

Specific Equality Section Equality Scheme Action Plan 2010 – 2012

Race and Ethnicity

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
R1	Race	Continue to support an internal Staff Group for Black and Minority ethnic Staff	Group Established and actively engaged in commenting on policies and practices		E & D Manager	
R2	Race	Research into ways of increasing applications from BME people and consult with the Staff Groups to establish best practice where appropriate	Increase number of applicants from BME people		Assistant Director HR	
R3	Race	Black History Month: October	Organise events Promote events		E & D Manager	
R4	Race	Identify Positive Action Initiatives – where appropriate - to encourage BME career development.	Monitoring Reports published Action plan		E & D Manager	

			developed further			
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Gender						
G1	Gender	Continue to support an internal Staff Group for Women	Group Established and actively engaged in commenting on policies and practices		E & D Manager	
G2	Gender	Promote Equal Pay	Identify barriers to progression		E & D Manager	
G3	Gender	Identify Positive Action Initiatives – where appropriate - to encourage women’s career development.	Monitoring Reports published Action plan developed further		E & D Manager	
G4	Gender	Obtain an understanding of the take-up by women and men of schemes/initiatives to support Gender equality development programmes, flexible working, carer support etc.) is low	Set up monitoring process Monitor for good practice and make recommendations		E & D Manager	
G5	Gender	Promote Well Being for Male Staff	Organise Men’s Health Day		Director HR	
G6	Gender	Promote Women’s Issues	Organise an annual event linked with International Women’s		E & D Manager	

			Day			
Disability						
D1	Disability	Promote monitoring for staff on Disability	Report published. Increased number staff declare disability Increase number of Disabled staff reporting	July 2010 and Annually	Assistant Director HR	
D2	Disability	Continue to support an internal Staff Group for Disabled Staff	Group Established and actively engaged in commenting on policies and practices Report to E & D Committee	Ongoing Quarterly	E & D Manager E & D Manager	
D3	Disability	Access to Work schemes through induction etc.	Promote on regular basis Monitor feedback from staff to show awareness of the policy and schemes	Ongoing	HR Director	
D4	Disability	Promote the Trust as a Two Ticks employer Promote Two Ticks scheme to ensure disabled applicants are	Raise awareness of scheme Establish process to discuss with disabled	Ongoing	Head Recruitment	Key Priority

		interviewed Continue to ensure disabled staff are aware of the Two Ticks commitments to ensure disabled staff develop and use their abilities :	employees annually Compile check list and disseminate Increase number of disabled people appointed. Identify whether increase of recruitment/satisfaction of disabled staff Impact Assess Two Ticks Scheme to identify if adjustments need to be made Update the Two Tick Scheme annually			
D5	Disability	Access To Work	Rise awareness Intranet Staff Training	Ongoing	E & D Manager	
D6	Disability	Reasonable adjustments carried out	Annual report to E & D Committee on number and types of adjustment made Tool kit/Check list for managers published on intranet Type of adjustments	October 2010 and Ongoing Ongoing	Assistant Director HR E & D Manager Assistant	

			and overall Trust wide cost known		Director HR	
D7	Disability	Devise Mental Health policy	<p>Policy produced and developed</p> <p>Disabled Staff consulted</p> <p>Sign up to “Mindful Employer “</p> <p>Includes statement in equality and diversity policy</p>	<p>Ongoing</p> <p>2010</p> <p>2010</p>	E & D Manager	
D8	Disability	Promote Disability issues	Organise an annual event linked with the International Day of Disabled people	December 2010	E & D Manager	
D9	Disability	Raising Disability Awareness	<p>Produce Check lists/tool kits on Disabilities e.g. for recruitment, communications etc.</p> <p>Publish on intranet</p>	<p>September 2010</p> <p>Ongoing</p>	E & D Manager	

