

# Equality, Diversity and Inclusion Policy

To set out the Trust’s **‘zero tolerance’** policy on equality and human rights in relation to employment, service delivery, goods, supplies, contractors and partner agencies, outlining the expected standards in order that no individual or group of people receive less favourable treatment either directly or indirectly.

Key Words:	Equality, diversity, inclusion	
Version:	6	
Adopted by:	Trust Policy Committee	
Date this version was adopted:	October 2021	
Name of Author:	Haseeb Ahmad, Head of Equality, Diversity and Inclusion	
Name of responsible Committee:	Equality, Diversity & Inclusion Workforce Group	
Please state if there is a reason for not publishing on website:	N/A	
Date issued for publication:	October 2021	
Review date:	March 2024	
Expiry date:	1 October 2024	
Target audience:	LPT employees, service users, patients, carers, external stakeholders, wider communities of interest.	
Type of Policy	Clinical	Non Clinical √
Which Relevant CQC Fundamental Standards?	14	

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## Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
Version 1	September 2011	
Version 2	20 December 2011	Amendments post initial review of draft 1.0
Version 3	20 February 2012	Final Draft prior to consultation
Version 3.1	06 March 2012	Amendments following feedback from HR LPT Staffside Policy Group
Version 4	January 2014	Reviewed and revised EHR policy in line with legislation
Version 5	January 2018	<p>Reviewed and revised to take account of any changes in legislation, policy and practice. The changes entail the following:</p> <ul style="list-style-type: none"> <li>• Titled changed to Equality, Diversity and Inclusion policy</li> <li>• Key words includes 'inclusion'</li> <li>• Clarity and update on the legislation</li> <li>• Extensive details on Human Rights Act removed</li> <li>• Reasonable adjustment moved under Gender Re-assignment</li> <li>• Update of information</li> <li>• Clarity on zero-tolerance to bullying and harassment</li> <li>• The word 'support' under ABHAS changed to 'advice'</li> <li>• Added Modern Slavery Act 2015 information.</li> <li>• Updated information under the following: <ul style="list-style-type: none"> <li>○ training details</li> <li>○ revised diversity and inclusion approach</li> <li>○ Staff Support Groups</li> <li>○ Procurement</li> <li>○ Hate Crime</li> <li>○ Performance and contracts</li> <li>○ Monitoring and review</li> <li>○ Due regard</li> <li>○ Complaints.</li> </ul> </li> </ul>
Version 5.1	15 November 2018	<p>Reviewed and revised to take account of any changes in legislation, policy and practice. The changes entail the following:</p> <p>Updated information:</p> <ul style="list-style-type: none"> <li>• Due Regard</li> <li>• Removed NHSLA standards.</li> </ul>
Version 6	July 2021	<p>Minor changes have been made to the document. For example, changing the name of the Equality, Diversity and Human Rights Team to the Equality, Diversity and Inclusion Service. Slight amendment to the definition of Inclusion in the definitions table.</p>

**For further information contact:**

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## **Equality Statement**

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

## **Due Regard**

LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and procedures and services are free from discrimination;
- LPT complies with current equality legislation;
- Due regard is given to equality in decision making and subsequent processes;
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 4) of this policy

## Definitions that apply to this Policy

<b>Bullying</b>	Bullying is offensive, intimidating, malicious, or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
<b>Due Regard</b>	Having <b>due regard</b> for advancing equality involves: Removing or minimising disadvantages suffered by people due to their protected characteristics. Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
<b>Diversity</b>	Diversity is about the recognition and valuing of difference in its broadest sense. It is about creating a working culture and practices that recognise, respect, value and harness difference for the benefit of the organisation, its workforce and the individual, including patients
<b>Dignity and Respect</b>	To treat someone with dignity is to treat them as being of worth, in a way that is respectful of them as individuals. Dignity is the result of being treated with respect. It is internal and often associated with a sense of worth, well-being, being valued and having a sense of purpose. Respect is done (not in a pejorative sense) to other people. When dealing with other people it is about being polite, being thoughtful and caring, keeping them informed, meeting their needs, ensuring their privacy, etc. and not treating them as an object of service.
<b>Equality</b>	Equality is not about treating everyone the same it is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. The implementation of equality is backed by legislation designed to address unfair discrimination based on particular protected characteristics.
<b>Equality and Diversity</b>	Equality and Diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued, harnessed and taken account of.
<b>Equality Groups</b>	People exhibiting one or more of the protected characteristics; age, disability, gender, ethnicity, religion and belief, sexual orientation, transgender, maternity, paternity, marriage and civil partnership.
<b>Fairness</b>	Fairness is treating people equally or in a way that is right or reasonable and considering everything that has an effect on a situation, so that a fair judgment can be made.
<b>Harassment</b>	In the Equality Act 2010 harassment is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.
<b>Human Rights</b>	'Human rights' are the basic rights and freedoms that belong to every person in the world. They are the fundamental things that human beings need in order to flourish and participate fully in society. Human rights belong to everyone, regardless of their circumstances. They cannot be given away or taken away from you by anybody – although some rights can be limited or restricted in certain circumstances. For example, your right to liberty (Article 5, European Convention on Human Rights) can be restricted if you are convicted of a crime.

