

Complete/ Ongoing
In progress/partially complete
Incomplete / overdue

**Diversity & Inclusion Action Plan 2019**  
(Reviewed and Updated April 2019)

No	Objective	Action	How	Progress	Lead	Contact	Review Date	RAG rating
<b>Training &amp; Development</b>								
1	<p><b>To ensure Reasonable Adjustments are considered and monitored consistently across the organisation (Equality Objective 1)</b></p> <p><b>Training and development opportunities are taken up and positively evaluated by all staff(EDS 3.3 and 3.5)</b></p>	<ul style="list-style-type: none"> <li>Encourage conversations between managers and staff to address reasonable adjustments as they occur</li> <li>Communicate this to all managers</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring how many requests for reasonable adjustments have been requested.</li> <li>Through all managers meetings</li> </ul>	<ul style="list-style-type: none"> <li>Policy Update underway and information gathering required.</li> <li>Communicate to Managers the need to send information to workforce to enable monitoring</li> </ul>	Diversity Lead	Workforce Information Manager  Diversity Lead	May 2019	In progress/partially complete
		<ul style="list-style-type: none"> <li>When an employee returns from long term sickness manager to engage with employee to complete wrap paperwork to assist in recovery.</li> </ul>	<ul style="list-style-type: none"> <li>Incorporate into sickness policy</li> </ul>	<ul style="list-style-type: none"> <li>Create a wrap template appropriate for return to work.</li> <li>Communicate this to HR and managers</li> <li>Offer member of staff a place on the staff HOPE programme as a way of transitioning them back into the workforce</li> </ul>	Diversity Lead	Wellbeing Lead	May 2019	
		<ul style="list-style-type: none"> <li>HR/Management practices (with particular reference to employee relations) need to make reasonable adjustments when supporting someone with additional needs.</li> </ul>	<ul style="list-style-type: none"> <li>Record reasonable adjustment conversations</li> <li>monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Identify and input into return to work documentation</li> <li>Communicate this to managers</li> <li>Meeting with HR concluded new inserts into policies/awaiting updated policies before communicating to managers</li> </ul>	Diversity Lead	HRA's	April 2019	
		<ul style="list-style-type: none"> <li>Trust-wide opportunity to monitor flexible working requests.</li> <li>Support staff who are carers</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring conversations and paper requests received</li> <li>In conjunction with staff carers and Torbay Carers incorporate a carers strategy in the workforce agenda</li> </ul>	<ul style="list-style-type: none"> <li>Conversations underway as to protocol for monitoring this with Darryl Tribble.</li> <li>Communicate this to managers meeting with Jane Nelson to update this in January 2019</li> <li>Coordinate with Torbay Carers.</li> </ul>	Diversity Lead	HRA's	April 2019	
4	<b>Develop a mentoring scheme to support and harness the</b>	<ul style="list-style-type: none"> <li>Create a representative pool of mentors and equip mentors</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with OD</li> </ul>		Organisational Development			Incomplete / overdue

	diverse talent of the workforce(EDS 3.3)	with the skills to offer support to a diverse workforce			Lead			
4	When at work, staff are free from abuse, harassment, bullying and violence from any source(EDS3.4)	<ul style="list-style-type: none"> <li>Create a culture whereby staff are able to raise issues around acceptable behaviour /bullying and harrassment</li> </ul>	<ul style="list-style-type: none"> <li>Update Acceptable Behaviour Policy</li> <li>Encourage incidents are resolved informally</li> </ul>	<ul style="list-style-type: none"> <li>Working with Staffside and Mediation to produce a workable policy</li> </ul>	Diversity Lead	Freedom Speak Up Guardians/Mediation/Staffside		
5	To ensure that all staff are equipped with the skills to foster an inclusive environment (EDS 3.3)	<ul style="list-style-type: none"> <li>Update Diversity and Inclusion mandatory training</li> </ul>	<ul style="list-style-type: none"> <li>New mandatory film to be produced</li> </ul>	<ul style="list-style-type: none"> <li>Editing and consultation with all involved to be done in Jan 2019</li> <li>All training to be revamped by July 2019</li> <li>Looking to secure funding to complete this</li> </ul>	Diversity Lead	Hive Team	July 2019	
		<ul style="list-style-type: none"> <li>Ensure all training packages are inclusive and reflect the needs of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Speak to Education Team</li> </ul>	<ul style="list-style-type: none"> <li>Re visit this and look at progress</li> </ul>	Diversity Lead	Education Lead	April 2019	
<b>Policy</b>								
		<ul style="list-style-type: none"> <li>All policies to be audited for non-biased and inclusive language. E.g. Pension policy explicitly reference same sex rights</li> </ul>	<ul style="list-style-type: none"> <li>As they come up for renewal</li> <li>Develop self-management</li> <li>HR Managers</li> </ul>	<ul style="list-style-type: none"> <li>All Policies being revamped</li> </ul>	Diversity Lead	HRA	April 2019	
		<ul style="list-style-type: none"> <li>Ensure all policies which require an EQIA are compliant</li> </ul>		<ul style="list-style-type: none"> <li>All policies undergoing revamp in January</li> </ul>	Diversity Lead	HRA	April 2019	
		<ul style="list-style-type: none"> <li>Training package to be produced on the hive to give all staff advice on policies and how to complete EIA Paperwork</li> </ul>			Diversity Lead	Hive Team	April 2019	
<b>Monitoring</b>								
7	Develop programme to actively improve non-disclosure rates(EDS 3.3)	<ul style="list-style-type: none"> <li>Campaign for staff to raise awareness on importance of equality monitoring</li> </ul>			Diversity Lead			
8	Improve ability to record disabilities on ESR (EDS 3.3)	<ul style="list-style-type: none"> <li>Data in ESR and Staff Survey recorded against varying metrics-needs consistency. Currently unable to break down disability information</li> </ul>	<ul style="list-style-type: none"> <li>WDES standards due soon</li> <li>Set up Focus group for staff with a disability/long term condition to inform the trust on disability issues</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting release of standards</li> <li>Reasonable adjustment/flexible working monitoring is possible and will be started by April 2019</li> </ul>	Diversity Lead	Workforce Information Manager	April 2019	

