

West Hampshire CCG Equality and Inclusion Objectives and Delivery Plan 2018 to 2019

The Executive members are asked to approve this delivery plan following amendment to reflect comments made by Exec on 24 April 2018.

Objective	Steps	Completion date	Lead responsibility
Legal requirement			
<p>1. To publish equalities information each year¹</p> <p>Outcomes:</p> <ul style="list-style-type: none"> Commissioning decisions improve access and outcomes for all patients and communities All CCG staff are treated fairly and do not face discrimination The CCG is open and accountable to staff and the public as information about our equality, diversity and inclusion work is publically available CCG is compliant with specific Public Sector Equality 	<p>Employment practices</p> <ul style="list-style-type: none"> Meet with Human Resources to agree what evidence to collect in 2018/19 and timeline Once Learning and Organisational Development Manager in post meet to discuss joint working and establishment of Workforce Equalities Group Interim review of progress Interim review of workforce 2018 workforce diversity profile and other evidence Staff Forum grade CCG progress against EDS2 Report to Learning and Growth for comment Report to Public Board for final approval 	<ul style="list-style-type: none"> 8 June 2018 31 July 2018 31 October 2018 31 January 2019 20 February 2019 25 March 2019 28 March 2019 	<ul style="list-style-type: none"> Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager Director of Strategy and Service Development

¹ To comply with the specific public sector equality duty, the CCG must publish information that demonstrates due regard to the Equality Act 2010. We must do this in relation to our employment practices as well as our commissioning work. CCG must follow Equality and Human Rights Commission [guidance](#) about what to publish.

Objective	Steps	Completion date	Lead responsibility
Duty to publish equalities information.	<ul style="list-style-type: none"> • Publish workforce equalities information <p>Commissioning</p> <ul style="list-style-type: none"> • Attend each Directorate team meeting to outline purpose of collecting examples of good practice and share template • Directorates send evidence to Equality Manager • Interim review of information received from Directorates (reminder if required) • Directorates send evidence to Equality Manager • Final review and collation of evidence for 2018/19 • Executive Committee approve draft commissioning equalities information report (including self-assessed EDS2 grades) • Patient and community representatives grade CCG progress against EDS2 • Report and EDS2 grades to Board for approval • Publish commissioning equalities information on CCG website 	<ul style="list-style-type: none"> • 30 March 2018 • 29 June 2018 • June to September 2018 • 28 September 2018 • October 2018 to March 2019 • 30 March 2018 • 30 April 2019 • 17 May 2019 • May 2019 • 31 May 2019 	<ul style="list-style-type: none"> • Equality and Diversity Manager • Equality and Diversity Manager • Equality and Diversity Manager • Equality and Diversity Manager • Equality and Diversity Manager • Equality and Diversity Manager • Executive Committee • Equality and Diversity Manager • CCG Board • Equality and Diversity Manager

Objective	Steps	Completion date	Lead responsibility
<p>2. To publish equality objectives²</p> <p>Outcomes:</p> <ul style="list-style-type: none"> Commissioning decisions improve access and outcomes for all patients and communities All CCG staff are treated fairly and do not face discrimination The CCG is open and accountable to staff and the public as actions to improve our equality, diversity and inclusion work are publically available CCG is compliant with specific Public Sector Equality Duty to publish equality objectives. 	<ul style="list-style-type: none"> 2018/19 equality objectives discussed and agreed by Executive Committee Equality objectives for 2018/19 approved by Board <p>Workforce Equality Objectives 2019/20</p> <ul style="list-style-type: none"> Identify proposed objectives for 2019/20 based on equalities information, 2018 workforce diversity profile, review of progress against 2018/19 objectives and self-assessed EDS2 grades Staff Forum comment on proposed objectives as part of EDS2 grading Draft workforce equality objectives to Learning and Growth for comment Final workforce equality objectives to CCG Board for approval <p>Commissioning Equality Objectives 2019/20</p> <ul style="list-style-type: none"> Identify proposed objectives for 2019/20 based on equalities information gathered by Directorates, review of progress against 2018/19 objectives, self-assessed EDS2 grades and ideas from Directorates Patient and community representatives consider proposed objectives and identify others as part of 	<ul style="list-style-type: none"> 23 April 2018 24 May 2018 31 January 2019 20 February 2019 25 March 2019 28 March 2019 30 April 2019 17 May 2019 	<ul style="list-style-type: none"> Executive Committee CCG Board Equality and Diversity Manager (with support of Workforce Equalities Group) Equality and Diversity Manager Equality and Diversity Manager Director of Strategy and Service Development Equality and Diversity Manager Equality and Diversity Manager

² To comply with the specific public sector equality duty, the CCG must publish one or more equality objectives at least every four years. The CCG must follow Equality and Human Rights Commission [guidance](#) about what to publish.

