

| LLP Board Meeting – 16th October 2020LLP Workforce Equality Action Plan |
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**Strategic Goals****:**

**to deliver safe and high quality patient care as part of an integrated system**

**to support an engaged, healthy and resilient workforce**

**to ensure financial sustainability**

Recommendation

For information  For approval

For discussion  A regulatory requirement

For assurance

Purpose of the Report

For submission to Board for discussion and approval prior to publishing the Workforce Disability Equality Standard (WDES) and the NHS Workforce Race Equality Standard (WRES) action plan on the LLP website before the 31st October 2020 deadline.

Executive Summary – Key Points

The WDES and WRES data submission was 31 August 2020; however the deadline for the action plan is 31 October 2020 to be published on the LLP website.

This year we have combined the actions from the WDES and WRES in to one equality action plan. This action plan has been produced taking in to account the findings of the WDES and WRES metrics and in consultation with the chair and vice chair of the Race Equality Network.

Recommendation

LLP Board is asked to review and approve the action plan prior to its publication on the LLP website.

Author: Jenny Flinton, Head of Employee Relations & Engagement

Date: 14 October 2020

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| **Metric** | **Objective** | **Action/s** | **Timescales** | **Lead/s** | **Why** |
| **1** | Decrease the number of staff not declaring their protected characteristic status via ESR  WDES from 3.93% to 2%  WRES from 4.12% to 2% | • Work with the Race Equality staff network and the LGBTQ+ staff network to develop a communications campaign highlighting the benefits of declaring protected characteristic status  • Work with the Race Equality staff network and the LGBTQ+ staff network to explore any challenges that they may have encountered in using ESR  • Establish a Disabled staff network | |  | | --- | | To be completed by February | | Director of Resources  Human Resources Business Partner  Communications  Staff network chairs | Necessary to improve the data quality |
| **2** | Reduce the inequality in recruitment shortlisting  WDES 3.93% to 8%  WRES from 9.9% to 18% | • Make information available to potential job applicants about the trust’s commitment to inclusive recruitment and that we welcome applications from all applicants, no matter what there protected characteristic status  • Review of scope of advertising and methods used to attract individuals from all backgrounds  • Review training offer provided to recruiting managers and panels to include unconscious bias training  • Staff with protected characteristics to be appropriately trained to participate on recruitment panels  • Undertake quarterly review of recruitment activity and present analysis to senior leaders and the staff networks for feedback and agreeing actions | To be delivered between November and February | Director of Resources  Human Resources Business Partner  Recruitment Lead  Communications  Staff network chairs | To improve career progression prospects for BAME and disabled staff |
| **3** | Keep the relative likelihood of staff from protected characteristic groups entering the capability and disciplinary process  WDES to remain at 0.04%  WRES to remain at 0.09% | • Review cases of BAME and Disabled staff currently in capability and disciplinary process  • Hold engagement meeting with staff networks and trade union partners to explore how any bias in the capability and disciplinary processes can be removed  • Develop and deliver any actions agreed at engagement meeting, reporting progress to partners and senior leadership team  • BAME representation on the panel at final stage hearings where a BAME member of staff is involved | To be completed by March | Director of Resources  Human Resources Business Partner  Staff network chairs | To increase the confidence of staff entering into the capability process that they will be treated fairly |
| **4** | Reduce the incidence of staff from protected characteristic groups experiencing harassment, bullying and abuse from patients and the public  WDES from 14.71% to 8%  WRES from 13% to 8% | • Raise awareness of existing reporting processes and support available  • Hold sessions with staff networks to gather further feedback and utilise feedback gathered from staff by staff for actions linked to this metric | To be completed by May | Director of Resources  Human Resources Business Partner  Staff network chairs | Part of the overall organisational goal to create an inclusive culture |
