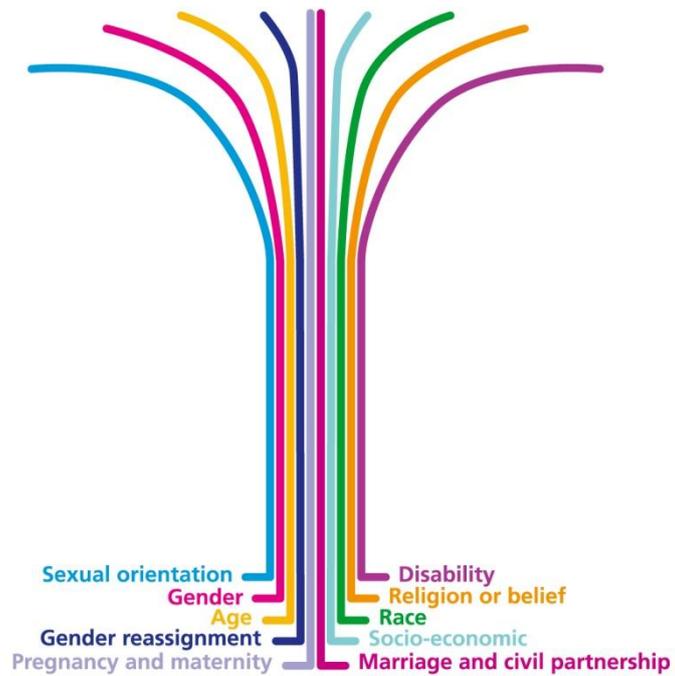


**Equality Delivery System  
Complying with Public Sector Equality Duty 2012**



**Statement on Compliance with Public Sector Equality Duty**  
**31<sup>st</sup> January 2012**

NHS Cambridgeshire (NHSC) was created on 1 October 2006. It replaced the former Cambridge City, East Cambridgeshire and Fenland, Huntingdonshire and South Cambridgeshire Primary Care Trusts. NHSC is responsible for improving the health of its local community by assessing what the health needs are and providing or developing services that respond to those needs. With that in mind EDS has come at a very good time to ensure diverse needs are met for protected characteristic groups.

NHSC is committed to Equality and Diversity. This has been demonstrated within our Single Equality Scheme through which our vision for achieving Equality has been maintained. We are dedicated to developing an organisational culture that promotes inclusion and embraces diversity ensuring that the focus on Equality is maintained and strengthened as NHS reforms are implemented locally.

NHSC's Single Equality Scheme 2008-2011 was approved by the Board in June 2008 and published thereafter. It is now being migrated into a Single Equality Delivery System (EDS) Strategy for NHS Peterborough and NHS Cambridgeshire Cluster PCT. The Boards and Executive Teams of the two organisations have been merged, resulting in one Board and Executive Team working across the Cluster PCTs' areas. However both organisations remain statutorily separate organisations.

NHSC recognises whilst significant progress has been achieved since the introduction of the Equalities Act 2010 and the subsequent NHS Equality Delivery System, further work needs to be done. EDS development and implementation work has progressed over the last year in both organisations, championed by NHS Peterborough, in order to ensure compliance with both the general and specific public sector duties.

In the following tables NHS Cambridgeshire seeks to set out in more detail how it is aiming to meet its obligations in respect of its compliance with the 3 aims of the public sector Equality Duty.

NHS Cambridgeshire has worked in partnership with NHSP who lead on the EDS work across the cluster of NHS providers in Cambridgeshire and acted as a 'pathfinder' on behalf of these organisations. We are committed to ensuring that, through our leadership and support, that our partner NHS organisations are able to learn from and support each other in the development of their own EDS Strategies enabling them to fulfil their general and specific public sector duties.

**1. How the Trust has due regard to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act**

- Equal Opportunities Policy
- Bullying and harassment Policy
- Standards of Employment Practice Policy
- Carers and Special Leave Policy
- Maternity/ Paternity Policy

Dignity at Work Policy  
Grievance Policy  
Flexible Working Policy  
Home Working Policy  
Whistleblowing Policy  
Disciplinary Policy  
Special leave Policy

<http://www.cambridgeshire.nhs.uk/About-us/document-finder.htm>

### **Trust response**

NHS Cambridgeshire regularly publishes workforce data information. Past six months data can be found on the NHSC website:

<http://www.cambridgeshire.nhs.uk/About-us/equality-diversity.htm>

In Q2 July – September 2011 a data cleansing exercise carried out to improve the quality of workforce equality data. To date of 357 NHSC employees 254 have completed the questionnaire equating to just over 71%

To date Data covers all aspects of workforce information and NHS Cambridgeshire is committed to employing staff from all working age groups.

The proportion of male to female staff has remained relatively static. The high proportion of female workers is typical of NHS organisations. Data held for staff Religious Beliefs is historically poor, as response rates for this question is low and staff do not wish to disclose their Religious Belief. There is a similar trend when staff are asked about Sexual Orientation and large proportions of staff do not wish to provide this information. Improvement have been made after the data cleansing exercise, however more work needs to be done to increase completion rates for some of the equality data.