Objective	Steps	Completion date	Lead responsibility
	<p>EDS2 grading process</p> <ul style="list-style-type: none"> • EDS2 grades, proposed objectives and patient feedback shared with Directorate Teams to agree how commissioners can support/ use feedback • CCG Board approve 	<ul style="list-style-type: none"> • June 2019 • Date to be confirmed 	<ul style="list-style-type: none"> • Equality and Diversity Manager • Director of Strategy and Service Development
<p>3. To reduce inequalities between patients in access to health services and the outcomes achieved³</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • Ongoing relationships established between CCG and equality groups and communities that known to experience inequalities • Information about the barriers faced by these groups used to inform commissioning decisions • CCG has way to ask these 	<ul style="list-style-type: none"> • Programme of involvement work linked to Locality Plan priorities with communities in Andover, Eastleigh, Pilands Wood, and Blackfield (areas of greatest inequality) • Distribute the ‘I have communication support needs’ card to the Deaf community and BAME communities in Andover, Eastleigh, and Winchester. This work will be means to engage these communities about Locality Plan priorities • Collate intelligence/ patient feedback and share with Directorates • Directorates use intelligence to inform commissioning decisions (including via equality impact assessments) and locality plan review 	<ul style="list-style-type: none"> • June to December 2018 • June to September 2018 • As information gathered • June 2018 to March 2019 	<ul style="list-style-type: none"> • Equality and Diversity Lead • Equality and Diversity Manager • Equality and Diversity Manager • Commissioners

³ The CCG must comply with health inequalities duties set out in the National Health Service Act 2006 as amended by the Health and Social Care Act 2012. We follow [guidance](#) produced by NHS England.

Objective	Steps	Completion date	Lead responsibility
<p>groups for their views and ideas about specific commissioning decisions so their needs are considered as part of commissioning decisions</p> <ul style="list-style-type: none"> Inequalities of access and outcomes are reduced or eliminated. 			
<p>4. Make progress against Workforce Race Equality Standard (WRES)⁴</p> <p>Target:</p> <ul style="list-style-type: none"> Achieve 100% data capture for staff ethnic background by 31 March 2019 (94.1% in 2017) Achieve parity in the relative likelihood of BAME and White being appointed from shortlisting across all posts (In 2017 White candidates 2.53 times more likely to be appointed than BAME) 	<ul style="list-style-type: none"> Complete annual data analysis against 9 WRES indicators and review action plan for 2017/18 Refreshed report and action plan to Learning and Growth for discussion and approval Submit WRES data and report for 2018 to NHS England Publish on CCG website Deliver actions in WRES action plan for 2018/19 	<ul style="list-style-type: none"> 11 May 2018 22 May 2018 31 July 2018 31 July 2018 29 March 2019 	<ul style="list-style-type: none"> Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager (with support of Workforce Equalities Group)

⁴ NHS England requires the CCG to use the WRES. Involves annual process of: Data collection and analysis against WRES indicators; review of action plan for previous year; setting objectives for forthcoming year; publishing data and action plan; submitting CCG position against WRES indicators to NHS England.

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<ul style="list-style-type: none"> Reduce the percentage of staff experiencing harassment, bullying or abuse from staff to below 15% by 31 March 2020 (Based on NHS Staff Survey result for Key Finding 26, which in 2017 was 22% across all employees) <p>Outcomes:</p> <ul style="list-style-type: none"> CCG employees from Black, Asian and Minority Ethnic (BAME) backgrounds have equal access to career opportunities and receive fair treatment in the workplace. 			
<p>5. Reduce and report on the Gender Pay Gap⁵</p> <p>Target:</p> <ul style="list-style-type: none"> Reduce the Gender Pay Gap in hourly pay to less than 25% by 31 March 2023 (Baseline: women’s hourly 	<ul style="list-style-type: none"> Remove GP Clinical Directors from analysis and share results with Executive Committee Create separate workforce profile for CCG and CHC staff Learning and Growth to review action plan for 2018/19 in light of further data analysis Implement agreed actions 	<ul style="list-style-type: none"> 27 April 2018 16 May 2018 22 May 2018 As per action plan 	<ul style="list-style-type: none"> Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager

⁵ As the CCG has more than 250 employees we must comply with the Gender Pay Gap reporting requirements under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. Involves annual process of: Data collection and analysis of Gender Pay Gap in line with Government Equalities Office [guidance](#); review of previous action plan; and publication of Gender Pay Gap data for snap shot date, together with action plan.

