**Equality and Diversity Action Plan 2013/14**

| Objective | Action | Timeframe | Measure | Owner |
| --- | --- | --- | --- | --- |
| Theme: Workforce development |
| All workforce policies to be reviewed and updated  | HR Policy group to review all policies and ensure EQUIAs of each oneNELCCG core group to ratify EQUIAs | June 14June 14 | All Policies reviewed and published via CCG intranet | Emma KirkwoodNELCCG Core group |
| Recruitment procedure to be reviewed and updated | HR staff to review and amend Recruitment procedure | July 2013 | New recruitment procedure approved and implemented | Emma Kirkwood |
| NELCCG understands the make-up of its workforce regards Equality and Diversity | Interrogate ESR to provide datasets for information  | September 2013 | Workforce make-up data published on intranet | Emma Kirkwood |
| NELCCG staff are appropriately trained regards Equality and Diversity | Review of attendance at Equality and Diversity awareness trainingEnsure all staff have attended Equality and Diversity training | August 2013December 2013 | All staff have attended Equality and Diversity awareness training | Emma Kirkwood |
| NELCCG adopts an active stance towards eliminating harassment and bullying | HR policy group reviews and updates the harassment and bullying policyNELCCG E and D core group ratifies the policy | September 2013 | Harassment and bullying policy is updated and published via the CCG intranet | HR policy groupNELCCG E and D core group |
| NELCCG staff are enabled to access flexible working arrangements | HR Policy group to review flexible working approach on behalf of NELCCG | July 2013 | Flexible working policy published on NELCCG intranet | Emma Kirkwood |
| Theme: Communications |
| NELCCG is compliant with all publication requirements in relation to the Equality Act 2010 | Review compliance statements on external websiteEnsure publication of completed Equality Impact Assessments | July 2013Ongoing  | Correct statements reviewed and verifiedEquality Impact Assessments published | Lisa HilderJames Tindall |
| Good news stories regards Equality and Diversity promoted | Gather good news storiesEnsure appropriate publication of good news stories | OngoingOngoing | Good news stories published via appropriate media | E and D core groupJames Tindall |
| Equality and Diversity issues are promoted via internal staff communications | Regular short news articles appear on the intranet and via internal communications | Ongoing  | Staff report awareness of their rights and responsibilities regards Equality and Diversity | James Tindall |
| Equality Impact Assessment takes place as part of the communications and engagement plan for Healthy Lives, Healthy Futures | Designated group undertakes equality impact assessment on proposals for transformational change as part of Healthy Lives, Healthy Futures | October 2013 | Equality Impact Assessment complete | Communications and engagement group for healthy Lives, Healthy Futures |
| Theme: Contracting |
| Equality and Diversity key Performance Indicators are included in all NELCCG contracts | KPI trajectories agreed by Equality and Diversity Core group are reflected in all key relevant contractsEquality and Diversity core group ratifies contract wording prior to sign off | March 2014 | KPI trajectories signed into contracts with providers | Eddie McCabe |
| Equality and Diversity issues are reflected in the Quality Scheme for Residential care homes | Equality and Diversity measurements are included in the Quality Scheme | September 2013 | Equality and Diversity issues form part of the assessment process for quality for local care homes | Jeanette Logan |
| Equality and Diversity legislation requirements are reflected in contracting and tendering processes  | Implement specific training on commissioning for Equality and Diversity outcomes | July 2013 | Identified staff have attended specific training | Lisa Hilder |
| Groups with protected characteristics are involved in tendering and contracting processes | Consultation and engagement takes place with groups with protected characteristics for each new tender process | Ongoing  | Community representative(s) involved in evaluating tender submissions | Contracting team |
| Theme: Leadership |
| CCG Leadership models good practice in respect of Equality and Diversity  | Organisational leaders deliver Equality and Diversity messages/good news stories at CCG time outs | Ongoing  | Equality and Diversity issues form part of the agenda for ongoing time outs for the CCG | CCg Partnership Board |
| CCG leadership is updated on current requirements in relation to Equality and Diversity | Annual presentation in relation to Equality and Diversity to the CCG Partnership Board | August 2013 | Presentation delivered | Lisa Hilder |
|  | Annual presentation in relation to Equality and Diversity at the Community Forum  | August 2013 | Presentation delivered | Roy Rufus-Isaacs/Lisa Hilder |
| Theme: Quality |
| Equality and Diversity forms part of Quality workstreams within the CCG | Interactive workshop on Transgender issues as part of the CCG clinical Governance Forum | September 2013 | Workshop delivered | Paul Kirton-Watson/Vicky Marshall |
| Complaints relating to groups with protected characteristics are highlighted and actions taken  | Complaints and PALS team present annual report to Equality and Diversity core group on complaints related to Equality and Diversity | January 2014 | Report received by Equality and Diversity Core group | Jo Wilson |
| Ensure consistency of decision-making in relation to IFRs and appeals | Analysis by protected characteristic of all IFRs and appeal decisions | January 2014 | Report received by Equality and Diversity Core group | Jo Wilson |
| Review of Interpreting and Translation services to determine standards | Review and engagement of local interpreting and translation services  | March 2014 | Review undertaken and action plan produced | Lisa Hilder |
| The specific objective related to Dementia is developed and progressed | Focussed work on gender difference takes place as part of the roll out of the NEL Dementia Strategy | March 2014 | Specific Objective is achieved | Jeanette Logan |
| Three additional specific objectives are identified and progressed in relation to groups with protected characteristics | Three relevant areas are identified in partnership with other local public sector organisations and action plans are produced | March 2014 | Specific Objectives are identified and action plans produced | Lisa Hilder |