This information is routinely reported to the NHSC Board.

During a period of significant change within the organisation as a result of NHS reforms, staff consultations have been held concerning future structures as well as the options for reducing organisational running costs. Consultation processes and proposals have been subject to EIAs, extensive opportunities have been created through which staffs from groups with protected characteristics have been able to obtain confidential and specific advice, over and above all routes open to staff.

### **Policies**

NHS Cambridgeshire has specific published policies and clear mechanisms relating to the areas listed above. Policies have been drawn up in consultation with staff and are included in the mandatory induction training.

NHS Cambridgeshire is committed to ensuring the wellbeing of employees across the Trust and offer support services for their employees.

<http://extranet.cambridgeshire.nhs.uk/Directorates/Human-Resources/staff-wellbeing.htm>

### **Electronic Staff Record (ESR)**

Information on employees' ethnicity, gender, age and disability status is recorded on the ESR following the data cleansing exercise however more work needs to be done to improve completeness.

### **Using Available Information**

All data and information is used to support the processes that inform the commissioning of services. However access to particular equality information needs to be improved to ensure that inequalities and gaps in services are identified and tackled effectively.

Available information is used for the following:

Service design and delivery

Equality Impact Assessment and Analysis

Joint Strategic Needs Assessment

Care Plans

Clinical Audits, Staff and Patient surveys/ consultations

## **2. How the Trust has due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.**

### **Trust response**

#### **Recruitment & Selection**

NHSC has worked hard to ensure its recruitment and selection procedures are fair, efficient and effective. The recruitment and selection policy has been reviewed to ensure that it continues to accurately reflect NHS Employers recruitment guidelines, employment law and best practice, particularly in relation to equality and diversity. All job applicants have their age, gender, marital status, sexual orientation, disability, religion or belief, race and nationality recorded when they apply for a Trust vacancy. (The Trust uses the standard NHS jobs application form for all vacancies). All managers are required to take recruitment and selection and appraisal training before participating in this process.

NHSC employees have their pay and related terms and conditions of service determined at a national level. The Agenda for Change pay system was introduced with the aim of standardising NHS pay and also ensuring compliance with the principles of equal pay.

#### **Learning & Development**

Learning & Development is an integral part of working for NHS Cambridgeshire. It is mandatory for all staff to attend E & D training or use the online tool. NHSC is dedicated to personal and professional development and aim to provide assistance to further enhance staff knowledge and skills.

The Learning & Development team can help you with the following:

Career Planning; Workshops at a Glance; Learning Directory; IT Training; Individual Learning Accounts; Management Development; Mentoring; Free Workshops; Talent Management; Mandatory Training; E-learning; Non NHS Cambridgeshire Training; Other learning opportunities

<http://extranet.cambridgeshire.nhs.uk/Directorates/Human-Resources/Learning-and-Development.htm>

#### **Other Development Opportunities**

In addition all staff are encouraged to take up learning and development opportunities importantly in times of uncertainty to prepare themselves for the future. Sign language

and Disability courses for staff have also been delivered. A group of diverse staff mentors have been trained to support staff further through 1:1 mentoring/coaching.

NHS Cambridgeshire is committed to supporting and developing its workforce. The following opportunities are in place to develop staff:

1. Learning Opportunities – all staff have the opportunity to benefit from in- house and external learning interventions. All staff have the opportunity to apply for Individual Learning Accounts (ILA), allowing them to create a tailor-made training package to best meet their needs. Learning interventions may be skills based or knowledge based. There is a wide range of learning opportunities available, and all staff are encouraged to participate in these.
2. Mandatory Training – all staff are required to ensure their mandatory training is up to date. Equality & Diversity training is mandatory for all staff and staff are required to complete this once every three years as a minimum. Staff may complete this training by attending a workshop or by completing an e-learning module.
3. Train the Trainer – staff have the opportunity to become internal trainers thus sharing their knowledge/experience/skills with colleagues.
4. Appraisals & KSF - all staff are required to complete an annual appraisal in order to discuss performance and review personal development plans. All posts are required to have a KSF outline which accurately reflects role, band and responsibilities. KSF outlines help to assess objectively the competency and performance of staff. Copies of all appraisals, PDP and KSF outlines are shared with the Learning & Development/HR Advisor in order that training trends can be identified.
5. Mentoring – An in-house mentoring scheme is established in NHSC and P. All staff are eligible to sign up to this scheme, irrespective of band. This is designed to provide staff with support, guidance and development opportunities.
6. Communication & eligibility – all of the aforementioned activities are communicated to staff via the extranet pages, email correspondence and staff newsletters. All policies and information relating to aforementioned support/development are available on the extranet.

Workshop at a Glance:

<http://extranet.cambridgeshire.nhs.uk/Downloads/HR/Up%20and%20Coming%20Workshops%20-Janaury%20doc.doc>

## **Health & Wellbeing**

Healthy Workplace Forum's main focus is of the Healthy Workplace. The Forum looks at how we can make our workplace a healthier and more sustainable environment for all staff and plans are in place to develop a single Health and Wellbeing Forum across NHSP and NHSC.

Provide a safe environment for staff to raise issues relating to the workplace.