<b>Inclusion</b>	The term inclusion is seen as a universal human right. It is the act of involving all people irrespective of their protected characteristic, medical conditions or other needs in every aspect of life. It is about giving equal access, being truly inclusive in involving everyone in decision-making and eliminating discrimination.
<b>Protected Characteristics</b>	This policy is intended to protect employees and service users from unfair treatment, regardless of their background. Our definition of 'protected characteristics' is based on those set out in the Equality Act 2010. The nine protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
<b>Public Sector Equality Duty</b>	A public authority (including NHS organisations) must, in the exercise of their functions, have due regard to the need to eliminate discrimination, harassment and victimisation or any other conduct prohibited by the Equality Act 2010 in relation to the protected characteristics advance equality of opportunity between all persons; and foster good relations between groups of people sharing a protected characteristic and those that do not.

## **1.0. Purpose of the Policy**

- 1.1 The policy applies to all staff, service users, patients, carers, visitors and any activities and functions undertaken by, or on behalf of the Trust.
- 1.2 Equality sits at the heart of everything the Trust does and delivers. It is a fundamental part of ensuring services and employment practices are fit for purpose and do not discriminate or disadvantage any protected group or individual.

## **2.0 Summary and Scope of Policy**

- 2.1 This policy replaces all previous equality policies managed by the Trust.
- 2.2 The Trust is committed to creating a culture where everyone has equal chances to improve their health and welfare in an environment free from any unlawful discrimination, harassment and bullying.
- 2.3 The Trust recognises that the experiences and needs of every individual are unique. The Trust strives to value and respect the diversity of its service users, patients, carers, staff and the public.
- 2.4 The policy sets out the Trusts expected standards of behaviour in employment, service delivery, suppliers, contractors and partner agencies. As a public body, the Trust has a duty to eliminate discrimination, advance equality and foster good relations.

## **3.0. Introduction**

- 3.1 This policy provides a framework for Leicestershire Partnership NHS Trust (hereafter referred to as the Trust) that will ensure compliance with the Equality Act 2010, Public Sector Equality Duty, Human Rights Act 1998 and Mental health Act 2007 in respect of their responsibilities as an employer and as a provider of services. The policy underpins any other policy or practice applied by the Trust.
- 3.2 The policy demonstrates the Trusts commitment towards dealing fairly with issues of equality, diversity and inclusion and anti-discriminatory practice both in the provision of services and as an employer. It is the intention of the Trust to eliminate unfair and unlawful discriminatory practices in line with current legislation.
- 3.3 Our commitment to this agenda has been summarised in our 'Equality and Diversity Statement'.
- 3.4 All staff should act in accordance to our Trust leadership behaviours for all and be able to evidence adherence in situations that involve equality and diversity. A fundamental approach to developing our Leadership behaviours for all is our ability to both give and receive feedback in a positive and insightful way. The feedback method is based on defining; Context, Understanding, Behaviour and Effect (CUBE).

## **4.0 Legal Duty**

### **4.1 Equality Act 2010**

The policy contains measures under the Equality Act 2010 to ensure as far as possible no one in the Trust discriminates (directly or indirectly) or victimises another person on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The legislation covers discrimination on several grounds: direct and indirect discrimination, discrimination by association, discrimination by perception and victimisation.

The Public Sector Equality Duty (PSED) consists of a general duty, (set out in section 149 of the Equality Act 2010); and specific duties (set out in secondary legislation to accompany the Equality Act 2010). The specific duties are designed to help public bodies meet the general duty; aiming to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

### **4.2 Commitment to Human Rights Approach**

The Human Rights Act 1998 sets universal standards to ensure that a person's basic needs as a human being are recognised and met. Public authorities are required to have arrangements in place to ensure that they comply with equality and human rights legislation, and it is unlawful for public sector organisations to act in a way that is incompatible with the legislation.

The Act encourages public authorities to apply a human rights approach to decision making across public services in order to achieve better service provision. The Care Quality Commission standards stipulate requirements related to human rights. The Trusts core purpose of putting patients first embodies the principles of respecting human rights.

The UK Human Rights Act contains 15 basic rights.