D10	Disability	Ensure wayfinding methods meet access requirements	Involve Disabled Community/Visitors/Staff to determine best practice	Director Capital Projects	March 2011	
Sexual Orientation						
S1	Sexual Orientation	Promote monitoring for staff on Sexual Orientation	Report published	Ongoing	E & D Manager	
S2	Sexual Orientation	Continue to Support an internal Staff Group for LGBT Staff	Group Established and actively engaged in commenting on policies and practices	Ongoing	E & D Manager	
S3	Sexual Orientation	Promote LGBT issues	Organise events in LGBT History Month: February	February 2011	E & D Manager	
Religion or Belief						
RB1		Continue to support an internal Staff Group for Religion or Belief	Group Established and actively engaged in commenting on policies and practices	Ongoing	E & D Manager	
		Continue to establish links with all major faith groups in the region.	Addressed specific religious and cultural rites of passage	Ongoing	Head Spiritual and Pastoral Care	
RB2		Promote the work of the Dept for Spiritual and Pastoral Care	Staff aware of centre and what it offers	Ongoing	Head Spiritual and Pastoral Care	
RB3		Promote issues of Religion or Belief	Information on website is updated	Ongoing	Head Spiritual and Pastoral Care	

RB4		Continue to produce calendar of festivals	Calendar produced and made available on web-site Briefings held	Ongoing	Head Spiritual and Pastoral Care	
RB5		Develop a 'multi faith' space in the new hospital that is inclusive to all faiths and to those who have no faith. This space will be called "The Sanctuary."	Launch "Sanctuary"	Ongoing	Head Spiritual and Pastoral Care	
Age						
AG1	Age	Monitor Retirement process	Identify gaps and actions		Assistant Director HR	
AG3	Age	Identify initiatives to support staff who are approaching retirement	Produce policy and Guidance	On-going	Assistant Director of HR	
AG4	Age	Promote Age issues	Organise an annual awareness event on Age issues			
Gender Identity						
G11	Gender Identity	Review policies to ensure that Gender Identity is included	All policies are inclusive		Assistant Director HR Operations	

G12	Gender Identity	Continue to support an internal Staff Group for Gender Identity	LGBT and Gender Staff Groups to include issues initially		E & D Manager	
G13	Gender Identity	Carry out awareness raising event on Gender Identity issues	Raise profile of GI issues.		E & D Manager	
Carers						
C1	Carers	Identify ways to include Carers			E & D Manager	
C2	Carers	Support informal group for Carers			E & D Manager	

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Wellbeing Action Plan Equality Scheme Action Plan 2010 – 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
W1	All	Encourage healthy eating	<ul style="list-style-type: none"> • Provide information on healthy eating on H&W internal webpage with links to external support and information • Ensure that the information provided on healthy eating is inclusive for all faiths • Report monitoring to Staff Wellbeing Group • Report monitoring to E&D Committee 	31/05/2010 ongoing	HR Projects Office Manager	
W2	All	Encourage exercise	<ul style="list-style-type: none"> • Provide information about how to get fit, exercise on H&W internal webpage with links to external support and information • Ensure that the information provided on exercise is inclusive for all including disabled • Report monitoring to Staff Wellbeing Group <p>Report monitoring to E&D Committee</p>	31/05/2010 ongoing	HR Projects Office Manager	

W3	All	Alcohol awareness	<ul style="list-style-type: none"> • Provide information about alcohol on H&W internal webpage with links to external support and information • Report monitoring to Staff Wellbeing Group • Report monitoring to E&D Committee 	31/05/2010 ongoing	HR Projects Office Manager	
W4	Men	Men's Health	<ul style="list-style-type: none"> • Publicise Men's Health Week (14th-20th June 2010) on MOTD, bulletin, H&W webpage • Report monitoring to Staff Wellbeing Group • Report monitoring to E&D Committee 	31/05/2010 ongoing	HR Projects Office Manager	
W5	Disability	Mental Health Awareness	<ul style="list-style-type: none"> • Join Mindful Employer programme • Publicise Mental Health Action Week (4th-11th April 2010) on MOTD, bulletin, H&W webpage • Report monitoring to Staff Wellbeing Group • Report monitoring to E&D Committee 	31/08/2010 ongoing	HR Projects Office Manager	
W6	All	Stress Management	<ul style="list-style-type: none"> • Provide information on stress management on H&W internal webpage with links to external support 	31/05/2010 ongoing	HR Projects Office Manager	

