust Board will annually receive a Public Sector Equality Duty (PSED) report to demonstrate its Public Sector duties in line with The Equality Act 2010.

9.2   Adoption of the Department of Health's national Equality Delivery System (EDS2).

9.3   Equality Analysis - the trust will analyse the effect of any policy, practice, function, business case, project or service change.

9.4   All employees and bank workers are expected to complete MaST Equality and Diversity training every three years. The staff up-take of the training is regularly monitored as part of the workforce scorecards.

9.5   All recruiting managers, chair of recruiting panels and all those sitting on an interview panel are expected to have attended the Trust's Recruitment and Selection training within two months of their appointment in the Trust.

9.6   The Divisions will receive updates as part of the Staff Enhancement and Retention Plan (SERP) on a regular basis to review progress.

9.7   The Trust's Equality Steering Committee will monitor the progress of the Equality, Diversity and Inclusion action plan within the Staff Enhancement and Experience Action Plan (SERP) on a quarterly basis.

9.8   The Trust Board will receive a quarterly update on the Workforce Race Equality Standards (WRES) and annually receive an equality report to demonstrate its Public Sector duties in line with The Equality Act 2010 to review and scrutinise progress.

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10. Complaints procedure

10.1 In the first instance individuals are encouraged to raise concerns with the ER Service, Staff Side or a Speaking Up Guardian. An individual who wishes to make a complaint with regards to harassment, discrimination, bullying or victimisation should do so under the trust's Grievance Policy and Procedure or Bullying & Harassment Policy. All cases of harassment, discrimination, bullying or victimisation will be taken seriously and disciplinary action, which may include dismissal, may be taken against staff who have committed acts of unlawful discrimination or harassment

11. Review

11.1 The policy will be reviewed in response to new evidence, legislation or guidance, or in 2019, whichever is sooner.

12. References

12.1 The following references apply to this policy:
- The Equality Act 2010
- Human Rights Act (1998)
- Equality Delivery System (EDS2)
- Workforce Race Equality Standards (WRES)

12.2 Further information on all Acts of Parliament and associated regulations referred to in this document can be found at:
- ACAS http://www.acas.org.uk
- Equalities and Human Rights Commission:englandhelpline@equalityhumanrights.com
- Government website: www.gov.uk

Appendix A: Plan for Dissemination of Procedural Documents

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

Title of document:	Equality, Diversity and Inclusion Policy		
Date finalised:	TBC	Dissemination lead: print name and contact details	██████████████ ████ ██ ██████████████ █████ ██ ███████
Previous document already being used?	Yes		
If yes, in what format and where?	Current policy available on freenet		
Proposed action to retrieve out-of-date copies of the document:	**Identify all previous policies that may also have different titles and contact communications team to delete all old policies from the freenet.**		
To be disseminated to:	How will it be disseminated, who will do it and when?	Paper or electronic	Comments
All staff	Freenet	Electronic	Hard copies to be made available to staff who may not have access to the freenet page as part of their working day, as well as specialist teams where staff are not primarily based in an office environment.

Dissemination record - to be used once document is approved.

Date put on register / library of procedural documents	To be confirmed	Date due to be reviewed	To be confirmed

Disseminated to: (either directly or via meetings, etc.)	Format (i.e. paper or electronic)	Date disseminated	No. of copies sent	Contact details / comments
Freemail information to all staff	Link to harmonised policy in Freemail and Line Manager's Briefing	To be confirmed once policy is ratified.	Not applicable	HR BPs for Divisions

Appendix B - Equality Analysis

Name of policy, function or service being assessed	Division	Name & position of manager completing initial screening	Date of completion of initial screening assessment	Is this a new or existing policy/ function /service
Equality, Diversity and Inclusion Policy	Corporate	███████████████ ██████ ████ ████████	June 2015	Existing policy harmonised

1. Describe the purpose of the policy? What are the intended outcomes?

a. Details of the intended policy aims – Equality, Diversity and Inclusion in the workplace aims to ensure that everyone has equal access to employment, development, learning and training opportunities..

b. Outline of the objectives -The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff in Royal Free are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion.

