

Bedfordshire Clinical Commissioning Group (BCCG) Equality and diversity action plan (2015) progress report

Red = missed deadline Amber = risk of missing deadline Green = Completed

Blue = ongoing work, no fixed deadline White = On Track

As at 5th January 2016

Number	Action Item	Target date	Status R/A/G/B	Comments	Lead
1.	The CCGT publishes annual Equality Information in respect of both workforce and health inequalities	January 2015 and annually thereafter	Completed	Published January 2015. New format for 2016 onwards agreed with HR.	Equality Lead and Director of Communications and Engagement
2.	The CCG publishes at least one Equality Objective	Refresh in April 2015 and annually thereafter	Completed	Published in 2015-18 strategy and action plan	Equality Lead and Director of Communications and Engagement
3.	EqIA undertaken on Strategic Review of Bedfordshire and Milton Keynes	2015	On track	At Equality and Diversity Steering Group (EDSG) meeting on 4/6/15 it was agreed to leave this as an open piece of work while responsibility for the action is established. New timetable for strategic review published December 2015 with consultation in Summer 2016 http://www.yourhealthinbedfordshire.co.uk/	Equality Lead and Director of Communications and Engagement
4.	Retrospective quality review of all reports to Executive	2015	Completed	Governance processes being reviewed. Equality and diversity has been raised as one of the areas to be looked at. New EqIA process in place from July 2015. EqIA process now built into the project planning process.	Equality Lead and Director of Communications and Engagement
5.	Form Employee Equality Champion Group	February 2015	Completed	Staff asked about forming a group in May 2015. Low take up. Will be part of the re launched staff forum.	Equality Lead and Director of Communications and Engagement

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6.	To appoint an Equality and Diversity advisor to support the CCG Equality Lead in embedding Equality and Diversity work within the organisation	2015	Completed	Appointed January 2015	Equality Lead and Director of Communications and Engagement
7.	Promotion of training to be included in staff news	Ongoing	Completed	Training updates included in weekly staff news email.	Equality Lead and Director of Communications and Engagement
8.	The Risk Management Group (RMG) ensures all policies are accompanied by robust EqIA	2015	Completed	Governance processes being reviewed. Equality and diversity had been raised as one of the areas to be looked at. New EqIA process in place from July 2015. EqIA process now built into the project planning process.	Equality Lead and Director of Communications and Engagement
9.	All members [Governing Body and Sub-committees] to be trained/briefed on basic legal requirements and responsibility to be assured on E&D compliance	Refreshed by September 2015	Completed	New E&D training programme agreed. Will include Due Regard training for all Band 8 and above staff, including Governing Body.	Equality Lead and Director of Communications and Engagement
10.	Working with BCCG E&D lead in order to provide new EqIA training for commissioning staff	March 2015	Completed	New E&D training programme agreed including formal training on EqIA. Face to face EqIA training given to commissioning staff as needed.	Equality Lead and Director of Communications and Engagement
11.	As vacancies [Governors] arise to take positive action to encourage nominations/applications from BME groups	Ongoing	Completed	Discussions held with HR and NHS England on what positive action can, and will, be taken as vacancies arise.	Equality Lead and Director of Communications and Engagement

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12.	Form community based Diversity Champions Group	Feb 2015	Completed	First meeting in January 2015. Amended to be a virtual group with up to two meetings per year to look at 'big' issues alongside other consultation and involvement groups. As at December 2015, group to be reviewed as part of review of consultation and engagement.	Equality Lead and Director of Communications and Engagement
13.	The CCG has a robust Equality Impact Assessment process for all commissioning and business cases	On-going	Completed	New EqIA process live from July 2015. EqIA process now built into the project planning process.	Director of Finance (as Chair of the CIAG)
14.	The Clinical Investment Appraisal Group (CIAG) ensures all commissioning and business case proposals are accompanied by robust EqIA	2015	Completed	Governance processes being reviewed. Equality and diversity has been raised as one of the areas to be looked at. New EqIA process in place from July 2015. EqIA process now built into the project planning process.	Director of Finance (as Chair of the CIAG)
15.	Springboard Training programme (for women) launched	October 2014	Completed	Launched in 2014 completed in 2015	Head of HR & Workforce
16.	Recruitment & selection training for all those involved in recruitment	January 2015 and ongoing	Completed	New E&D training programme agreed. Includes recruitment and selection training where needed.	Head of HR & Workforce
17.	Random sample analysis of recruitment processes last 12 months (2013/14). Produce report on findings	October 2014	Closed	Unable to complete. NHS jobs system was changed and now not able to access that data. New action to be considered as part of action plan review. Agreed at the Equality and Diversity Steering Group meeting on 4/6/15 to close the action.	Head of HR & Workforce
18.	Staff data validation exercise (annually)	November/December each year for January publication	Completed	Completed for 2014 and report issued Jan 2015. As at Jan 2016, completed for 2015 report will be issued in Jan 2016	Head of HR & Workforce
19.	Disclosure campaign (Annually)	November/December each year for January publication	Completed	Undertaken alongside staff data verification exercise.	Head of HR & Workforce

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20.	Membership of Stonewall Diversity Champions programme	In line with policy review dates	Completed	Held membership for one year. Not renewed as cost prohibitive.	Head of HR & Workforce
21.	Stonewall review of policy and procedure	Ongoing	Completed	Completed in 2014	Head of HR & Workforce
22.	Monitoring access to training by protected categories		Completed	Reports prepared using the information we have available. There are some gaps in monitoring data because of the limitations of the Electronic Staff Record software.	Head of Learning & Development and OD
23.	Oracle Learning Management (OLM) core learning unit giving access to national E&D e-learning		Ongoing	E&D training is available in OLM and is a requirement for all staff.	Head of Learning & Development and OD
24.	Monthly training reports received by Directors on individual staff compliance		Ongoing	Reports are distributed monthly	Head of Learning & Development and OD
25.	Monthly report training received by Exec team on organisational compliance		Ongoing	Reports are distributed monthly	Head of Learning & Development and OD
26.	E&D face to face training delivered		Completed	New E&D training programme agreed. Includes face to face mandatory training element. Due to go live around April 2016.	Head of Learning & Development and OD
27.	Review of attendance and quality of training		Completed	New E&D training programme agreed. Attendance reviewed as part of annual staff data report.	Head of Learning & Development and OD