			<p>and information</p> <ul style="list-style-type: none">• Pilot local support to address Traumatic Incidents• Report monitoring to Staff Wellbeing Group• Report monitoring to E&D Committee			
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Reducing Health Inequalities

Renal Equality Scheme Action Plan 2010 – 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
R1	All	Patient Forum	Review a wide variety of aspects of issues within the renal directorate	Bi monthly		
R2	All	Interviews	all vacancies Band 6 and above have patient involvement			
R3	All	Education Booth	Screens updated	Ongoing		
R4	All	Patient and Public involvement with Privacy and Dignity programme	DSSA audit too Map other audits that may capture patient experience. Explore options for patient awareness		Clinical Audit & Assurance Manager Marketing and Communications Manager Marketing and Communications Manager	

R5	All	Staff involvement with Privacy and Dignity programme	<p>Awareness week</p> <p>Study day for ward managers</p> <p>Standing item Ward meetings Matrons, HoN's and Trust Management Teams meetings</p> <p>Slot on NVQ training</p> <p>Privacy & Dignity included on third induction day</p> <p>Explore options for staff awareness</p>	<p>Annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 2010</p> <p>March2010</p>	<p>Senior Nurse Practice Development and Senior Nurse</p> <p>HoN's General Managers</p> <p>Assistant Director Learning and Development</p> <p>Marketing and Communications Manager</p>	
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Reducing Health Inequalities Equality Scheme Action Plan 2010 – 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
RH1	Disability and Age	Deprivation of Liberty Safeguards	Policy developed and implemented	2009 and ongoing	Director Nursing	
RH2	Gender and Race	Same Sex Accommodation	Provided (except for emergency and high dependency areas) Monthly DSSA audits	2009 and ongoing	Director Nursing	
RH3	All	Patient involvement with Privacy and Dignity programme	Privacy, Dignity and Respect questionnaire Map other audits that may capture patient experience. Explore options for patient awareness	July 2009 March 2010	Clinical Audit & Assurance Manager Marketing and Communications Manager Marketing and Communications Manager	
RH4	All	Staff involvement with Privacy and Dignity programme	Privacy and Dignity programme Awareness included in staff updates Standing item Ward meetings Matrons, HoN's and	Ongoing	Senior Nurse Practice Development and Senior Nurse Assistant Director Learning and Development	

			Trust Management Teams meetings Explore options for staff awareness		HoN's General Managers Marketing and Communications Manager	
Nursing - People With Learning Disabilities (PWLD)						
RH5	Disability	Develop mechanism to identify and flag patients with a learning disability.	Clinical alert system for uses by LD Nurses. Flagging system for PAS	February 2010 May2010	Information Analyst Jason Young	
RH6	Disability	Develop protocols to ensure reasonable adjustments are made	Develop risk assessment and care plan	February 2010	Senior Nurse Practice Alison West	
RH7	Disability	Patient pre-assessment questionnaires	Identify and develop process	July 2010	Director of Nursing	
RH8	Disability	Develop training packages for staff on Guidelines and issues for PWLD	Working in partnership with South Glos Learning Difficulties Hospital Liaison	April 2010	Director of Nursing	
RH9	Disability	Identify appropriate process to flag PWLD	Produce and distribute process	December 2010	Director of Nursing	
RH10	Disability	Consultation with PWLD and relevant organisation to identify accessible signage	Pilot to be run in Elderly care and rolled out across NBT	December 2010	Director of Nursing	

Recruitment Retention and Progression Equality Scheme Action Plan 2010 to 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
RR1	All	Non discriminatory recruitment processes	Rolling programme of review of recruitment process and monitoring systems. Advise/update managers accordingly	Ongoing	Head of HR Support Services	
RR2	Disability	Access To Work	Rise awareness with new staff members Recruitment process Staff Training	Ongoing	Head of HR Support Services	
RR3	Disability	Compliance Two Ticks Disability Scheme	Implement a robust process to fully support disabled applicants		Head of HR Support Services	
RR4	Disability	Test Compliance Two Ticks Disability Scheme	Implement process to ensure Trust is compliant	November 2010	Head of HR Support Services	
RR5	Disability	Make every effort to ensure	Audit to assess		Ask HR	

