

Single Equality Scheme

2008-2011

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South Staffordshire Primary Care Trust

Single Equality Scheme 2008-2011

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Forward

Like any other public body in Britain, South Staffordshire PCT is subject to legislation to promote disability, gender and race equality and is core to what we want to do. We must comply with our legal duties to tackle discrimination and harassment, but through our Single Equality Scheme we will go above and beyond and promote equality in the other areas of our remit – age, religion or belief and sexual orientation, as well as human rights.

This single equality scheme contains commitment to actions in all of these areas and these will be a major focus of the scheme's implementation and development.

This is not about increasing paperwork and regulatory burden and it is certainly not about 'tick box' exercises. This is about taking practical steps to promote equality and human rights. It is about our employment practices, how we provide or buy services, how we work in partnership with others and how we include equality in everything we do.

As Chair of the PCT Equality and Diversity Group and Chief Executive, I and the Trust Board, have ultimate responsibility for ensuring we comply with equality legislation and reporting annually on the progress and development of the Single Equality Scheme action plan.

Because we value improving our services for people in South Staffordshire, we look forward to continuing to listen to the views of people from the different equality strands, carers, our stakeholders, partners, employees and patients, to review our progress and assess future needs, so that our Single Equality Scheme achieves true equality for all.

Yours sincerely,

Stuart Poynor
Chief Executive

Introduction

This Single Equality Scheme (SES) is a public commitment of how South Staffordshire Primary Care Trust plan to meet and exceed the duties placed upon us by equality legislation.

South Staffs PCT believe that an agreed SES is mutually beneficial for staff, patients, management and other internal and external stakeholders, for achieving and maintaining standards of equality and diversity throughout the Trust.

Organisational Context

South Staffordshire PCT came into being on 1st October 2006, following the merger of Burntwood, Lichfield & Tamworth, Cannock Chase, East Staffordshire and South Western Staffordshire Primary Care Trusts.

We serve a population of approximately 604,000 people and are located within the geographical boundaries of Staffordshire County. Although largely rural, the PCT contains a number of urban centres including Burton upon Trent, Cannock, Stafford and Tamworth. We employ just over 2,000 staff and our overall organisation aims are to;

- Secure the provision of safe, high quality services delivered in the most appropriate settings, based on need, with the patient as the focus
- Tackle the major determinants of ill health and promote good health

Purpose of the Scheme

The SES sets out our approach to equality and diversity as an employer and as a healthcare organisation providing and commissioning health services for the population of South Staffordshire.

The SES is based around 6 equality strands (race, gender, disability, age, sexual orientation, religion and belief) and explains and responds to these legislative statutory duties.

The SES not only meets these duties, but will go above and beyond these duties, by ensuring that consideration of equality issues are at the heart of policy and day-to-day practice across the Trust. It will not only raise employee's awareness and understanding of equality issues but seek to develop a culture where discrimination of any kind is unacceptable

The SES will appreciate and celebrate the diversity of our workforce and the population that we serve and contribute to reducing health inequalities and improving health outcomes for patients.

Legislative Context

Race Legislation (effective from May 2002)

General Duties

The Race Relations (Amendment) Act 2000 requires public authorities to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between persons of differential racial groups

Specific Duties

The PCT is also required to:

- Prepare and publish a race equality scheme and action plan
- Monitor the Trust's policies to see how they affect race equality
- Assess and consult on policies the Trust is proposing to introduce
- Publish the results of Trusts' consultations, monitoring and assessments
- Ensure that the public have access to the information and services the Trust provides
- Train the Trust's staff on the duties under the Act

Disability Legislation (effective 4th December 2006)

General Duties

The Disability Discrimination Act 2005 introduces a Disability Equality Duty which requires public authorities to:

- Promote equality of opportunity between disabled people and other people
- Eliminate discrimination that is unlawful under the DDA
- Eliminate harassment of disabled people that is related to their disability
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take steps to meet disabled people's needs, even if this requires more favourable treatment

Specific Duties

The PCT is also required to:

- Publish a Disability Scheme demonstrating how it intends to fulfil its general and specific duties
- Involve disabled people in the development of the SES

- State in the SES how disabled people have been involved in its development
- State the Trust's method for impact assessing
- Devise an action plan to fulfilling the general duty
- State the Trust's arrangements for gathering information in relation to employment and where appropriate, its deliver of education and its functions
- State the arrangements for using the information they gather, in particular in reviewing the effectiveness of its action plan and in preparing subsequent Disability schemes
- Within 3 years of the scheme being published, take the steps set out in its action plan (unless its unreasonable or impractical to do so) and put into effect the arrangements for gathering and making use of information
- Publish a report containing a summary of steps taken under the action plan, the results of information gathering and how it has used that information

Gender Legislation (effective from 6th April 2007)

General Duties

The Equality Act 2006 amends the Sex Discrimination Act 1975 to place a general duty on public authorities to:

- Eliminate unlawful discrimination and harassment
- Promote equality of opportunity between men and women

Specific Duties

The PCT is also required to:

