

## Equality Objectives Action Plan 2014/16

Governing Body meeting

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5 June 2014

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| <b>Author(s)</b>  | Elaine Barnes, Equality and Diversity Manager( WSYBCSU)   |
| <b>Sponsor</b>  | Tim Furness, Director of Business Planning and Partnerships<br>Dr Ted Turner, CCG Governing Body GP |
| <b>Is your report for Approval / Consideration / Noting</b>   |   |
| Approval.   |   |
| <b>Are there any Resource Implications (including Financial, Staffing etc)?</b>   |   |
| No  |   |
| <b>Audit Requirement</b>  |   |
| <b><u>CCG Objectives</u></b>  |   |
| <b>Which of the CCG's objectives does this paper support?</b>   |   |
| <b>Principal Objective:</b> To work with Sheffield City Council to continue to reduce health inequalities in Sheffield.   |   |
| <b>Principal Risk: 3.1</b> CCG is unable to undertake the actions, and deliver the outcomes from them, that are set out in the HWB's plan for reducing health inequalities, e.g. due to financial constraints (Domain 3). |   |
| <b>Principal Objective:</b> To ensure there is a sustainable, affordable healthcare system in Sheffield   |   |
| <b>Principal Risk: 4.1</b> Failure to adopt best practice throughout the commissioning cycle (Domain 3)   |   |
| <b>Principal Risk: 4.5</b> Inability to secure partnerships with our main providers that help us to deliver our commissioning plans, including QIPP (Domain 3).   |   |
| <b><u>Equality impact assessment</u></b>  |   |
| <b><i>Have you carried out an Equality Impact Assessment and is it attached?</i></b> No   |   |
| <b><i>If not, why not?</i></b> This report is our Equalities Action Plan which is intended to reduce inequalities and have a positive impact on people with all the nine protected characteristics.                       |   |

**PPE Activity**

***How does your paper support involving patients, carers and the public?*** This report will be shared with members of the Sheffield Equality Engagement Group.

**Recommendations**

The Governing Body is asked to:

- Approve the Equalities Action Plan for 2014/16.
- Delegate tasks to the Equalities Action Group to achieve the actions outlined in the plan and report back to the Governing Body at six month intervals.

## **Equality Objectives Action Plan 2014/16**

### **Governing Body meeting**

**5 June 2014**

#### **1. Introduction / Background**

1.1 The report outlines some of the key areas of delivery and achievements met against the Equality Objectives Plan 2013.

1.2 The report also outlines an updated Equality Objectives Plan 2014/16 with refreshed underpinning actions that are linked to some of the outcomes of the Equality Delivery System (EDS2) Framework. This has been developed by a group of CCG officers, led by Dr Ted Turner.

#### **2. Delivery**

##### **2.1 Equality Impact Assessment (EIA)**

Robust Equality Impact Assessment (EIA) has been carried out to ensure that Equality and Diversity issues are taken into consideration to reduce health inequalities across the following services:

- Community Support Workers (CSW) Service
- Domiciliary Care for Patients Eligible for Continuing Healthcare (CHC)
- Local Care Planning Service
- Musculoskeletal Services - Commissioning for Outcomes (COBIC)
- Proposal to commission Mandibular Advancement Devices (MADs) as an integral part of a new Obstructive Sleep Apnoea (OSA) Pathway
- Yorkshire and Humber commissioning for access to fertility treatment

##### **2.2 Equality Engagement Group**

The CCG continued to engage and contribute to the Equality Engagement Group resulting to a number of key improvements which are:

- The Director of Business Planning and Partnerships continues to chair the group to raise the profile of the CCG commitment to engagement with patients from a diverse background.
- The development and implementation of an Equality Action Grid has proven to be an invaluable tool which demonstrates that the issues and concerns highlighted by representation are acted upon.
- The terms of reference has been strengthened by increasing membership with service user's representative being the majority. Where there are gaps, work is being carried out to increase memberships.