		that when employees become disabled they stay in employment	effectiveness of rehab advice given by OH Information to be available in OH dept. for staff re: Access to Work Advise/support Managers		Manager	
RR6	All	HR policies non discriminatory	Prioritised list of policies to review compiled Routine consultation of staff on HR policy development	September 2010	Employee Relations Manager	
RR7	All	Policies and practices to be assessed to ensure they promote Race, Disability Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality, do not discriminate and are in line with relevant legislation	Policies and practices reviewed to ensure they are up to date, relevant and include good practice. Priorities set where gaps found	Ongoing	Assistant Director HR	
RR8	All	Monitor the equality profile of complaints made on harassment and bullying	Annual Report to the E & D Committee.		Ask HR Manager	
RR9	All	Raise awareness on how to identify harassment,	Review training and publicity	Ongoing	Ask HR Manager	

		including sexual harassment, and bullying on Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity and take action as required (for both staff and patients)	Annual report to E&D Committee Monitor by Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity and investigate issues raised.			
RR10	All	Regularly monitor redundancy rates by Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality	Report to the E & D Committee	October 2010 and ongoing	Ask HR Manager	
RR11	All	Review Stress Policy to ensure this supports return to work after periods of sickness	Report to E & D Committee	October 2010 and ongoing	Assistant Director HR	
RR12	All	Recruitment and retention - Review guidance pack, incorporate issues raised by staff during consultation on Action Plans and Equality Schemes	Review recruitment policy and procedure Working party to review application form E & D Monitoring form reviewed	October 2010	Head of HR Support Services	
RR13	All	All staff have access to Equality and Diversity Policy and related information.	Intranet/internet up to date	Start July 2010 and Ongoing	E & D Manager	

RR14	All	Equality Champions process	Sign up key people as champions	August 2010	E & D Manager	
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Patient and Public Involvement Equality Scheme Action Plan 2010 – 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
P1	All	PPI Strategy – Action Plan to define how equalities communities to be involved in any consultation work undertaken by the Trust	Produce and develop PPI Action Plan for consulting equalities communities Monitoring is carried out and reports considered by E & D Committee	September 2010 Annually September 2011 and on going	Patient and Community Engagement Manager (P&CE Manager)	
P2	All	Equality priorities to establish what consultation needs to be undertaken with patients within specific clinical and corporate directorates	Define equality actions and include in service delivery and planning	Annually and ongoing	Clinical and Corporate Directorates with support from: P&CE Manager	
P3	All	Where consultations are undertaken with the local community, equality and diversity issues are taken into account as part of the	Consultation process in place	Ongoing	P&CE Manager with support from E & D Manager	

		process				
P4	All	Gather evidence of complaints from patients. Provide information to the Equality and Diversity Committee annually	Report of issues presented	Annually	Advice & Complaints Team Manager	
P5	All	Set up process to consult by different methods for patients on the impact of the SES Action Plan	<p>Publish SES action plan and annual monitoring reviews.</p> <p>Consult via Staff Equality Groups, questionnaire, focus groups and individual meetings etc.</p> <p>Publish achievements</p> <p>Annual Report to E & D Committee to show achievements and agree future priorities and action plans</p>	Annually	P&CE Manager (patients only)	
P6	All	Bristol Equality Health Partnership	Work in partnership when developing public engagement initiatives. Report to E & D Committee	Annually Ongoing	P&CE Manager	

Renal						
P7	All	Patient Forum	Review a wide variety of aspects of issues within the renal directorate	Bi monthly	Assistant General Manager	
P8	All	Interviews	All vacancies Band 6 and above have patient involvement	Ongoing	Assistant General Manager	
P9	All	Education Booth	Screens updated	Ongoing	Assistant General Manager	