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c. What outcomes will it achieve –
The Trust believes in creating an inclusive culture in the workplace where everyone feels involved and are able to contribute positively in their teams. A workplace where equality, diversity and inclusion is embedded yields a high work satisfaction, healthy employee turnover, high levels of loyalty to the organisation, high levels of adaptability, agility, creativity and innovation.

The Trust believes in creating an inclusive culture in the workplace where everyone feels involved and are able to contribute positively in their

teams. A workplace where equality, diversity and inclusion is embedded yields a high work satisfaction, healthy employee turnover, high levels of loyalty to the organisation, high levels of adaptability, agility, creativity and innovation.

2. Are there any national or local guidelines / frameworks / or research highlighting equality issues for this policy that should be taken into consideration?	
The Equality Act 2010 and Public Sector Duties inform the trust's Equality, Diversity and Inclusion Policy.	
3. What type of impact (positive or negative) if any does this policy have on the equality dimensions below? State whether the impact is positive or negative.	

	Positive	Negative	Evidence of impact
			In assessing and analysing the impact of your policy consider the following: • Is there any indication or evidence that different groups have different needs, experiences, priorities or attitudes in relation to the particular policy? • Is there any stakeholder (patient, community, staff) concern in the policy areas about actual,

			perceived or potential discrimination against a particular group/s?
			• Is there potential for or evidence that, any part of the proposed policy could discriminate, directly or indirectly? (For example could the policy exclude certain groups of people from accessing services?)
			• Is there potential for, or evidence that, this policy may adversely affect equality of opportunity?
			• Is there potential for, or evidence that, this policy may harm good relations between different groups?
			• Are there any known health or workplace inequalities, or recent research highlighting issues that should be taken into consideration?
			The Trust's annual equality report details all the workforce findings: http://s3-eu-west-1.amazonaws.com/files.royalfree.nhs.uk/E_and_D/RFL_Equality_Report_Report_2014-15.pdf
Race	The newly harmonised policy brings together 2 policies from 2 trusts.	2015 Trust Annual Equality Information Report. 2015 NHS Staff Survey Result.	In 2015 NHS staff survey BME staff groups more likely to experience bullying and harassment. Trust has commenced holding Executive BME Staff Listening sessions since September 2015 to engage BME staff and discuss staff experiences as well as actions to address concerns. Trust has in place BME staff forum to engage and create a safe place for BME staff to discuss and seek solutions.
Sex	The newly	2015 Trust	Male less likely to be recruited (2015 Trust's Annual

		harmonised policy brings together 2 policies from 2 trusts.	Annual Equality Information Report.	Equality Report). This is in line with the overall NHS work population of 70% female and 30% male in the workforce.	
	Disability	The newly harmonised policy brings together 2 policies from 2 trusts.	2015 Trust Annual Equality Information Report. 2015 NHS Staff Survey Result.	In 2015 NHS staff survey staff with disabilities are more likely to experience bullying and harassment. Trust has now set up Disability Staff Forum, this is a group for staff with disabilities to engage and discuss their work experiences and also support each other, The Trust is also preparing for the Disability standards commencing in 2017 by encouraging staff with disability to disclose so that they can be provided with the support i.e. reasonable adjustments in the workplace.	
	Age	The newly harmonised policy brings together 2 policies from 2 trusts.	2015 Trust Annual Equality Information Report.	Ages 41 – 45 less likely to be recruited (2015 Trust's Annual Equality Report). The Trust has reviewed its Recruitment and Selection Policy and embedded unconscious bias in the training. All recruiting managers are currently undergoing training.	
	Religion or belief	The newly harmonised policy brings together 2 policies from 2	2015 Trust Annual Equality Information Report.	The revised Equality, Diversity and Inclusion Policy provides guidance to all staff and managers in the areas of best practice.	

