

## **GLOUCESTERSHIRE PARTNERSHIP NHS TRUST DIVERSITY & EQUALITY ACTION PLAN 2004 - 2007**

The attached plan is the proposed Gloucestershire Partnership NHS Trust Diversity and Equality Action Plan for next three years - 2004-2007. It is recognised that as new legislation and legal interpretations arise, the plan will be subject to ongoing review and scrutiny to ensure that it remains focussed in order to translate the overriding aims of the Trust's Diversity & Equality Strategy into tangible outcomes that make GPT truly diverse and equal in all that it does. It incorporates the core values that are outlined within the Gloucestershire Partnership NHS Trust Diversity and Equality Strategy and translates these values into stretching but achievable targets.

Diversity and Equality aims are to be governed by a rigorous process led by the Board, and involving all employees and their staff side representatives, with close links to all other strategic planning. Strategic ownership of the Diversity and Equality Action Plan will rest with the Director of HR & Organisational Development but day to day accountability will be devolved to Diversity and Equality Group who will be responsible for carrying out the actions contained within it. This Diversity and Equality Group will be formed and commissioned by the Director of HR and Organisational development as a precursor to the Action Plan. It in itself will be diverse, equal and representative all groups and staffing grades of the Trust.

The Action Plan will focus on distinct but nevertheless, inextricably linked parts that focus on their respective target audience – the Partnership Trusts internal customers, employees, and external customers, the wider Gloucestershire Community. Although these are separate audiences for the purpose of focussing specific actions, to be successful in our overall aims each section is dependant on the other and actions taken in one area will be necessary prerequisites to underpin achievements in another area.

### Sections

Part One	Internal Focus	A better place to work for all staff
Part Two	External Focus	Equality in all we do for patients and making a difference in the local community

### Abbreviations

RRAA – Race Relations Amendment Act 2001  
DDA – Disability Discrimination Act 1995/2004  
HRA – Human Rights Act  
FA – Fair Employment Act 2003

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**PART 1 'A BETTER PLACE TO WORK FOR ALL STAFF'**

<b>OBJECTIVE</b>	<b>ACTIONS</b>	<b>LEAD RESPONSIBILITY / TIMESCALES</b>	<b>PROGRESS TO DATE</b>
<p>Meet IWL Practice Standards for Diversity and Equality in that all staff believe they are treated with Dignity and Respect.</p> <p>Ensure procedures are in place and staff are aware of bullying, harassment, whistle blowing, tackling violence, racial and other forms of discrimination</p> <p>Have an equality and diversity strategy in place which shows local action to support Vital Connections equality Targets</p>	<p>Establish an Diversity and Equality Group with devolved responsibility for implementing and reviewing all future diversity and equality actions</p> <p>Review of all existing policies to ensure Practice standards are met.</p>	<p>Director of HR to establish Diversity &amp; Equality Group by 31 January 2005.</p> <p>Diversity and Equality Group to implement and review all actions in line with stated timescales. This group will link to the already established Race Equality Group.</p>	<p>The Trust has developed and implemented the following policy &amp; procedure.</p> <ul style="list-style-type: none"> <li>- Promoting Dignity at Work</li> <li>- Whistle Blowing</li> <li>- Preventing and responding to violence &amp; aggression</li> <li>- Lone Workers</li> </ul> <p>Staff are made aware of these and are available to view either as a hard copy or on the Trust intranet site.</p>
<p>Meet the requirements of the RRAA and the statutory duties placed on public bodies.</p>	<p>Develop a coherent strategy and action plan for delivering race equality within the Trust</p>	<p>Race Equality Group Action Plan 2003-2006</p>	<p>A racial equality strategy with associated action plan was approved by the Trust in May 2002. From this a Race Equality Group has been established with its own action plan, which is integral to this Equality and Diversity Action Plan.</p>

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<p>Meet all requirements of DDA to make GPT an accessible employer to all.</p>	<p>Meet the Employment Service Disability 'Two Ticks' Symbol including interviewing all applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.</p> <p>To consult with disabled employees at least once a year regarding career development.</p> <p>To involve all key employees in ensuring that the commitments work.</p> <p>To review the commitments each year, check performance and plan improvements.</p>	<p>Diversity &amp; Equality Group - ongoing</p>	<p>We have successfully been accredited for the Employment services two ticks symbol and our adverts reflect this.</p> <p>We are now actively promoting implementation of the Disability Discrimination Act through recruitment &amp; selection and equal opportunity policies.</p>
<p>Ensure that Gloucestershire Partnership Trust meets all standards of recently introduced legislation that focuses on equality and diversity including FA, HRA and forthcoming proposed age discrimination legislation.</p>	<p>Develop and implement a review programme to ensure existing policies are compliant with the Fair Employment and Human Rights Acts and prepare and position the Trust to meet future legislation.</p>	<p>Diversity and Equality Group – Ongoing</p>	



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<p>There will be full awareness and understanding of all GPT services that are provided to all of the community.</p>	<p>We will review the current communications strategy against the understanding of all patients' users and carers to ensure the service provided crosses all language boundaries and that the trust is able to demonstrate to all the service provisions it has.</p> <p>We will provide the appropriate linguistic facilities to all patients/cares where required including Braille, BSL, Lip-reading and spoken languages and mother tongues.</p> <p>We will review all externally accessible GPT communications including the GPT annual general public meeting, paper based communications and GPT website to ensure the service communication reaches all.</p>	<p>Corporate Communications Manager and Freedom of Information Manager</p> <p>31 March 2006</p> <p>Clinical Governance/Risk Manager</p> <p>31 March 2005</p> <p>Corporate Communications Manager and Freedom of Information Manager</p> <p>31 March 2006</p>	<p>A Protocol for Translation Procedures for the Trust has been developed and will be presented to the GPT Board for approval in October 2004</p>
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<b>OBJECTIVE</b>	<b>ACTIONS</b>	<b>LEAD RESPONSIBILITY / TIMESCALES</b>	<b>PROGRESS TO DATE</b>
Ensure that contracts with all external providers have equality clauses that require compliance with GPT equality objectives	Create model contracts for use with all external providers, including staffing agencies, consultation contracts, external service providers, catering providers etc	Director of Finance, Head of Procurement  All contracts to external service providers reviewed by 31 March 2005	
Ensure that all existing GPT hospitals, homes and premises meet DDA requirements	Ongoing review of all premises to ensure any necessary and reasonable remedial work is carried out to meet DDA standards for both employees and service users.	Diversity Group and Corporate Service Manager.  Ongoing	
Ensure that equality principles are embedded into all corporate estate projects including building development projects. All future building work and estate improvements will have a foundation building block of DDA awareness	Diversity & Equality group to work with Corporate Service Manager to develop and review processes to ensure all projects impact assessed for barriers and equality elements added as appropriate.	Diversity Group and Corporate Service Manager.  Reviewed process changes in place 31 March 2005	
Address needs of 'hidden' minorities	Assessment of current services and current policies for any adverse impact on: Asylum seekers and refugees, gypsies and travellers and all other hidden minorities.  Establish links with representative forums to enable an understanding of needs in order to appropriately influence GPT actions where reasonable and	Diversity & Equality Group  Needs reviewed by 31 March 2005	

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	necessary.		
Improve access to employment with GPT for Service Users	<p>Review recruitment policies to ensure all hidden barriers are removed.</p> <p>Develop positive action to encourage employment within GPT.</p>	Diversity & Equality Group supported by Recruitment Manager	