### **4.3 Modern Slavery Act 2015**

The 'Modern Slavery Act 2015' received Royal Assent on 26 March 2015 and is compatible with the Human Rights Act 1998 and the Equality Act 2010. The Act was introduced to protect individuals held against their will in relation to slavery, servitude and forced or compulsory labour, human trafficking and exploitation.

What is modern slavery?

Modern slavery is the illegal trade of human beings used for the purpose of commercial sexual exploitation or reproductive slavery, forced labour, or a modern-day form of slavery. This could relate to British and foreign nationals trafficked into, around and out of the UK. Children, women and men can all be victims of modern slavery. The Trust Board, Chief Executive, Clinical Directors, Divisional Directors, Heads of Service, Clinical



Leads and managers have overall responsibility for ensuring that staff are aware and receive appropriate support for dealing with issues regarding the Modern Slavery Act.

All staff have a responsibility to raise concerns with their immediate line manager and take appropriate action by using the routes outlined to report incidents of modern slavery.

#### 4.4 **Gender Reassignment**

It is unlawful to discriminate against staff because they are in the process of changing their gender identity or have gone through the process of gender reassignment. Trust policies support and ensure that staff are not discriminated against on the grounds of gender reassignment when engaging in any process such as:

- Recruitment and selection
- Determining pay
- Training and development
- Selection for promotion
- Discipline and grievances
- Countering bullying and harassment
- Taking time off work.

Gender reassignment is a personal, social, and sometimes medical, process by which a person's gender presentation (the way they appear to others) is changed. Anyone who proposes to, starts or has completed a process to change his or her gender is protected from discrimination under the Equality Act. An individual does not need to be under medical supervision to be protected. So, for example, a woman who decides to live as a man without undergoing any medical procedures would be covered (please refer to the Trust Gender Reassignment policy).

It is discriminatory to treat transsexual people less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment, when compared to how they would be treated if they were absent because of illness, injury or other reason. Please refer to the Trust Trans Gender Employee Policy for further guidance and support.

#### 4.5 **Reasonable Adjustments**

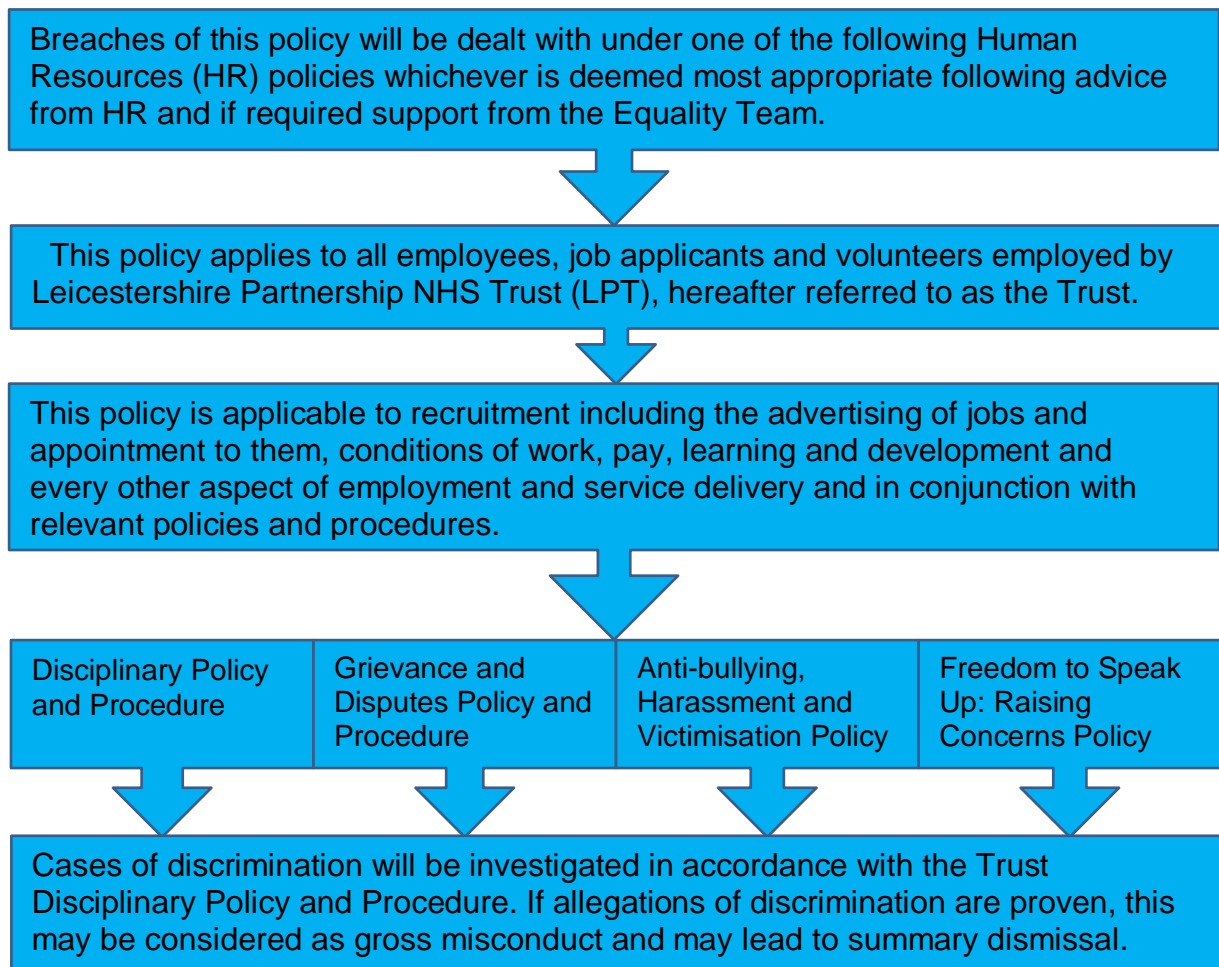
Reasonable Adjustment may be required when a disabled person applies for and is recruited to a post, when a member of staff becomes disabled or develops a long term health condition, when the impact of an impairment or medical condition deteriorates for an employee, when there is a change to the workplace or employment arrangements, or when there is need for a disabled member of staff to undertake further training.