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<p>pay 37.1% mean and 39.5% median lower than men in March 2017)</p> <p>Outcomes:</p> <ul style="list-style-type: none"> The Gender Pay Gap at the CCG is reduced Female employees have equal access to career opportunities and receive fair treatment in the workplace. 	<ul style="list-style-type: none"> Submit 2018 Gender Pay Gap data to Government Equalities Office Publish 2018 Gender Pay Gap data and action plan on CCG website 	<ul style="list-style-type: none"> 30 March 2019 at latest 30 March 2019 at latest 	<ul style="list-style-type: none"> Equality and Diversity Manager Equality and Diversity Manager
Equitable commissioning			
<p>6. Increase the number and quality of Equality Impact Assessments completed by commissioners using joint working approach</p> <p>Target:</p> <ul style="list-style-type: none"> 25 Equality Impact Assessments to be completed by 31 March 2019 <p>Outcomes:</p> <ul style="list-style-type: none"> Commissioning decisions better address unfairness and advance equal opportunities for all equality 	<ul style="list-style-type: none"> Complete prioritisation of CCG programmes, projects and Locality Plans for 2018/19 to identify those that have greatest equality impact/ highest risks Develop plan to support commissioners to co-produce Equality Impact Assessments of priority programmes Equality Impact Assessment support plan to be approved at Clinical Governance Committee Implement plan to complete identified equality impact assessments Publish completed Equality Impact Assessments on CCG website as they are completed Review Equality Impact Assessment action plans to 	<ul style="list-style-type: none"> 31 May 2018 15 June 2018 10 July 2018 June 2018 to March 2019 June 2018 to March 2019 January to March 	<ul style="list-style-type: none"> Equality and Diversity Manager Equality and Diversity manager Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager Equality and

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<p>groups, as well as, tackle inequalities in access and health outcomes for the west Hampshire population</p> <ul style="list-style-type: none"> Commissioners can effectively use equality analysis to deliver better outcomes for patients and communities. 	<p>ensure implemented and outcomes achieved</p>	<p>2019</p>	<p>Diversity Manager</p>
<p>7. Run series of events and workshops during Equality, Diversity and Human Rights Week 2018</p> <p>Outcomes:</p> <ul style="list-style-type: none"> CCG staff at Fareham Civic Offices and Omega House have increased awareness of the importance our equality, diversity and inclusion work CCG employees know where to access resources that support equality, diversity and inclusion. 	<ul style="list-style-type: none"> Plan developed and being implemented by Equality Champions Events to take place during Equality, Diversity and Human Rights Week 	<ul style="list-style-type: none"> 30 April 2018 14 to 18 May 2018 	<ul style="list-style-type: none"> Equality and Diversity Manager together with Equality Champions Equality and Diversity manager and Equality Champions

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Holding providers to account on fairness and inclusion			
<p>8. Ensure providers are prepared for the forthcoming Workforce Disability Equality Standard (WDES)</p> <p>Target:</p> <ul style="list-style-type: none"> All main providers demonstrated readiness for WDES by 30 March 2019 <p>Outcomes:</p> <ul style="list-style-type: none"> NHS employees with a disability have equal access to career opportunities and receive fair treatment in the workplace The CCG is assured that commissioned providers are implementing WDES as required in the contract. 	<ul style="list-style-type: none"> Deliver session to introduce WDES to Quality managers Each provider to report on preparedness to CQRM as set out in Quality Schedule 	<ul style="list-style-type: none"> 21 December 2018 30 March 2019 	<ul style="list-style-type: none"> Equality and Diversity Manager Quality Team members with support from Equality and Diversity Manager
<p>9. Review progress of providers on fairness and inclusion</p> <p>Target:</p>	<p>Note: Reporting against WRES, WDES, Public Sector Equality Duty and Accessible Information Standard built into Quality Schedule of contract with providers.</p> <ul style="list-style-type: none"> Review and give feedback to providers when report 	<ul style="list-style-type: none"> Dates as per Quality 	<ul style="list-style-type: none"> Quality Managers

Objective	Steps	Completion date	Lead responsibility
<ul style="list-style-type: none"> All main providers have reported on WRES, WDES, Public Sector Equality Duty and Accessible Information Standard for contract year 2018/19 <p>Outcomes:</p> <ul style="list-style-type: none"> Patient access and outcomes are improved Staff working for commissioned providers are treated fairly and do not face discrimination The CCG is assured that commissioned services are fair and inclusive, and that providers are meeting the Public Sector Equality Duty. 	<p>to us via CQRM</p>	<p>Schedule (July 2018 to April 2019)</p>	<p>with support from Equality and Diversity Manager (Where services are jointly commissioned review will be in partnership with the Hampshire CCG Coalition Equalities Manager)</p>
<p>10. Complete access audits of commissioned provider services</p> <p>Target:</p> <ul style="list-style-type: none"> Pilot completed with action plan from provider to address access audit findings by 30 March 2019 	<p>Note: This action is part of Learning from Service Users action plan</p> <ul style="list-style-type: none"> Meet with Healthwatch Hampshire to explore options to completing audits Develop proposal and implementation plan Plan to Clinical Governance Committee for approval 	<ul style="list-style-type: none"> 11 May 2018 31 May 2018 10 July 2018 	<ul style="list-style-type: none"> Equality and Diversity Manager Equality and Diversity Manager Equality and Diversity Manager

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<p>Outcomes:</p> <ul style="list-style-type: none"> For patients that need it, access to information, buildings and/or way service is delivered is improved 	<ul style="list-style-type: none"> Implement plan Share audit findings with provider(s) 	<ul style="list-style-type: none"> June 2018 to March 2019 August 2018 to March 2019 	<ul style="list-style-type: none"> Equality and Diversity Manager Equality and Diversity Manager