

Equality Objectives Action Plan

Governing Body meeting

5 December 2013

Author(s)/Presenter and title	Tim Furness, Director of Business Planning and Partnerships
Sponsor	Dr Ted Turner, CCG GP Governing Body Member
Key messages	
<ul style="list-style-type: none"> • The attachments summarise a RAG rating on the delivery of the equality action plan, highlighting the achievements and areas for further developments. • The reports outline other areas of good practice being embedded across the CCG. • An update of the refreshed launch of Equality Delivery System (EDS) 2 and NHS England draft Equality and Health Inequalities Strategy. 	
Assurance Framework (AF)	
<p>Assurance Framework Number: This proposal provides assurance against the delivery strategic objectives 1: "to improve patient experience and access to care".</p> <p>How does this paper provide assurance to the Governing Body that the risk is being addressed? This paper provides assurance that equality and diversity is being embedded across the CCG.</p> <p>Is this an existing or additional control: NO</p>	
Equality/Diversity Impact	
<p>Has an equality impact assessment been undertaken? Not required as this is an update.</p> <p>Which of the 9 Protected Characteristics does it have an impact on? As above</p>	
Public and Patient Engagement	
<p>This is an update so engagement is not appropriate. The achievements will be shared with members of the Equality Engagement Group</p>	
Recommendations	
<p>The Governing Body is asked to:</p> <ul style="list-style-type: none"> • Receive and note the report and action plan. • Task the Equalities Action Group to implement the refreshed EDS 2 against its current Equality Objectives and report back to the Governing Body at six monthly intervals. • Task the Equalities Action Group to contribute to the draft Equality and Health Inequalities strategy. 	

Equality Objectives Action Plan

Governing Body Meeting

5 December 2013

1. Introduction / Background

- 1.1. The CCG Equalities Action Group agreed a number of underpinning actions against the Equality Objectives to meet the Public Sector Equality Duty. This has been developed by a group of CCG officers, led by Dr Ted Turner.
- 1.2. The attached RAG rating demonstrates the achievements against the actions and the areas for further development

2. Content

- 2.1. The areas of achievements include the development of a new Equality Impact Assessment (EIA) form and guidance resulting has resulted in more EIA being embedded across work stream including an audit of papers being submitted to the Board.
- 2.2. The continued engagement and contribution of Equality Engagement Group, which has representative from across the 9 Protected Characteristics. An Equality Action Grid has been developed and implemented to capture and respond to the issues and concerns raised by representatives. The issues and concerns raised have highlighted areas of gaps within services and workers from across the NHS organisation have acted upon them to improve access and outcomes for patients
- 2.3. The Director of Business Planning and Partnerships and the Equality and Diversity Manager had a meeting with the Directors of the 3 Foundation Trust to agree on adapting the equality engagement group to agree collective priorities by hearing and responding to specific users experiences of health services. The terms of reference has been amended and strengthened by increasing FT and CCG membership with service user's representative still being the majority. It was agreed that the chairing of the group would be rotated between the FT's directors and CCG. Tim Furness is now chairing the group which is raising the profile of the CCG commitment to engagement with patients from a diverse background. There was a commitment work collectively to reduce health inequalities with support from NHS England. The Fairness Commission report would be a starting point for Sheffield.
- 2.4. Human Resource is up to date with employee related equality actions.
- 2.5. There are still gaps of equity of access for patients with sensory impairment across GP practices and to move this work forward it is recommended that it is embedded with the Primary Care Strategy.

National equality updates

- 2.6. On 4th November, Sir David Nicholson has launched the refreshed Equality Delivery System (EDS2) which is designed to help NHS Organisation deliver on the Public Sector Equality Duty (PSED). It is aligned to NHS England's commitment to an inclusive NHS that is fair and accessible to all. EDS 2 will be implemented in

discussion with local partners including people with characteristics protected by the Equality Act 2010.

- EDS 2 consists of four goals and 18 outcomes.
- The outcomes of EDS 2 are aligned with the key mainstream leavers for the NHS including the NHS Outcomes Framework, the NHS constitution and the Care Quality Commission's key inspection questions.

2.7. NHS England is currently consulting on their draft Equality and Health Inequalities Strategy.

The aims of the strategy are:

- To support NHS England and the wider NHS in embedding equality of opportunity, including Equality Act 2010 compliance for NHS England and in the wider NHS
- To support NHS England and the wider NHS in addressing health inequalities, including in complying with its relevant legal duties
- To support NHS England and the wider system in creating an NHS that has eliminated the wide disparities in health outcomes, that is fair, inclusive and based upon the values of the NHS Constitution - an NHS where everyone counts.