		trusts.		
			2015 NHS Staff Survey Result	
	Sexual orientation	The newly harmonised policy brings together 2 policies from 2 trusts.	2015 Trust Annual Equality Information Report. 2015 NHS Staff Survey Result	In 2015 NHS staff survey staff within LGBT orientation are more likely to experience bullying and harassment. The Trust has also set up LGBT Staff Forum as a support group for LGBT staff and regular meetings take place as well as social events.
	Gender reassignment	The newly harmonised policy brings together 2 policies from 2 trusts.	No adverse trend	No impact positive or negative to identify.
	Marriage and civil partnership	The Trust's Electronic staff data is monitored annually on marriage and civil partnership. The result within the Trust's Equality Annual report	No adverse trend	No adverse impact identified from Trust's Annual Equality data published in the Report available on freenet and website.

		demonstrates that there is no adverse trend for this protected characteristic.		
	Pregnancy and maternity	The Trust's Electronic staff data is monitored annually on marriage and civil partnership. The result within the Trust's Equality Annual report demonstrates that there is no adverse trend for this protected characteristics.	No adverse trend	No adverse impact identified from Trust's Annual Equality data published in the Report available on freenet and website.
	Human rights	The Trust's employee relations data analysed and monitored annually demonstrates that there is no adverse trend in respect to human rights.	No data	No adverse impact identified

Socio-economic groups	No specific data currently collected.	No data	No impact positive or negative identified from other sources.
Any other groups	No specific data currently collected.	No data	No impact positive or negative identified from other sources.

4. Please rate the level of impact (low, medium, high) for the negative impacts identified and summarise the reason for your decision

Protected Characteristics	Low	Medium	High	Reason/s
1.Race			x	- Data from 2014 NHS staff survey 2015 Annual Equality Report for workforce 2016 Equality Delivery System (EDS2) evidence
2.Sex	x			Same as above
3.Disability			x	Same as above
4.Age			x	Same as above
5.Religion or belief			x	Same as above
6.Sexual orientation			x	Same as above
7.Gender reassignment				No adverse trend identified from 2015 Trust's Annual Equality Report

8.Marriage and civil partnership				No adverse trend identified from 2015 Trust's Annual Equality Report
9.Pregnancy and maternity				No adverse trend identified from 2015 Trust's Annual Equality Report
Human rights				No specific data currently collected
Socio-economic groups				No specific data currently collected
Any other groups				No specific data currently collected

5. Describe any current or planned activities to reduce or remove negative impact using the equality impact assessment action plan template. The action plan should be reviewed in a timely fashion and at a minimum annually.

Please identify who is responsible for reviewing the action plan

Name of manager and working groups/committees responsible for reviewing the action plan:

The trust's Equality, Diversity and Inclusion Staff Working Group, reviews the action plan and reports to the Equality, Diversity and Inclusion Steering Committee which reports to the Patients and Staff Experience Committee, which then reports to the Trust Board. The Equality and Diversity action plan sits within the Trust's Staff Engagement and Retention Plan (SERP).

Yemisi Oluyede, Head of Workforce Health, Equality and Diversity reports progress updates to the working groups and the steering committee and updates to the Trust Board.

6. Date for next initial screening review(initial screening assessment should be reviewed at minimum on a three year cycle)

At the end of December 2016, Trust's equality data will be analysed to formulate the annual equality report, in addition on receipt of 2016 NHS Staff survey results, Trust's data will be reviewed to seek improvement and further actions where required.

7. If there is evidence of a high negative impact (actual or potential) on any of the equality dimensions in section 3, you will need to proceed to a full equality impact assessment within three months of completing this initial screening

Is a full equality impact assessment required?

Yes

This is a full impact assessment using all available workforce equality data.