Receive and develop new ideas/initiatives that contribute to a healthy and sustainable workplace.

Help and contribute towards the development of NHS Cambridgeshire staff policies.

Review the findings of the annual staff survey and contribute towards the development and monitoring of NHS Cambridgeshire's Health and Wellbeing at work plan.

Act as champions for health, wellbeing and sustainability in the workplace.

Support the development of the Health and Wellbeing strategy.

Establish and maintain links with other partners/groups and communicate key messages from/to these groups as appropriate.

**What have we done so far?**

The work of the Healthy Workplace Forum is on-going, but below is a list of some of the practical initiatives that have already been introduced by the group:

Implemented a pool bike scheme.

Introduced a pool car scheme.

Influenced the review of the pool car sharing structure, so that all journeys made using these now save directorate money compared to personal mileage.

Put together a series of events for "Staying Healthy at Work Week" - this took place w/c 10th October 2010.

Events included the launch of a book swap, staff health checks, body conditioning classes, healthy walks and a dress down day for charity

Gave input into the review of the car parking policy, enabling more staff access to Lockton House park

Developed the Travel4Work

Counselling through Oakdale Counselling

NHS Cambridgeshire is committed to ensuring the wellbeing of employees across the Trust and offer support services for their employees.

<http://extranet.cambridgeshire.nhs.uk/Directorates/Human-Resources/staff-wellbeing.htm>

**3. How the Trust has due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**

Trust response

**Engagement with local interests and fostering good relations**

NHS Cambridgeshire is committed to working with patients, public and carers to make sure that local health services are as patient friendly, efficient, responsive and accessible as possible. As an engagement example and in partnership with other Cambridgeshire NHS organisations we held two EDS events for local interests. There were 85 local people, members of different communities and NHS staff.

This gave the opportunity to raise awareness of the EDS, start to gather feedback and to share patient's experiences from different communities GBLT, Ethnic groups and carer.

NHS Cambridgeshire continually strives to improve liaison with different groups and communities, these include focussed work BME communities, Faith communities, GBLT, Gypsy and Travellers, Patient Experience, and Disabled

NHSC has a Corporate Communications and Engagement Strategy and involves people through the NHS Consultation Forum, Patient surveys, and Patient Experience surveys.

NHSC is part of the Cambridgeshire Cluster Implementation group that has been

supported and lead by NHSP for all partners represented in progressing the EDS work through mutual support, sharing of good practice and working together to a common goal. To date 5 meetings have taken place in accessible locations for all partners involved.

During the development and implementation of the EDS, NHS Cambridgeshire recognised significant gaps in engagement with groups with protected characteristics and therefore developed, in partnership with our local diverse communities, voluntary sector and partners, an independent EDS database for Cambridgeshire. Through this, the engagement with local interests and fostering good relations has developed with such groups as the Gay, Bisexual, Lesbian, Transgender (GBLT), Carers Partnership, Faith communities. Our aim is to continue this involvement as a core part of EDS now and in the future.

All protected groups have been represented at engagement events organised across the Cambridgeshire cluster group. These events have been designed to enable NHSC and our NHS/LA partners to join with representatives in exploring their experiences, identifying gaps and opportunities for improvement. At the same time we have had the opportunity to recruit representatives to join with us on rating panels to help inform and set our objectives for EDS. 35 members expressed an interest in being part of the rating panel in Cambridgeshire, thus providing a representative cohort from the protected characteristic groups.

During recent months as we have sought to develop and implement the EDS in Cambridgeshire, we have built and maintained strong links with partners including Age UK Cambridgeshire, Brahma Kumaris, Cambridge City Council, Cambridge Community Services-St.Ives, Cambridge Ethnic Community Forum, Cambridge University, Hospital, Cambridgeshire Community NHS Trust, Cambridgeshire County Council, Cambridgeshire Link, Care Network Cambridgeshire, Centre 33, CHES Project, Churches, Together-Cambridge, COPE (Cambridgeshire Older People's Enterprise), CPFT - Ethnic Minority Network, CPFT Peterborough, Crossroads Care Cambridgeshire, DHIVERSE, Executive, Director Sexuality Fenland Council, Hinchingsbrooke NHS Trust, Hinchingsbrooke Healthcare Trust, Hunts Volunteers Forum, NHS Cambridgeshire - PALS, Papworth Trust, Public Governor, Addenbrookes, Roman Gate surgery Patients Group and these will be core supporting drivers for EDS implementation in the city.

Importantly there are staff groups internally through which EDS is promoted as well as providing regular information through our communications systems. Forthcoming events include: staff EDS awareness events to ensure all staff understand their responsibility within their work area of EDS requirements and encouragement to get involved.

We recognise that whilst much has been achieved, more work needs to be done with protected characteristic groups as well as staff to ensure their active engagement and involvement in wider organisational work as we plan to set a legacy that will see E&D embedded within the future Clinical Commissioning Group organisation.



This compliance statement can also be found on the Trust website via the Equality and Diversity link at the following website address.

**Workforce Data and Compliance statement**

<http://www.cambridgeshire.nhs.uk/About-us/equality-diversity.htm>