

Appendix 1

Staffordshire and Stoke on Trent CCGs 2020-21 Equality Action Plan

2020 Staffordshire and Stoke on Trent E&I/HR Action Plan	Update	Status
1.The CEEE Committee to oversee the development of Staff E&I/HR action plan, which will reflect equality issues raised in 2019. Staff (E&I) Action Group to produce 2020 action plan and present to CEEE Committee for approval.	Staff (E&I/HR) Action Group set up May 2020	Complete
2.Staff E&I/HR Action Plan to be ratified by Governing Bodies	Action Ratified June 2020	Complete
3. Check if NHS jobs website or local include “Mx” in the “Personal Title” drop down menu as an option and if applicants can request to receive messages via text	NHS Jobs website check 02/03/2020 contains Mx. You can request to receive communication via text. Regional/Local sites/documentation to be checked.	Complete
4. Support to BAME Workforce Recognise and minimise the additional risks to staff from the BAME community	<ul style="list-style-type: none"> • Targeted risk assessment to staff self-identified from the BAME community. • BAME virtual support group with the option of links to wider system support group. • Mutual aid to provider front line BAME staff by providing deployment opportunities • Developing support for Freedom to Speak up in Primary Care 	<p>Complete</p> <p>Complete</p> <p>Complete</p>
5. SEG should be representative of all of our workforce	If none of the SEG reps from the Directorates are from a BAME background an additional rep from the BAME support group will be invited.	Complete

<p>6. Review internal recruitment process against best practice. Check with local providers for good practice initiatives</p>	<p>CL working with system partners to establish best practice and review current recruitment processes</p> <p>CCGs to look at application process for schemes that support the recruitment of staff with specific characteristics, e.g. two tick scheme (which is now been replaced by Disability Confident)</p>	<p>Complete</p>
<p>7. Add an equality statement to our recruitment notices.</p>	<p>Statement developed for approval</p> <p>The CCG actively encourages applications from members of our Black, Asian and Minority Ethnic communities and from people with a disability. These groups are under-represented in our organisation, and it's important to us that our workforce reflects the diversity of our communities as much as possible.</p>	<p>Complete</p>
<p>8. Incorporate "Equality" agenda item section into each Staff away days. SEG or CEEE to select topic. E.g. training, appropriate behaviour in the workplace and awareness raising consolidate definition to bullying</p>	<p>Equality agenda items now included in staff away days.</p>	<p>Complete</p>
<p>9. Prepare campaign for Anti-Bullying Week 16th - 20th November 2020</p>	<p>Plan to be presented to Sept CEEE</p>	<p>Complete</p>
<p>10. Incorporate Equality and inclusion awareness section into the induction. To include bullying and accessible information and services.</p>	<p>Up to September 2020 87% of all new starters have received E&I Induction training. Mandatory quarterly E&I Induction sessions will continue from this point for all new staff</p>	<p>Complete</p>
<p>11. Promote CCG's Profile and Career Opportunities within Schools and Colleges.</p>	<p>00/07/20 link into system plan for work experience</p> <p>Approach will need to be digital and involve Comms team.</p> <p>Update in August 2020</p> <p>CCGs are supporting a work placement during March for a third year Media, Communications and Culture student at Keele University, as part of her final year</p>	<p>Complete</p>

<p>12. Open shadowing opportunities within the CCG's considering Age (young people), Disability and Race.</p>	<p>09/07/2020 Proposal to be developed to present to August CEEE Approach will need to be digital and involve Comms team.</p> <p>CCGs are supporting a placement across the system for a graduate trainee scheme</p>	<p>In progress</p>
<p>13. Positive action initiative to recruit Lay Member. Considering Race, Disability and Age.</p>	<p>09/07/2020 Proposal to August CEEE</p> <p>Identify potential organisations that will promote opportunities to people representing Protected Characteristic Groups</p> <p>Develop Comms Package</p> <p>Set up shadowing opportunities</p> <p>Opportunities to be reviewed as the CCG's merge on 01 October 2021</p>	<p>In progress/ Ongoing</p>
<p>14. Monitor inequalities within our organisation</p>	<p>WRES Templates and Report published.</p> <p>Workforce Diversity Profile Report 2019-20 data published on CCG</p> <p>Gender Pay Gap initial report produced covering a 2 year period.</p> <p>Ethnicity pay gap monitoring to be introduced - CCG committed to taking part in monitoring when details are released.</p>	<p>Complete</p>
<p>15. Provide opportunities for staff support</p>	<p>CCG BAME Staff Support Group</p> <p>CCG Shielding – Vulnerable – Living Alone Support Group</p> <p>CCG Carers Support Group</p> <p>CCG Home-schooling Support Group</p> <p>Freedom to speak up Guardian</p> <p>Wellbeing Guardian announced – Lay Member Anne Heckels</p> <p>Mental Health First Aiders - There are several staff who are trained as advocates for good mental health and able to spot signs of mental ill health.</p>	<p>Complete</p>

	<p>Chosen by NHSE/I as a national case study on Health and Wellbeing, which will form part of a Leadership package.</p> <p>Four members of staff, of various backgrounds are now in “Talking heads” video.</p> <p>Submitted the work completed regarding Wellbeing for a Health-hero award through Education England.</p> <p>Mandatory invisible disabilities training.</p> <p>Adapted induction process for new CCG staff. New virtual process launched. To include E&I induction training.</p>	
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Report Produced by Midlands and Lancashire CSU, Equality & Inclusion Team

December 2020