3. Recommendations

The Governing Body is asked to:

- Receive and note the report and action plan.
- Task the Equalities Action Group to implement the refreshed EDS 2 against its current Equality Objectives and report back to the Governing Body at six monthly intervals.
- Task the Equalities Action Group to contribute to the draft Equality and Health Inequalities strategy.

Paper prepared by Elaine Barnes, Equality and Diversity Manager, South Yorkshire and Bassetlaw Commissioning Support Unit

On behalf of: Tim Furness, Director of Business Planning and Partnerships
Dr Ted Turner, CCG GP Governing Body Member

22 November 2013

Sheffield NHS CCG Equality Objectives Action Plan - DRAFT

Ref. No.	Equality Objectives	Actions	Lead	Dec 2012-March 2013	RAG	March 2013 –June 2013	RAG	June 2013-Sept 2013	Q4 RAG		
1	<i>Ensuring equality is core commissioning business</i>	Raise awareness of Equality Objectives plan within teams	E&D Lead	Brief all CCG staff through Chief Officers team brief	G	CCG managers to discuss CCG Equality Objectives and identified teams actions	G		G		
		Raise awareness of Equality Impact Assessments within teams	E&D Lead	Brief teams and discuss with them their specific role with regard to eliminating discrimination	G		G		G		
		Encourage equality champions to operate within the workplace to raise awareness of equality issues and promote understanding amongst wider team members	E&D Lead	Through team briefs, seek an Equality Champion in each area of work.	G	Equality Champions are identified and ongoing support is in place	A		G		
		Ensure that commissioning managers are embedding equality and diversity across policies and through aligning contracts for the commissioning intentions for 2012/13.	Tim Furness	Commissioning Intentions include specific actions to reduce inequality of access to services	G		G	revised EIA adopted and welcomed at CET	G		
			E&D Lead	Health inequalities are embedded within the terms of reference	G		G		G		
		Bring health inequalities and equality under one work stream	Tim Furness	Arrange a meeting with service providers to agree on how to work together	N/A	Establish effective partnerships with Sheffield City Council, and other organisations. Agree common actions, and support for each other's actions	G	decided not to pursue this objective, but to work on health inequalities with SCC. TT and TF are CCG members of the HI Board.	G		
		Continue to work with Sheffield City Council to reduce health inequalities in Sheffield.	E&D Lead	E&D lead meet with managers to explain Equality Impact Assessment and identify when an EIA needs to be carried out.	G		G		G		
		Share Equality Objectives with FT and other service providers and identified collaborative approach	Tim Furness	Continue to work with Sheffield Engagement Group to capture the views of stakeholders	G	Commissioning Managers to complete EIAs for 2013/14 business cases	G	met with FT Exec leads in August. Objectives shared. Agreed to work together, including shared ownership of equality engagement group	G		
		Require Equality Impact Assessment for Commissioning Executive Team papers.	E&D Lead Commissioning Managers	Ensure CCG patient engagement processes include E&D issues.	G		G		G		
		Involve Patients, Service Users and Carers in all aspects of NHS Sheffield CCG work, ensuring that the voices of under represented people are heard.	Tim Furness E&D lead	Discuss with community service leaders		Develop and agree a plan to launch Sheffield Engagement Group and share good practice across Sheffield.	G	equality engagement group ToR and purpose refreshed. Wider engagement event planned.	G		
2	<i>Improve the range of activity information we have about patients in protected groups and how this is being used.</i>	Develop and embed further involvement of primary care in the equality work.	E&D Lead and Public Health Colleagues	Include equality consideration in development of LES business cases		Identify actions. Monitor LES activity from equality perspectives	G	Work with communities to address cultural or perceptual issues that may deter people from seeking help, including raising the aspirations that people have for their own health.	G		
		Ensure community services, including health trainers, help reduce inequality of access to services.	E&D Lead	Discuss with quality managers.	G		G	Embed in service specifications	G		
		Routinely include equality issues within quality work with Foundation Trusts, practices and other providers	Kevin Clifford		G		G	Agree with providers how concerns will be addressed.	G		
		Ensure effective communications on E&D issues, including maintaining the website in line with requirements of the Equality Act.	E&D Lead	Update website	G	Establish means of routinely monitoring and identifying equality concerns. Include E&D issues in internal and external communications.	G		G		
		Breakdown data by Age, Gender and Ethnicity for Elective, A&E, Emergency, Outpatient following up and Inpatients first appointment for 2011/12.	Mark Wilkinson	Analyse data for Elective, Emergency, Outpatient follow up and Inpatients first appointment against the population.	G	Analysis of information uploaded on website.	G	Refreshed analysis of information for 2012 - 2013 and updated on website.	G		
		Scoping exercise on the types of information that are available from service providers.	Mark Wilkinson	Have an understanding on the types of information that are available on the people who use our services.	G	Develop plans on how to improve how information is collected.	A	Identify priorities areas.	A		
		Develop mechanism for Practice feedback.	E&D Lead	Include collaboration with academic institutions and with other support as available. Agree a process of data sharing with Foundation Trust. Agree process and communicate to practices.	G	Start reporting of practice issues to equality group.	G	Start to feedback to practices.	G		
			Linda Tully	Agree process and communicate to practices	N/A		N/a				
		3	<i>Improve our understanding of patient experience of services, re E&D, and act upon instances of potential discrimination</i>	Work towards the collection of robust and consistent patient data and experience disaggregated across the protected groups to fully understand their experience, impact of commissioning and services delivery.	E&D Lead	Develop and agree a code of working together with Foundation Trusts to share and act upon concerns.	G	Investigate concerns raised and seek resolutions.	G	Investigate concerns raised and seek resolutions	G