- Prepare and publish a Gender Equality Scheme showing how it will meet its general and specific duties and setting out its gender equality objectives
- Consider the need to include objectives to address the cause of any gender pay gap
- Gather and use information on how the Trust policies and practices affect gender equality in the workforce and the provision of services
- Consult stakeholders and take account of relevant information in order to determine its gender equality objectives
- Assess the impact of its current and proposed policies and practices on gender equality
- Implement the actions set out in its scheme within 3 years, unless it is unreasonable to do so
- Report against the scheme every year and review the scheme at least every 3 years
- Ensure the scheme demonstrates that services are provided fairly to men and women and that there is equity of access

- Demonstrate that employment policies do not discriminate between men and have adequate provision for transgender people
- Demonstrate how the organisation ensures there is not a pay gap between men and women
- Demonstrate how the organisation intends to rectify any gender imbalance in terms of employment or service

Equality Strands

The Department of Health Single Equality Scheme 2007-2010 includes national data which illustrates why Equality and Diversity is so important.

Race	Asian women aged 65 or over, have the highest rate of developing limiting, long term illness
Disability	Disabled people are 4 times less likely than the general population to find dentists
Gender	Men are twice as likely as women to develop and die from ten most common cancers that affect both sexes
Age	The number of people over pensionable age in the UK is projected to rise from 11.2 million in 2006 to 13.1 million by 2021
Religion/ Belief	The UK has a more diverse faith community than any other country in the EU
Sexual Orientation	Eating disorders, obesity, self harm and substance misuse are all issues within lesbian, gay and bisexual communities

(Department of Health Single Equality Scheme, 2007-2010)

Locally, we know that in different areas across South Staffordshire, life expectancy may vary by up to 11 years. This is an inequality that we are tackling. We also know that the ageing population will result in more patients with a higher level of needs and reduced young people joining the workforce. The SES will help the PCT to tackle these inequalities on a local level.

The PCT as a Commissioner and Service Provider

The SES will influence the way we deliver services to our population through improved commissioning and provision of services.

The SES will ensure that every contract commissioned or service provided complies with the anti-discrimination provisions of the various equality duties and that service providers fully understand any equality requirements of the contract. The PCT will ensure that commissioning of services reflects the purpose of SES to ensure equity of services.

The PCT as an Employer

The PCT encourages learning and development for all employees to help them meet their duties. We are committed to training all staff in equality and diversity to support the development of a culture built on positive attitudes, non-discriminatory practice and valuing difference.

Actions currently being taken in respect of the Equality and Diversity agenda include ensuring fair recruitment processes, promoting and managing flexible working, making adjustments to disabled employees roles to help them to remain in employment and eliminating any form of bullying or harassment via the Dignity and Respect policy.

Involvement and Consultation

Actively involving people in the development of the SES is essential from the outset as this will identify the actions we take and lead to the development of an inclusive scheme.

This scheme and its implementation will be the subject of on-going and regular consultation and will develop in light of feedback from a wide range of people and groups.

The PCT will establish a Register of Key Stakeholders, of individuals and groups of people who will be asked to participate and contribute to the development and implementation of the SES. This register will include:

- patients with a wide range of impairments and from a range of diverse backgrounds
- carers and advocates of patients
- representative organisations
- patient forums
- disabled people
- staff with a wide range of impairments and form a range of diverse backgrounds
- staff network groups
- trade unions

The PCT will make use of existing arrangements for consultation and involvement such as the JSP and will also use other methods such as:

- events specifically organised for the purposes of consultation, inviting people from a wide range of backgrounds to take part
- forums and workshops
- one-to-one interviews with volunteers

Publication of the Scheme

Following consultation, and amendments to reflect the consultation, the SES and action plan will be published and circulated both internally and externally.

On publication the SES will state how disabled people and people from a diverse range of backgrounds have been involved with the development of the scheme.

The SES will be published in a clearly sign posted part of the intranet for employee viewing and on our external website for public viewing. A hard copy of the SES will be provided to members of the public upon request.

The PCT will also publish the results of, and state the method used to, equality impact assess policies and procedures on the intranet and make these documents available to the public upon request.

Equality Impact Assessment

Equality Impact Assessment (EIA), is a tool that enables us to assess the degree to which a service, function or policy affects groups of people. The completion of valid EIA's is vital to ensuring equity for patients and staff and for creating a SES which is responsive.

All EIA's completed within the PCT should be sent to the Equality and Diversity Group so that the group can review any changes that have been made to a service, function or a policy or service.

The Equality and Diversity group will also then gain a strategic view of the work being done to ensure equality for all and allow the SES action plan to be updated if and when required.

Responsibility for the Scheme

The Chief Executive and Trust Board have ultimate legal responsibility for compliance with equality legislation.

The Director responsible for the SES is Managing Director of Provider Services who delegates responsibility to the Head of Workforce, Learning and Organisational Development.

Accountability for implementing the SES rests with the Equality and Diversity Group with overall ownership and ultimate responsibility resting with the Trust Board.