8. Sign-off

Name of Director approving equality impact assessment: ███████████████████

Date: 27TH June 2016

Action Plan template:

Groups affected?	Issue	Action planned to minimise discrimination/promote equality of access	Monitoring arrangements	Review date
Disabled staff, BME staff groups, LGBT staff groups and some religion/beliefs staff group.	Gaps in staff experience	Trust has in place the Staff Enhancement and Retention Plan (SERP) which is up-dated and revised to address gaps as identified above.	2016 NHS Staff survey Analysing Trust's equality data for 2016.	2018/2019

Appendix C – Glossary / Definitions of terms

Asexual	This is a term that refers to a person who has no sexual orientation or desire.
Biophobia	Is an aversion towards people who are bisexual as a social group or as an individual, sometimes leading to acts of violence and expressions of hostility towards them. There is a zero tolerance approach to any form of biophobia in the Trust
Direct Discrimination	Direct Discrimination takes place when one person or group of people are treated less favourably than other people on the grounds of a protected characteristic; age, disability, gender re-assignment, marriage/ civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation. This includes discrimination on the grounds of perceived characteristics, whether or not that perception is correct. It can also be directed against someone because they associate with or defend someone of covered by the nine protected characteristics
Disability	A disability is defined as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out day-to-day activities.
Disability Confident	A Government scheme to work with employers to challenge attitudes towards disability, increase understanding of disability, remove barriers to disabled people and those with long term health conditions in employment, and ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations.
Discrimination by association	This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
Diversity	Diversity acknowledges and values the full range of differences between people both in the workplace and in wider society.
Equality	Equality is sometimes defined as treating everyone the same, regardless of their differences. Equality is not about treating everyone the same but ensuring everyone has the appropriate support to achieve the same outcomes. This enables a fairer society where everyone can participate and has the same opportunity to fulfil their potential.
Gender reassignment	Gender reassignment is defined as an employee who has undergone, or is undergoing, surgery to change gender, either from male to female or female to male.
Gender Transitioning at work	The choice to transition gender at work and the timescale has to be the decision solely that of the employee. This requires planning and involvement with the affected member of

	staff, their manager and a local transgender expert (e.g. employee's therapist or their consultant). If necessary, the Employee Assistance Programme support will be accessed as well as Occupational Health. Consideration should be given to the new name, access to rest rooms and all other relevant matters raised by affected employee.
Genuine Occupational Requirement	A Genuine Occupational Requirement applies if, having regard to the nature of the employment or the context in which it is being carried out, being of a particular race, sex, sexual orientation, or religion or belief is a genuine and determining requirement, and it is proportionate to apply that requirement in the particular case.
Harassment	unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating and intimidating, hostile, degrading, humiliating or offensive environment for that individual'
Homophobia	Is the hatred or fear of homosexuals, sometimes leading to acts of violence and expressions of hostility towards them. There is a zero tolerance approach to any form of homophobia in the Trust
Inclusion	Inclusion refers to an individual's experience within the workplace, within each service we deliver and in wider society and the extent to which they feel valued and included.
Indirect Discrimination	Indirect Discrimination means applying a practice, provision, condition or requirement of employment which applies to everyone, but whether intentionally or not, adversely affects, or favours, people who share one or more of the protected characteristics.
Non-Binary Identity	This is a term for people whose gender identities do not fit into the gender binary of male or female. A non-binary person might consider themselves to be neither male nor female, or to be in some sense both male and female, or to be sometimes male and sometimes female. People who identify as non-binary will sometimes prefer to refer to themselves using pronouns which are not gendered, for example "they" or "ze", and they may use prefixes such as "Mx" instead of "Mr" or "Mrs".
Perception discrimination	This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.
Positive Action	These are positive measures allowed within the law to address areas of under representation, i.e. where monitoring data highlights gaps in the data, an organisation is able to put in place positive action address imbalance.
Protected characteristics	Characteristics under which people are covered by the Equality Act 2010: 1. Age

