**NHS Sheffield CCG Equality and Diversity Action Plan 2016-17**

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|  | Equality Aim | Action | Lead | Timescale | Evidence (March 2016) |
| 1 | Ensure NHS Sheffield CCG meets statutory requirements around Equality and Diversity | Undertake an EDS2 Self-assessment and set 4 EDS2 Objectives | Communications & Engagement Lead;EDS2 Project Manager | Commence March 2016 |  |
| Report on progress against the 4 EDS2 Objectives to PEEEG (Patient Experience, Engagement & Equality Group) every 4 months | Communications & Engagement Lead | Every 4 months |  |
| Ensure PSED is updated annually and uploaded to the website | Equality & Diversity Manager | January | Currently awaiting sign-off from PEEEG obo Gov Body. Holding statement online |
| Ensure providers are compliant with their requirements around WRES/ EDS2/ Accessible Information Standard as per expectations on us as their commissioners | Contracting Managers;Equality & Diversity Manager | March/ April | C&E Lead awaiting feedback from Contracting Managers |
| Equality & Diversity Annual Report | Equality & Diversity Manager | April |  |
| 2 | Embed Equality and Diversity across the CCG, including encouraging strong leadership | Ensure Equality and Diversity forms part of the organisational engagement requirements . This will ensure integration into the PMO process, to ensure E&D considerations are integral in informing commissioning decisions; GB cover sheets are also being re-worded to allow for clearer confidence that E&D and engagement implications have been fully considered | Communications & Engagement Lead | March 2016 |  |
| Better integration of Equality and Diversity with Communications & Engagement | Communications & Engagement Lead | December 2015 | Equality & Diversity Manager now managed by Communications & Engagement Lead;Agreement for Equalities Action Group to merge with Patient Experience and Engagement Group to become Strategic PEEEG;Agreement for Equality & Diversity to share joint agenda at PEEEG operational group |
| Continue to raise awareness of Equality and Diversity issues and support portfolio leads and other organisational managers to complete Equality Impact Assessments | Equality & Diversity Manager | Ongoing |  |
| Progress updates to Strategic PEEEG provide assurance to Governing Body that E&D developments are on-track  | Equality & Diversity Manager;Communications & Engagement Lead | Bi-monthly |  |
| Quarterly GB reports highlight GB Members’ leadership role in tackling inequity | Equality & Diversity Manager;Communications & Engagement Lead | Quarterly  |  |
| Equality & Diversity is represented in Gov Body training and development | OD Lead;Equality & Diversity Manager |  |  |
| 3 | Ensure information about Equality and Diversity is fully and easily accessible to staff and public | Intranet pages regularly reviewed and updated | Equality & Diversity Manager;Communications & Engagement Managers | Reviewed quarterly, updated as often as required |  |
| Internet pages regularly reviewed and updated | Equality & Diversity Manager;Communications & Engagement Managers | Reviewed quarterly, updated as often as required |  |
| Library of resources/ references to help inform EIAs available for use | Equality & Diversity Manager;Communications & Engagement Lead | Reviewed quarterly, updated as often as required |  |
| 4 | Improve our understanding of patient experiences of services taking account of E&D, and act upon instances of potential discrimination | Monitor and analyse equality and diversity data from complaints, patient experience and engagement and make recommendations to Strategic PEEEG around actions to be taken | PEEEG Operational | Every 4 months |  |
| Work with providers and partner commissioners to ensure they collect robust E&D data and use it to influence decision making | Patient Experience Manager;Equality & Diversity Manager | Ongoing |  |
| Work with the Sheffield Equality Engagement Group and other Equality & Diversity groups in the city and VCF partners to better understand the patient experience, tackling examples of apparent discrimination | Equality & Diversity Manager;Communications & Engagement Managers | Ongoing |  |
| 5 | Empowered, engaged and well supported staff | Internal promotion campaign for staff around E&D | Communications & Engagement assistant | March |  |
| Monitor compliance with mandatory equality and diversity training for employees | HR Manager | Ongoing |  |
| Ensure collection and appropriate consideration of equality data for all employees | HR Manager | Annually |  |
| Support leadership development at all levels in a manner than values and promotes equality, diversity and inclusion | HR Manager | Ongoing |  |
| Use staff survey results to develop actions to address key E&D areas | HR ManagerPEEEG Operational | March/ April |  |
| Ensure interest of protected characteristic groups are supported in accordance with the Equality Act 2010 | HR Manager | Ongoing |  |

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