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Monitoring Action Plan Equality Scheme Action Plan 2010 – 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
M1	All	Equality Impact Assessments carried out	<p>Prioritised list compiled</p> <p>EIAs conducted</p> <p>EIAs Published</p>	November 2010	<p>Employee Relations Manager</p> <p>All Managers</p> <p>All managers</p>	
M2	All	Monitor grievances	Annual Report to E & D Committee	Spring 2011 and ongoing	Ask HR Manager	
M3	All	Review and enhance ESR to ensure the capture of Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity related data	<p>Establish process to monitor</p> <p>Review progress</p>	Spring 2011 and ongoing	Senior Performance Information Analyst	<p>Identify what data needs to be captured, or gaps in existing data</p> <p>Devise process for how it will be used</p>

M4	All	Review impact of current consultation methods to assess if they deliver representation on Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality and take action to address under-representation	Establish consultation process for patients Review feedback from staff and patients	September 2010 November 2010	<p>Corporate level: E & D Manager (staff) P&CE Manager (patients]</p> <p>Clinical/Directorate level: Assistant General manager with support from E & D Manager (staff) P&CE Manager (patients)</p>	
M5	All	Regularly monitor the take-up of the schemes and programmes available that support staff development by Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality	Report to be given of audit and outcomes to E & D Committee Identify how to increase take up of these	Ongoing	Assistant Director Learning and Development	Key Priority
M6	All	Ensure promotion process is free from Race, Disability,	Set up monitoring process of	Spring 2011	Assistant Director HR	

		Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity discrimination	promotion rates by Race, Disability and Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity			
M7	All	Review collection of Equality monitoring data and results by Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality	Ensure reports are accessible Raise awareness of trends. Report to E & D Committee	October 2010 Spring 2011	Senior Performance Information Analyst E & D Manager	
M8	All	Monitor the requests for flexible working and other schemes and initiatives to support employees with caring responsibilities (e.g. paid paternity leave, enhanced parental leave)	Report to E & D Committee	Spring 2011	Assistant Director HR	
M9	All	Make an assessment of the impact flexible working has on the organisation (e.g. in terms of employee satisfaction, staff turnover, absence rates, productivity etc.)	Set up monitoring process and report to E & D Committee	Spring 2011	Assistant Director HR	
M10	All	Regularly monitor redundancy rates by Race, Disability, Gender, Sexual Orientation, Religion or	Report to the E & D Committee	Annually	Manager Ask HR	

		Belief, Age and Gender Identity equality				
M11	All	Regularly monitor grievances and disciplinary by Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality	Identify a process for the collecting of the information Report to be compiled once a year for E & D Committee Identify issues and look for ways forward	Annually	Manager Ask HR	
M12	All	Continue to Monitor Exit Interviews to find out reasons why staff leave the organisation, and make recommendations for appropriate action	Report to be compiled once a year for E & D Committee Examine issues raised and make recommendations for action	Annually	Manager Ask HR	
M13	All	Obtain regular feedback on the organisational climate for Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality from all employees/patients	Staff/patient surveys Focus Groups and consultation	Annually	Assistant Director	
M14	All	Annual monitoring of progress against the SES (as part of Equality & Diversity monitoring of	Report annually to E & D committee by	November 2010	E & D Manager	

		HR activity).				
M15	All	Track applications for training	Annual Report to E & D Committee by disability	Ongoing	Assistant Director of Learning and Development IM&T Trainer Paul Grimes	
M16	All	Track training received	Managed Learning Environment system Annual Report to E & D Com by disability Routine analysis of results by training department	Ongoing	Assistant Director of Learning and Development IM&T Trainer Paul Grimes	
M17	Disability	To monitor benefit/detriment to disabled staff as a result of performance assessment procedures	Disability monitoring tied into Business rules of KSF Analyse results by individual Directorates Annual Report to E & D Committee	Ongoing	Assistant Director of Learning and Development	
M18	All	Progress of staff development	Report presented Equality and Diversity Committee	Spring 2011	Assistant Director of Learning and Development	
M19	All	Monitor the take-up of training and development by Race,	Annual report of take up. Present	Spring 2010	Assistant Director of Learning and	

		Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality and job family	to E&D Committee Identify how to increase take up of training		Development	
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Staff Learning and Development Equality Scheme Action Plan 2010 – 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
T1	All	Develop a culture that promotes equality and values diversity Ensure all staff in own area of responsibility are included within effective channels of communication	New leadership framework Ensure that data relating to equality target groups is analysed regularly at Directorate level in order to inform Service Delivery Plans and HR strategy. Team leaders/managers/info cascade/ team briefing	launching Feb 2010 Analysis to be renewed following data cleanse 2010 by HR	Assistant Director of Learning and Development	
T2	All	Leadership programme	Include equality awareness for managers	Ongoing	Assistant Director HR Operations	
T3	All	Ensure training and other interventions required for staff, who occupy key operational roles, managers and other key staff on specific advice and guidance in respect of their particular remit, including clarification of their	Relevant skills are developed and managers have confidence to address these issues		Assistant Director of Learning and Development	

		responsibilities on disability issues.				
T4	All	Regularly monitor the take-up of the schemes and programmes available that support staff development by Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality	Report to be given of audit and outcomes to E & D Committee Identify how to increase take up of these	Annually	Assistant Director of Learning and Development	
T5	All	Relevant managers to attend specific training on Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity to include: Equality duties assessment of the impact of Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender	Key staff gain confidence assess own area/s Training feedback forms to provide information Equality Impact Assessments carried out	Ongoing	Assistant Director of Learning and Development	
T6	All	Continue to develop and monitor the Appraisals Scheme to ensure it complies with the Trust's Equality and Diversity policy.	Monitoring report provided	Spring 2011	Management & Leadership Trainer (PM)	

Fresh Arts Equality and Diversity Action Plan 2010 – 2013

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
FA1	Race, Disability, Gender, Age	Support the work of under-represented groups in NBT catchment area	Exhibitions by Artists First, Brush Strokes, etc.	Sept. 2010	Arts Programme Manager (APM)	
FA2	Race, Disability, Gender, Age	Consult and work with local groups (e.g. people with learning disabilities, people with English not as first language) on appropriate approaches to way-finding project	Develop most appropriate signage	June/ July 2010	APM and NBT signage project group	
FA3	All	Explore and document process of change towards new hospital on local communities	Public engagement arts project established	May 2010 – Dec 2014	APM / Joint Arts Group	Liaise with Willis Newson on engagement
FA4	Race, Disability, Gender, Age	Develop links with schools in NBT catchment area in two Thornbury schools	Engage schools in projects, exhibitions etc. e.g. bereaved children in two Thornbury schools	Completed June 2010	APM / Integrated Care Pathway Co-ordinator for End of Life Care	With artists, project steering groups
FA5	All	Look at other groups in NBT's	Communications		APM / Comms	With Communications

		catchment area to widen impact of Fresh Arts programme e.g. local media (community radio stations, local papers)	strategy developed	On-going	Team/ head of fundraising	team
FA6	All	Southmead Festival, July 2010	NBT involvement	July 2010	APM / Tricia Down	With Patient, Participation and Involvement Manager, Patient Panel reps.
FA7	All	Staff Art Exhibition	NBT involvement	June - Sept 2010	APM	

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Facilities Action Plan Equality Scheme Action Plan 2009 - 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
FS1	Disability	Ensure that reasonable adjustments are made for newly appointed disabled staff	Process to identify requirements prior to appointment with HR	Ongoing	Director Estates	
FS2	Disability	Ensure legal requirements are met	Involve disabled people in process to determine priorities Annual report to E & D Committee of adjustments made	Ongoing	Director Estates	
Voluntary Services						
FS3	All	Prepare and distribute new questionnaire to ward staff regarding service provided by volunteers	Responses from wards reported	March 2010	Voluntary Services Manager Vicky Braithwaite	
FS4	All	Contact Volunteer Bureaux about the recruitment of	Responses from agencies reported	Ongoing	Voluntary Services Manager Assistant Voluntary	