			E&D Lead	Establish a system of collecting patient experience, through the Equality Engagement Group	G	Amend complaints procedures to identify and report potential equality issues.	G		G
			E&D Lead	Investigate concerns raised and seek resolutions.	G		G		
4	<i>Develop strong and consistent leadership on equality issues</i>	Develop leadership across the organisation to advance equality objectives that are informed by equality national framework.	Linda Tully	Leadership on E&D to be built into Organisational Development Plan					
			Linda Tully	All papers submitted to the CCG Governing Body and Commissioning Executive Team will have considered EIA before submitting		Audit of numbers of board papers considered E&D Dec 12 - March 13.	G		
		Leadership should be considered across the health economy, e.g. JSNA and Health and Wellbeing Board	Tim Furness	Consideration of equality and inequality issues placed on HWB forward planner.	G			no recent conversations with non-NHS organisations on equality and diversity	a
5	<i>Improving access to services i.e. contracting</i>	Sheffield CCG seeks confirmation on compliance with the Equality Act 2010 from main service providers. This will be extended to other organisations over time. Data sharing agreements to be embedded in contracts.	Contract Managers	Equality issues discussed with each provider during negotiations	G	Identify specific areas of improvements through data quality improvement plans.	G		
				Contract states how reassurance will be provided					
			E&D Lead	Foundation Trust to share patient data with commissioners.				Develop an action plan for measuring and managing progress.	G
		All service change proposals from providers to have an EIA carried out.	CCG Staff	Service proposals presented in contract negotiations will not be considered unless an EIA is provided.		Discussion with providers, drawing on issues shared at Equality Engagement Group.			G
		Develop an action plan to identify and remove barriers to accessing commissioned services.	E&D Lead		G		G		
6	<i>Ensuring equality of opportunity for our staff and potential staff.</i>	As the organisation transitions to the new NHS architecture, formal processes for redeployment of staff should be subject to equality impact analysis and appropriate action plans.	Suzie Paradine	Staff assigned to future organisation and appointments to some future organisations commenced.	G	A meeting to take place with Sheffield CCG and CSU colleagues to discuss and develop recruitment plan which will form part of its Business Plan.	G		G
			Suzie Paradine	By December 2012 all staff should be appointed into designate posts in future organisations in preparation for transfer on 1 April 2013.	G		G		G
		Consultation around transfers and any redeployment / redundancies will take place during the period October to December 2012. Impact assessed through continued use of staff tracker	Suzie Paradine	Any vacancies will be targeted at the "At risk Pool"	G	Outcome of monitoring reported to CCG, CSU, NHSCB and SCC.	G		G
			Suzie Paradine	EIA carried out on processes used for transition	G		G		G
			Suzie Paradine	Monitoring of impact on people with protected characteristics in place	G		G		G
		Align staffing and equality policies and procedures across the NHS South Yorkshire & Bassetlaw to ensure equal opportunities for all.	Suzie Paradine	HR leads in CCGs and CSU across SYB consider current policies and propose single policy to establish best practice across SYB.	G		G		G