## **2.3 Public Sector Equality Duty**

The Public Sector Equality Duty for the CCG was published on 31 January 2013 which included the following information:

- NHS Sheffield CCG's Equality Monitoring Data from Commissioned Services
- NHS Sheffield CCG's Contribution to Reducing Health Inequalities in Sheffield
- Sheffield Fairness Commission Report
- NHS Sheffield CCG's response to the Sheffield Fairness Commission Report
- Sheffield Demographics
- NHS Sheffield CCG's Workforce Summary

## **2.4 Equality and Diversity Training for GP staff**

- Sheffield Clinical Commissioning Group held an Equality and Diversity Protected Learning Initiative (PLI) session on 12 March for practice managers and practice admin staff. The aim of the session was to refresh their current skills and also broaden their knowledge of Equality and Diversity including how to embed it within their roles. WSYBCSU Equality and Diversity Manager presented the session to 59 members of staff and a wide range of topics were covered to meet the various needs of GP practices.
- Based on feedback received, the training session was successful in educating practice managers and staff about equality and diversity within the workplace.
- The success of the training session received a huge interest which resulted to a second PLI session being organised for Wednesday 9 July.

## **2.5 NHS Contracts**

- Following some changes to the NHS Standard Contract 2014/15, the CCG have worked with all three Foundation Trusts to agree the Equality and Diversity requirements within the Local reporting Schedules.

## **2.6 NHS England**

- The Refreshed Equality Delivery System (EDS2) that was launched on 4 November by Sir David Nicholson was discussed at the Equalities Action Group for implementation. The refreshed EDS2 Framework is designed to help NHS Organisation deliver on the Public Sector Equality Duty (PSED).
- The CCG provided a response back to NHS England on the NHS Equality and Diversity Survey.
- The CCG contributed to the NHS England consultation on the draft Equality and Health Inequalities Strategy.

## **3. Equality Objectives Plan 2014/16 ( attached)**

- The Equalities Action Group has used the refreshed EDS2 outcomes to develop and prioritise underpinning actions which are linked to the existing Equalities Objectives.

- The attached plan will be delivered over a two year period with annual progress reports. Progress will be monitored through quarterly reports to the Equalities Action Group.

#### **4. Recommendations**

The Governing Body is asked to:

- Approve the Equalities Action Plan for 2014/16.
- Delegate tasks to the Equalities Action Group to achieve the actions outlined in the plan and report back to the Governing Body at six month intervals

Paper prepared by Elaine Barnes, Equality and Diversity Manager (WSYBCSU)

On behalf of Tim Furness Chief of Business Planning and Partnerships

23 May 2014

**NHS Sheffield CCG Equality Objectives Action Plan 2014-16**

The Equality Objectives have been developed and supported by underpinning actions, which are priorities by the Equalities Action Group and are linked to the Equality Delivery System (EDS 2) goals which are;

- Better health outcomes for all
- Improved patient access and experience
- Empowered, engaged and included staff
- Inclusive leadership

|   | <b>Equality objectives</b>   | <b>Actions</b>  | <b>Lead</b>                                    | <b>Timescale</b> | <b>Evidence</b> |
|---|--|---|--|------------------|-----------------|
| 1 | Ensuring equality is core commissioning business.  | To develop the collection of equality data across all commissioned services.  | Equality and Diversity Manager                 | Ongoing          |                 |
|   |  | Using feedback from multiple sources especially relating to less accessible groups to inform commissioning decisions.   | Communication & Engagement Officer             | Ongoing          |                 |
|   |  | Continue to raise awareness of Equality and Diversity issues and support portfolio leads in completing Equality Impact Assessments across service areas.  | Equality and Diversity Manager                 | Ongoing          |                 |
|   |  | Require that all portfolios embed equality and diversity considerations into their commissioning developments from the outset and seek information, input and support wherever and whenever needed. | Director of Business Planning and Partnerships | Ongoing          |                 |
| 2 | Improve the range of activity information we have about patients in protected groups and how this is being used.         | Publish an updated Equality Monitoring report for 2013/14 on internet site.   | Head of Informatics                            | Ongoing          |                 |
|   |  | Agree a three year trend monitoring report.   | Head of Informatics                            | Ongoing          |                 |
|   |  | Publish Trend report on Sheffield CCG internet site.  | Head of Informatics                            | Ongoing          |                 |
| 3 | Improve our understanding of patient experience of services, re E&D, and act upon instances of potential discrimination. | Ensure that complaints about Equality and Diversity issues are handled respectfully and efficiently and also shared with the relevant commissioning teams.  | Complaints Manager and Patient Experience Lead | Ongoing          |                 |
|   |  | Require that current national and local equality issues are highlighted and acknowledged on the CCG website.  | Equality and Diversity Manager                 | Ongoing          |                 |