		additional volunteers. Try to arrange interview on local community radio stations			Services Manager	
FS5	All	Identify ways to encourage members of the African Caribbean community to become volunteers	Increased diversity of volunteers	Ongoing	Voluntary Services Manager Assistant Voluntary Services Manager	
FS6	All	Collate information about the Volunteer service	Report to Director of Facilities Include in Annual Equality Scheme report and to Equality and Diversity Committee	Annually	Voluntary Services Manager Assistant Voluntary Services Manager	
FS7	All	A report to be given to the Annual and to be included in the Annual Equality Scheme report.		Annually	Voluntary Services Manager Assistant Voluntary Services Manager	
Child Care Services						
FS8	Race	Additional question to be added to existing questionnaire to determine if cultural needs are being met	Report to Deputy Director Facilities		Nursery Managers	
FS9	Race, Disability	Disability and Cultural awareness for staff	Training provided The Nursery aims to provide a welcoming and caring environment that	Ongoing	Helen Whitehead Support or Course from Band ltd	

			promotes and reflects cultural and social diversity and is equally accessible to all.			
FS10	All	Attend the Trust Hospital Catering Group		Ongoing	Nursery Managers	
FS11	All	Equality profile of parents known	Increase monitoring to show diversity of parent	Ongoing	Nursery Managers	
FS12	All	Encourage parent representation at childcare meetings.	Increase diversity of parent representation	Ongoing	Nursery Managers	
FS13	All	Compile information about the Child Care service.	Reports to the Director of Facilities Include in Annual Equality Scheme report and to Equality and Diversity Committee	Annually	Nursery Managers	

Consultation Action Plan Equality Scheme Action Plan 2009 - 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
	All	Set up process to consult by different methods for staff on the impact of the SES Action Plan	<p>Publish annual monitoring reviews.</p> <p>Consult via Staff Equality Groups, questionnaire, focus groups and individual meetings etc.</p> <p>Publish achievements</p> <p>Annual Report to E & D Committee to show achievements and agree future priorities and action plans</p>	<p>January 2011</p> <p>Start October 2010</p> <p>March 2011</p> <p>February 2011</p>	E & D Manager	

	All	Address and develop issues raised in the consultation processes and SES	Report to E & D Committee to show achievements and agree future priorities and action plans	Start March 2011	E & D Manager	
	All	Notify issues raised by staff during consultation to be considered by relevant managers Publish reasons if actions cannot be dealt with	Report to E & D Committee Issues to be investigated, resolved and added to relevant development plans for future action where possible.	Start March 2011 Start June 2011 I		

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Communications Equality Scheme Action Plan 2009 - 2012

Number	Strand	Action	Outcomes & Milestones	Timescale	Responsibility	Comments
Coms1	Disability	Improve Web accessibility ratings	Gain 'W3C AAA rating' and accreditation by the Royal National Institute of the Blind (RNIB)	Dec 2010	Head Marketing and Communications	
Coms2	Age	Work to be progressed with the new Children's Community Healthcare Partnership for patient and carer information to be in a format for younger audience.	Produce accessible formats document, dvd's etc.	Dec 2010	Head Marketing and Communications	
Coms3	Disability, Race	Investigate best formats for new Patient Leaflets e.g. "Easy Read"	Produce new leaflets	Ongoing	Head Marketing and Communications	
Coms4	All	Agree consultation process with Patient Involvement Groups	Produce policy/guidelines	Dec 2010	P & CE Manager	
Coms5	All	Promote Interpreting and Translation Service	Report to E & D Committee	Ongoing	Head Marketing and Communications	

Coms6	All	Profiling and analysis of feedback mechanisms e.g. complaints	Report to E & D Committee identifying recommendations and actions	November 2010	Patient Participation and Involvement Manager	
Coms7	All	Continue to establish Department specific service user groups	Report to E & D Committee	Ongoing	Patient Participation and Involvement Manager	
Coms8	Disability	Raise awareness of the need to use accessible fonts and formats	Produce good practice guidelines	June 2010	Head Marketing and Communications	
Coms9	All	Regularly and widely disseminate progress and news about Race, Disability, Gender, Sexual Orientation, Religion or Belief, Age and Gender Identity equality/diversity plans and achievements internally and externally (e.g. through networks, annual report etc.)	Set up communications strategy Identify different ways to communicate policies, progress, case studies, etc. Promote good practice on SES	October 2010	Head Marketing and Communications	