	2. Disability 3. Gender Re-assignment 4. Marriage & Civil Partnership (only in respect of eliminating unlawful discrimination) 5. Pregnancy and Maternity 6. Race (this includes ethnicity, national origins, colour or nationality) 7. Religion or belief (this includes atheists / agnostics) 8. Sex (Gender) 9. Sexual Orientation
Reasonable adjustment	A reasonable adjustment is defined as any change that can reasonably and without unreasonable cost be made to the usual pattern of working hours, working environment or work duties that is made with the intention of accommodating within the workforce the specific requirements of an employee with one (or more) of the 9 protected characteristics.
Religion or belief	Religion or belief is defined as religion, religious belief or similar philosophical belief, or lack of, as defined by the Equality Act 2010
Sexual Orientation	Sexual orientation is defined as an orientation towards persons of the same sex, or the opposite sex, or both sexes.
Transgender	This is a term that refers to people whose gender identity is the opposite of their assigned sex (trans men and trans women), it may include people who are not exclusively masculine or feminine.
Transphobia	A range of antagonistic attitudes and feelings against transgender or transsexual people, or against transsexuality. Transphobia can be emotional disgust, fear, anger or discomfort felt or expressed towards people who do not conform to society's gender expectations. There is a zero tolerance approach to any form of transphobia in the Trust
Unconscious Bias	This refers to a bias that we are unaware of, and which happens outside of our conscious control. It is a bias that happens automatically and is triggered by our brain making quick judgments and assessments of people and situations, influenced by our background, cultural environment and personal experiences
Victimisation	Victimisation occurs when a person is treated less favourably for asserting their right to make a complaint under the Equality Act, have been suspected of making a complaint or have supported a complaint made by another person.

Appendix D – Trust equality objectives 2015 – 2019

The trust has set five high level equality objectives for 2015-2019. Each year at least one annual objective will be set against each of the six objectives. These will be reported on annually.

Equality work plans will be developed for the equality steering group, the equality, diversity and inclusion staff group and the three equal access groups. This will ensure that the annual equality objectives have been identified and work developed, delivered, monitored, reported and published as equality delivery system (EDS2) evidence annually.

Our EDS2 grading outcome recommended that we align our trust equality objectives to our four world class care values, the EDS2 objectives and workforce race equality standards. The latter is now mandatory as part of our NHS Providers contract from 1 April 2015.

Trust equality objectives

Objective No.	Trust equality objective	Annual objective to deliver one project to:
1.	**Positively welcoming** To work towards an accessible trust and to:	• Improve access to services for patients • Improve trust recruitment processes
2.	**Actively respectful** To work towards a respectful trust and to:	• Identify and support the diverse needs of our patients • Identify and support the diverse needs of our workforce
3.	**Clearly communicating**	• Identify and support patient communication needs • Communicate the support

	To work towards a communicating trust and to:	• available to staff • Communicate effectively with our workforce
4.	**Visibly reassuring** The trust is reassured that:	• Feedback is received that identifies our patients value the service they receive • Feedback is received that identifies our staff feel valued for their experience and expertise
5.		• Demonstrate a reduction of differences between the experiences of white staff and BME staff in the trust with a view to closing the gaps in the metrics. • This is a mandatory requirement for standard NHS Provider Contract from 1st April 2015, see details in Appendix 1.
6.	**Create one project against each of the 18 EDS2 outcomes**	**Identified below**

1. Better health outcomes

1.1 Services are commissioned, procured, designed and delivered to meet the health needs of local communities.

1.2 Individual people's health needs are assessed and met in appropriate and effective ways

1.3 Transitions from one service to another, for people on pathways, are made smoothly with everyone well-informed.

1.4 When people use the NHS services their safety is prioritised and they are free from mistakes, mistreatment and abuse.

1.5 Screening, vaccination and other health promotion services reach and benefit all local communities programmes reach and benefit all local communities and groups

2. Improved patient access and experience

2.1 People, carers and communities can readily access hospital, community health or primary care services and should not be denied access on unreasonable grounds.

