**Leicestershire Partnership Trust**

**WRES Action Plan**

**1. Ensure Recruitment and Selection processes are free from bias**

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| **Priority** | **Action** | **Lead** | **By When** | **Milestone** | **Progress** | **RAG** |
| 1 | To achieve ethnically diverse interview panels | EDI Lead/Head of Employment Services | August 2019 | * Agree process with R and S Team for training BME staff (May 2019) * Comms to BME staff (May 2019) * Deliver R and S training to BME staff (July 2019) * Agree development of database of trained BME staff and protocols for their release for involvement in R and S (August 2019) * Communicate new approach and process to recruiting managers (August 2019) | Complete. Further communication to recruiting managers to be arranged. | G |
| 1 | Review the Recruitment and Selection Policy and supporting resources to ensure they are free from bias and integrate EDI practice throughout | Head of Employment Services with input from EDI Lead | Sept 2019 | * May 2019 to develop updated draft policy * June 2019 consultation * July/August 2019 ratification process * Sept 2019 formal adoption by SWG | EDI Lead has completed review of policy and on-line resources. Feedback has been shared with the Head of Employee Services, who will consider feedback and incorporate into final policy as appropriate. | A |

**2. Ensure that BME staff have equal access to career progression and development**

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| **Priority** | **Action** | **Lead** | **By When** | **Milestone** | **Progress** | **RAG** |
| 1 | Provide interview Skills training for BME colleagues | OD Practitioner/EDI Co-ordinator | June 2019 | * Interview training finalised (May 2019) * Organise 2 half day training sessions at Bradgate Unit (June 2019) | Interview Skills training course has been designed. Two dates were set aside for delivery of training. The first training was scheduled for the 31st May 2019. However, due to lack of sufficient numbers, this was cancelled. A second date has been organised for the 7th August 2019. More effort will be made in promoting these types of training in the future, to ensure that sufficient numbers are booked on. | A |
| 1 | Offering targeted support in making strong applications | OD Practitioner/EDI Co-ordinator | June 2019 | * Tie this action into the interview skills training action above (May 2019) * Deliver as part of interview skills training (June 2019) | In progress. However, this action is very achievable within timescales. | A |
| 1 | Establish matching relationships within the current LLR wide Reverse mentoring programme | EDI Lead with RM Provider | June 2019 | * Provider to complete remaining mentee training (April 2019) * Matching of mentors and mentees (May 2019) * Meetings between mentors and mentors to commence (June 2019) | Mentees and mentors have been matched. Mid way reflective practice sessions in August have been booked. Project will be evaluated in November. | G |

**3. Increase the cultural competencies of all staff with an emphasis on those with management and leadership responsibilities**

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| **Priority** | **Action** | **Lead** | **By When** | **Milestone** | **Progress** | **RAG** |
| 1 | Deliver LPT Unconscious Bias Training to staff prioritising recruiting managers | Equality Co-Ordinator | June 2019 | * Finalise training package (April 2019) * Test package with colleagues from support networks, HR and OD (May 2019) * Roll out of programme (June onwards) | The training has been tested with the BME Support Network and feedback has been incorporated into the final version. Equality Co-Ordinator to assist with the dissemination of information regarding access to the training. | G |
| 1 | Organise LLR wide Unconscious Bias Training | EDI Lead | June 2019 | * Dates for training are being finalised. | Dates have been circulated for the external training. The numbers of LPT staff accessing the training has been low. This could be down to the short notice given in respect of courses in June. Hopefully, any future dates that are secured can be promoted at an earlier opportunity. | G |
| 1 | Develop cultural competency training for managers and staff | EDI Lead | August 2019 | * Develop structure for training (June 2019) * Seek volunteers to share lived experience on training (July 2019) * Run first training course (August 2019) | A working group has been established to take this work forward. The first meeting was very productive, and has provided some excellent ideas for the development of a fit for purpose one day course for managers. | A |

**4. Future Priorities or those already underway**

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| **Priority** | **Action** | **Lead** | **By When** | **Milestone** | **Progress** | **RAG** |
| 2 | To review and strengthen the EDI criteria within person specifications and assessment of this criteria through the recruitment process (at shortlisting and interview stages) | EDI Lead and Head of Employment Services | September 2019 | Done as part of refreshing Recruitment Policy   * May 2019 to develop updated draft policy * June 2019 consultation * July/August 2019 ratification process * Sept 2019 formal adoption by SWG |  | A |
| 1/2 | Maximise opportunities for BAME staff to access any career development opportunities such as the Stepping Up Programme, Mentoring, coaching, specific BAME leadership Programmes and organise specific sessions as requested by BAME employees | EDI Lead & Head of OD | September 2019 | TBC |  | A |
| 1 | Launch a zero tolerance campaign in relation to less favourable and discriminatory behaviour towards staff | Head of Comms | August 2019 | * Leaders’ briefing session (April 2019) * Large A3 posters. Generic Red card to abuse posters (May 2019) * Social media posts featuring campaign of children of our BAME staff with #RedCardtoRacism and infographic of stats (May 2019) * Team toolkits to generate team discussions. Powerpoint with various scenarios to discuss as a team. A4 sheet of support and A4 posters for local use (printed packs) (May 2019) * Team brief (May 2019) * Closed Facebook group. Gif of all posters, directing to esource, generate discussion (May 2019) * Use posters as part of Our Future Our way roadshows (July/August 2019) | The Zero Tolerance campaign has been launched. The impact of the campaign will need to be monitored to ensure that it is effective and reaching all areas of the organisation. | G |
| 2 | Consideration to be given to specific actions that can be taken to target under-represented groups either within or outside planned recruitment events. | EDI Team and Employee Resourcing Team | September 2019 | To work with the newly established Leicestershire Reach Project to organise LPT’s presence at their May 2020 Employment Event, aimed at 10-19 year old BME young people. | TBC | A |
| 3 | Celebrating the success and role modelling of BME staff in senior roles. | EDI Team | December 2019 | TBC |  | A |
| 2 | Promotion of mentoring, coaching and development programmes targeted at under-represented groups and specific pay bands (Non-clinical Bands 2 to 4, and Clinical Bands 2 and 5) | Education, Training and Development | September 2019 |  |  | A |
| 2 | Development and articulation of career pathways for admin and clerical staff | Workforce Support | September 2019 |  |  | A |
| 3 | To build race equality objectives into managers appraisals | Head of OD | December 2019 |  |  | A |
| 1 | Introduce system of routinely recording on U-Learn the reason that an increment has not been awarded. To be picked up through the review of the appraisal process necessitated by the 2018 Contract Refresh, with increments being replaced by ‘pay steps’. | Education, Training and Development | April 2019 |  |  | R |
| 3 | All staff to be encouraged to complete study leave forms for all non-mandatory training to ensure it is recorded on uLearn. | Education, Training and Development | December 2019 |  |  | A |
| 2 | Review anti-bullying and harassment resources to ensure that the service is accessible to all | Human Resources Operational Team | September 2019 |  |  | A |
| 3 | More effective use of Cultural Ambassadors across LPT | Human Resources Operational Team | December 2019 |  |  | A |
| 3 | Consider positive action as and when vacancies occur | Chair/ CEO | December 2019 |  |  | A |
| 3 | Encourage all Exec and Non-Exec Directors to complete data on ESR | Chair/ CEO | December 2019 |  |  | A |
| 3 | Identify staff to be put forward for Midlands and East Talent Pool | CEO | December 2019 |  |  | A |