| **5** | Reduce inequality in career progress opportunities (between protected characteristic groups and non- protected characteristic groups)  WDES from 39.13% to 20%  WRES from 21% to 18% | • Monitor selection processes for acting up and secondment positions to identify any potential adverse impact on BAME and disabled staff  • Review appraisal paperwork of a selection of BAME and disabled staff who have been in same post or pay band level for three years to evaluate whether they have had opportunities for career development  • Develop talent and leadership management programmes that will support BAME and disabled groups of staff to progress – helping the Trust to ensure that the workforce is more representative at middle to senior levels   * Offer development opportunities for staff members employed in band one roles to progress | To be completed by May | Director of Resources  Human Resources Business Partner  Staff network chairs ODIL Lead  Recruitment Lead | To improve career progression prospects for BAME and disabled staff |
| **6** | Reduce level of presenteeism experienced by BAME and disabled groups of staff  WDES from 47.37% to 25%  WRES no baseline available | • Review of the Sickness Absence Policy and Procedure  • Promote the Agile and Flexible Working policy that is fully supportive of those colleagues who wish to work from home  • Explore the requirement for a Disability Leave Policy once the disability network has been established | To be completed between November and April. | Director of Resources  HR Business Partner  Operational HR Team  Disabled staff network chair | Create a healthier workplace for staff and improve wellbeing for all |
| **7** | Increase the percentage of BAME and disabled staff satisfaction rate  WDES from 29.41% to 42%  WRES no baseline available | • Work with staff networks and other key partners, to explore issues and identify interventions to improve the satisfaction rate  • Ensure all training sessions for middle managers explore their responsibility in relation to workplace equality: what they should be doing about it and how they can set expectations for leadership  • Review to be undertaken as to whether Equality and Diversity Training should become part of the Statutory and Mandatory programme of training for the Trust  • Showcase/Celebrate role models from BAME and disabled staff groups through greater visibility in Trust Communications. | To be completed by June | Director of Resources  ODIL Lead  Staff network chairs  Communications  HR Workforce Lead  Human Resources Business Partner  Trust Director of Workforce & OD | Part of the overall organisational goal to create an inclusive culture |
| **8** | Increase percentage of BAME and disabled groups of staff that feel that their request/s for reasonable adjustments have been adequately managed.  WDES from 56.25% to 73%  WRES no baseline available | • Promote the Agile and Flexible Working policy  • Develop guidance for line managers on how to arrange reasonable adjustments for their staff  • Explore adopting the reasonable adjustments passport created by NHS Employers with the disabled staff network once it is established | To be developed between November and March | Director of Resources  HR Business Partner  Staff network chairs | Create a healthier workplace for staff and improve wellbeing for all |
| **9** | Reduce gap in staff engagement scores  WDES from -1.2 to -0.6  WRES no baseline available | • Hold workshop session with staff networks to explore the data and develop actions to reduce the gap in staff engagement scores.  • Staff networks to play a role in the role out of the Trust values and behaviours | To be developed between November and March | Director of Resources  ODIL lead  Staff network chairs | Create a culture and environment where Disabled and BAME staff feel able to speak up and have a voice |
| **10** | Reduce the gap between Board representation and overall representation of protected characteristic groups of staff in the workforce  WDES from 0% to 20%  WRES from 0% to 20% | • Ensure the process for appointment of directors encourages diverse applicants, including those who identify as Disabled, from a BAME background, or have a protected characteristic  • In partnership with the Race Equality and Disabled staff networks organise a board development about the WDES, WRES and the inequalities experienced by Disabled staff, BAME staff and those with other protected characteristics  • Share recruitment information through recognised diverse organisations and recruitment agencies.  • As a demonstration of commitment to inclusion, develop reverse mentoring programme, providing opportunity for Disabled staff network members, Race Equality staff network members and LGBTQ+ network members to have mentoring relationship with Board members. From hearing insights and lived experiences, Board members will be better informed in making decisions that benefit all staff and patients. | To be completed by May | Managing Director  ODIL Lead  Staff network chairs | To demonstrate visible leadership in this area at senior levels |
| **Note: Explain how staff have been involved in developing and delivering the actions.**   |  | | --- | | Consultation has been undertaken with the Race Equality Chair and Vice-Chair, reviewing the metric data, developing objectives, and designing the actions set out in this action plan. | | | | | | |