2.2 People are informed and supported to be as involved as they wish to be about their care.

2.3 People report positive experiences of the NHS.

2.4 People's complaints about services are handled respectfully and efficiently.

3. A representative and supported workforce

3.1 Fair NHS recruitment and selection processes lead to a more representative workforce at all levels.

3.2 The NHS is committed to equal pay for work of equal value and expects employers to use equal pay audits to help fulfil their legal obligations.

3.3 Training and development opportunities are taken up and positively evaluated by all staff.

3.4 When at work staff are free from abuse, harassment, bullying and violence from any source

3.5 Flexible working options are available for all staff consistent with the needs of the service and the way people lead their lives.

3.6 Staff report positive experiences of their membership of the workforce.

4. Inclusive leadership

4.1 Boards and senior leaders routinely demonstrate their commitment to promoting equality within and beyond their organisations.

4.2 Papers that come before the board and other major committees identify equality

4.3 Related impact including risk and say how these risks are to be managed

4.4 Middle managers and other line managers support their staff to work in culturally competent ways within a work environment free from discrimination

Appendix E - Workforce race equality standard (WRES)

	NHS England workforce race equality indicators for NHS trusts
1.	Percentage of BME staff in Bands 8-9 and Very Senior Managers (VSM) compared with the percentage of BME staff in the overall workforce
2.	Relative likelihood of BME staff being appointed from shortlisting compared to that of white staff being appointed from shortlisting across all posts
3.	Relative likelihood of BME staff entering the formal disciplinary process, compared to that of white staff entering the formal disciplinary process, as measured by entry into a formal disciplinary investigation **Note.** This indicator will be based on data from a two year rolling average of the current year and the previous year.
4.	Relative likelihood of BME staff accessing non-mandatory training and CPD as compared to White staff
National NHS Staff Survey findings For each of these four staff survey indicators, the Standard compares the metrics for each survey question response for White and BME staff.	
5.	**KF 18**. Percentage of staff experiencing harassment, bullying or abuse from patients, relatives or the public in last 12 months
6.	**KF 19**. Percentage of staff experiencing harassment, bullying or abuse from staff in last 12 months
7.	**KF 27**. Percentage believing that trust provides equal opportunities for career progression or promotion
8.	**Q 23**. In the last 12 months have you personally experienced discrimination at work from any of the following? b) Manager/team leader or other colleagues
Boards Does the Board meet the requirement on Board membership in 9?	
9.	Boards are expected to be broadly representative of the population they serve.

Appendix F – Inclusive Management Competencies

The following inclusive management competences are critical for a work environment that protects staff from discrimination, bulling, harassment and victimisation:

a. individualised consideration – showing individual interest and offering one-to-one support for all staff in the team
b. idealised influence – providing an appealing vision that inspires staff in the team
c. Inspirational motivation – encouraging all staff to develop ideas that would benefit the patient in the course of their work
d. Intellectual stimulation – encourage all staff in the team to engage in creative thinking
e. Unqualified acceptance – showing acceptance of everyone in the team without bias
f. Empathy – being able to appreciate the perspective of others and endeavouring to understand how others in the team feel
g. Listening – truly listening to the opinions of others
h. Persuasion – having an influence on people's actions without force or coercion
i. Confidence building – providing positive feedback to boost people's efficacy
j. Growth – providing opportunities for all staff in the team to realise their potential, make autonomous and unique contributions and progress within the organisation
k. Foresight – being able to consider the views of others about possible outcomes
l. Conceptualisation – being able to focus on how employees contribute to long term objectives
m. Awareness – having self-awareness of how preconceived views can influence behaviour towards others.
n. Stewardship – showing a commitment to leading by serving others for the good of everyone rather than for self-gain.
o. Healing – showing a respect for the wellbeing of all staff in the team