|   | Equality objectives  | Actions   | Lead   | Timescale       | Evidence |
|---|--|---|--|-----------------|----------|
|   |  | Work with the Sheffield Equality Engagement Group to better understand the patient experience, tackling examples of apparent discrimination and publishing the patient experience alongside activity information.           | Equality and Diversity Manager                   | Quarterly       |          |
|   |  | Deliver Equality and Diversity awareness training to GP staff as part of the Practice Learning Initiative (PLI) programme.  | Equality and Diversity Manager                   | March & June 14 |          |
| 4 | Developing strong and consistent leadership on equality issues | Ensure that the Governing Body receives adequate assurance around equality and diversity including progress towards achievement of this plan.   | Equality and Diversity Manager                   | Ongoing         |          |
|   |  | Use the presentation of progress reports at Governing Body to highlight and discuss GB members' leadership role in tackling inequity.   | Governing Body Lead Member                       | Ongoing         |          |
|   |  | Papers that come before the Board and other major Committees will be audited on a regular basis and challenged if they do not identify and address equality impacts.  | Company Secretary & Head of Corporate Governance | Ongoing         |          |
|   |  | Develop mechanisms for succession planning for future Governing Body members and other senior clinical leaders in such ways as to encourage further diversity within the organisation.                                      | Company Secretary & Head of Corporate Governance | Ongoing         |          |
|   |  | Share and celebrate the good work being done in the portfolios where commissioning decisions are having an impact on the known disparities in service uptake, e.g. for people with mental health and learning difficulties. | Senior Commissioning Manager                     | Ongoing         |          |
| 5 | Empowered, engaged and well supported staff                    | Monitor compliance with mandatory equality and diversity training for employees.  | HR Manager                                       | Ongoing         |          |
|   |  | Raise awareness of equality issues using different communication methods.   | HR Manager                                       | Ongoing         |          |
|   |  | Ensure collection and appropriate consideration of equality data for all employees.   | HR Manager                                       | Ongoing         |          |

|   | Equality objectives                           | Actions  | Lead   | Timescale | Evidence |
|---|---|--|--|-----------|----------|
|   |   | Support leadership development at all levels in a manner that values and promotes equality, diversity and inclusion.                                 | HR Manager                                     | Ongoing   |          |
|   |   | Use staff survey results to develop actions that will improve key areas.   | HR Manager                                     | Ongoing   |          |
|   |   | Ensure interests of protected characteristic groups are supported in accordance with Equality Act 2010.  | HR Manager                                     | Ongoing   |          |
| 6 | Improving access to services i.e. contracting | Data about population changes is fed into the commissioning cycle and equality data used to drive priorities consistent with the Commissioning Plan. | Director of Business Planning and Partnerships | Ongoing   |          |
|   |   | Ensure that Public Health colleagues receive up to date information to inform the JSNA.  | Director of Business Planning and Partnerships | Ongoing   |          |
|   |   | Ensure that the providers share statutory returns of access data according to protected characteristics.   | Head of Contracting                            | Ongoing   |          |
|   |   | Ensure that the CCG challenges any issues in service provision around equality of access.  | Equality and Diversity Manager                 | Ongoing   |          |