Promotion								
9	Trust to visibly demonstrate senior buy-in for Inclusion agenda through the appointment of an Executive Sponsor (EDS 4.1 & 4.2)	<ul style="list-style-type: none"> <li>A single D &amp; I representative on the board to ensure that all D &amp; I groups are given a voice</li> <li>Diversity &amp; Inclusion is integrated into mainstream governance structures in order to maximise outcomes and ensure that the agenda is fundamental to the Trust's business</li> </ul>	<ul style="list-style-type: none"> <li>Equality Business Forum set up to bring together all network groups.</li> <li>Lead director needed on EBF</li> <li>Ensure D &amp; I is a re-occurring agenda item on leadership engagement forums(all managers briefings, matrons meetings.</li> <li>Monthly board reports to the Director of Workforce and Organisational Development.</li> <li>Annual E &amp; D Report to Board of Directors as part of Trust annual report. The E &amp; D section reports progress on the EDS Action Plan and Equality Impact Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Running since 2015</li> <li>Director of Workforce &amp; Organisational Development chairs EBF and links into the Board</li> <li>April each year</li> </ul>	Director Of Workforce & Organisational Development	Board		
		<ul style="list-style-type: none"> <li>Develop campaign to support 3 core areas (ENG) with senior allies (BME,LGBT, WDES, Faith,DAAG))</li> </ul>	<ul style="list-style-type: none"> <li>Discuss campaigns for coming year at EBF</li> </ul>	producing plan in new year. Update International webpage	Network Leads			
		<ul style="list-style-type: none"> <li>Exec teams can demonstrate commitment to a personal, fair and diverse NHS</li> </ul>	<ul style="list-style-type: none"> <li>Review of Board Reports</li> </ul>					
		<ul style="list-style-type: none"> <li>Leaders invited to attend ENGs (hear and seek support)</li> </ul>			Network Leads			
10	To develop and embed a robust communication strategy to effectively engage and inform staff about inclusion issues Improve/ update Information on support groups on the	<ul style="list-style-type: none"> <li>Ongoing promotion of ENGs. Create and maintain links with other networks</li> </ul>	Informing staff at induction of groups available within the trust	<ul style="list-style-type: none"> <li>Link in with other trusts through Joint Equality Co-operative</li> <li>Organise Conference for 2019</li> <li>Advertise Equality more broadly</li> </ul>	Network Leads	Diversity Lead		

	<b>public website to promote the organisation as an inclusive employer</b>	<ul style="list-style-type: none"> <li>Celebrating campaign to promote diversity day (in EDHR week). Include development of 'The Things We Share' video</li> </ul>		<ul style="list-style-type: none"> <li>Unable to progress , too time consuming and costly</li> </ul>	Diversity Lead		<b>Not completed</b>	
		<ul style="list-style-type: none"> <li>Maintain and publish Diversity Calendar on ICON to raise profile of Inclusion issues</li> </ul>		Updated dates for the year and added to the website.	Diversity Lead		<b>January 2019</b>	
		<ul style="list-style-type: none"> <li>Create a pledge for all Senior Executives to show their commitment to the inclusion agenda</li> </ul>						
		<ul style="list-style-type: none"> <li>Engage with Overseas staff and support their experience of the organisation.</li> </ul>		Develop a plan to engage early with new overseas staff. Engage with existing overseas staff to encourage them to be ambassadors/links for new staff	Diversity Lead	International Workforce Coordinator		
<b>11</b>	<b>Improve/Update Information on support groups on the public website to promote the organisation as an inclusive employer.</b>	<ul style="list-style-type: none"> <li>Draft webpage for the public website to promote D&amp;I support groups</li> </ul>	<ul style="list-style-type: none"> <li>Revamp of internal and public website underway</li> <li>Collect text from each ENG to add onto web pages</li> </ul>		Debbie Maynard	Jonathan Edmondson-Taylor Stephen Macey Martin Manley		
<b>12</b>	<b>Ensure the Inclusion agenda is supported by a dedicated budget to help raise the profile</b>	<ul style="list-style-type: none"> <li>Utilise funds to design and develop promotion materials such as: <ul style="list-style-type: none"> <li>Banner for ENGs</li> <li>T-Shirts for ENGs off site networking</li> <li>T-Shirts for Pride events</li> <li>Business Cards for ENGs/ D&amp;I Guardians Conferences</li> </ul> </li> <li>ENEI Membership</li> </ul>	<ul style="list-style-type: none"> <li>Monies available from OD/Workforce budget</li> </ul>		Judy Falcao	Debbie Maynard		
<b>Procurement</b>								
<b>14</b>	<b>Ensure services that are commissioned meet all Diversity and Inclusion requirements with specific reference to agency and contract workers.</b>	<ul style="list-style-type: none"> <li>Conduct audit of existing procurement contracts to ensure compliant with D&amp;I requirements</li> </ul>	<ul style="list-style-type: none"> <li>Contact Procurement</li> </ul>	<ul style="list-style-type: none"> <li>Procurement contacted in August</li> <li>Re contact regarding contracts and equality and diversity statements</li> </ul>	Debbie Maynard	Mark Slaney		