The Equality and Diversity group will report annually to the Trust board on progress in achieving the SES action plan, the information gathered and how that information has been used.

Monitoring, Reviewing and Updating the Scheme

Progress of the SES will be monitored by the Equality and Diversity Group which meets bi-monthly against the Action Plan at Appendix 1.

The Equality and Diversity group will also report annually to the Trust board on progress in achieving the SES action plan, the information gathered and how that information has been used.

The PCT will ensure that the action plan has been met by 2011 and will formally revise the SES and action plan by 2011, working with all stakeholders to take into account all of the information gathered, including the outcome of equality impact assessments and how they have influenced the SES.

Appendix 1

ACTION	BENEFITS	LEAD	TIMESCALE	METRIC
Gain funding for and recruit to a Equality and Diversity lead	Named individual to drive the delivery of the SES action plan and other E & D activity	Head of Workforce, Learning and Development	February 2009	Post filled
Create a register of key stakeholders. Consult with them on the SES, feed comments in	Involvement and input from all bodies to ensure the SES has been developed via active involvement	PALS Manager & Head of Workforce, Learning and Development	March 2009	Inclusive SES which has been amended following consultation
Organise an event and invite people from a wide range of backgrounds inc disabled people to consult on SES, feed comments in	Involvement and input from diverse people to ensure the SES has been developed via active involvement	PALS Manager & Head of Workforce, Learning and Development	February 2009	SES which has been amended following consultation
Gain approval for SES following consultation by Trust Board and JSP	Full support from senior leaders responsible for SES and the wider workforce	Head of Workforce, Learning and Development	April 2009	SES which has been approved by both Trust Board and JSP
Publish the SES on PCT Intranet and Internet	Workforce and the public can access SES	PALS Manager & Head of Workforce, Learning and Development	May 2009	SES which is clearly sign posted so that it is accessible internally and externally
Review workforce data to gain clear picture of demographics of the workforce	Understand the demographics of the current workforce	Head of Workforce, Learning and Development	January 2009	Organisation has a clear idea of current demographics to inform the SES and E & D group
Design and implement diversity training as part of annual learning calendar	Creating a workplace where equality is understood, diversity is celebrated and differences are valued. Raise awareness of our duties under legislation	Head of Training	March 2009	Comprehensive training package for diversity
Review data on the diversity of our workforce in terms of employment, access to training and recruitment and selection	Understand the diversity of our potential employees, current staff and their access to training	Head of Workforce, Learning and Development, Head of Training and Recruitment Manager	April 2009	Report to Equality and Diversity group on findings and assessment of whether inequalities do exist

ACTION	BENEFITS	LEAD	TIMESCALE	METRIC
Assess and report to Equality and Diversity group to establish if inequalities exist, and tackle them	Reducing inequalities in the workplace and potential workplace	Head of Workforce, Learning and Development	June 2009	Reduction of inequalities
Disseminate Equality Impact Assessment (EIA) documentation and guidance to staff	Raise awareness of process	Head of Workforce, Learning and Development	April 2009	Staff submit new policies and procedures which have been Equality Impact Assessed
Design and implement EIA training for relevant staff	Staff have the skills and knowledge to complete meaningful EIA	Head of Training	April 2009	All relevant staff have attended training
Ensure that EIA are complete for all Trust policies and service developments	Monitor all Trust policies to assess their impact	Head of Workforce, Learning and Development	August 2009	All Trust policies and service developments have been EIA'd
Equality and Diversity board consider the results of EIA to use in their review of the SES and ongoing work	The EIA feed into a group which has a strategic view of Equality and Diversity and can tackle any issues raised	Chair of Equality and Diversity group	Ongoing	Annual review of SES which takes into account results of EIA
Review and update all existing policies and procedures to ensure they do not discriminate	Employees are not subject to discriminatory policies or procedures	Head of Workforce, Learning and Development	August 2009	Equality Impact Assessments for all policies and procedures
Review all service developments to ensure they do not discriminate	Patients are not subject to discrimination when accessing services	Head of Provider Services	August 2009	Equality Impact Assessments for all service developments
Ensure all the services we commission do not discriminate	Patients are not subject to discrimination when accessing services	Director of Commissioning and Strategy	August 2009	All organisations we commission services from are aware of their responsibility to EIA and have an SES
Undertake analysis to assess and address any equality pay gap within the PCT	Reduced risk of equal pay claims and reduced pay inequalities	Head of Workforce, Learning and Development	January 2010	Comprehensive analysis of pay data for workforce
Develop guidelines and a protocol for the provision of services and employment of transgender people	Assurance for the workforce and population that transgender people will be treated fairly and sensitively	Head of Workforce, Learning and Development	March 2009	Robust guidelines and protocol

ACTION	BENEFITS	LEAD	TIMESCALE	METRIC
Compare the workforce with that of the local population, establish if imbalance exists, tackle imbalance	Ability for the Trust to fairly reflect the population and address their needs Reducing inequalities in the workforce	Head of Workforce, Learning and Development	December 2009	Report to Equality and Diversity group on comparison Reduction of inequalities