Reasonable Adjustments may extend to the individual concerned only (such as providing a Support Worker, acquiring or adapting specialist equipment or organising transport to-from and within work). Or, they may be more wide-ranging to include changes to policies, procedures or corporate functions, to working arrangements or to enable access to premises that also includes car parking, signage, light/noise levels and safe evacuation.

Where members of staff have particular needs for in relation to a protected characteristic (disability, religious or belief, etc.), which may conflict with existing

work requirements, these requirements will be considered which may result in adjustments where reasonably practicable (such as ensuring that documentation is made available in different formats (please see Reasonable Adjustment policy).

## 5.0. Flowchart / Process Chart



## 6.0 Anti-bullying, Harassment and Victimisation

- 6.1 The Trust has a zero-tolerance to bullying, harassment and victimisation. The Anti-bullying, Harassment and Victimisation (Dignity at Work) policy is designed to ensure all members of staff, providers of services and service users are aware of what bullying and harassment is, know how to confront and challenge inappropriate behaviour and know how to raise a grievance or complaint without fear of reprisal or victimisation.
- 6.2 We are committed to having a working environment which is free from intimidation, offensive banter, discrimination and harassment or bullying on the grounds of disability, gender, marital status, race, colour, ethnic origin or national origin, nationality, age, sexual orientation, gender re-assignment, religion or belief, pregnancy and maternity or any other unjustifiable conditions or requirements covered under the legislation; this includes bullying and harassment on the grounds of association or perceived association with any of the aforementioned characteristics.
- 6.3 The Trust has designed, developed and implemented a confidential advisory Anti-Bullying and Harassment Advice Service that uses trained advisors to provide guidance and advice to individuals experiencing inappropriate behaviour. To

contact an advisor you can call the confidential helpline on 07557190581 or e-mail [nobullying@leicspart.nhs.uk](mailto:nobullying@leicspart.nhs.uk).

- 6.4 The Trust will not tolerate or accept bullying and harassment behaviour from staff, providers of services and service users. Managers will ensure, so far as is reasonably practicable, that bullying and harassment does not occur. Any action or behaviour found to be in breach of Trust policies may be regarded as misconduct or gross misconduct and may result in disciplinary action, in accordance with the Trust disciplinary procedure.
- 6.5 Examples of bullying may include and is not limited to – direct verbal or physical abuse, offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Such as deliberate exclusion and ignoring the person. Please see LPT Anti-Bullying, Harassment and Victimisation (Dignity at Work) Policy.

## **7.0 Recruitment, Promotion, Transfers, Redeployment and Resignation**

- 7.1 The 'Recruitment and Selection' policy will underpin all other policies related to recruitment, promotion, transfers, redeployment and resignations. All aspects of the recruitment and selection process will be open, fair and transparent. Where clarity is required, managers will seek advice and support from the Human Resources Team or the Equality and Diversity and Inclusion Service.
- 7.2 All job advertisements will include a statement to encourage applications from groups that are under-represented within the Trust. Any positive action initiatives to encourage such applications will keep to relevant legislation.
- 7.3 Job advertisements and supporting recruitment documentation will ensure that they do not refer to any specific equality criteria unless there is a genuine occupational requirement, which fully meets the provisions of the relevant legislation. Any personal details specified must be genuinely necessary to perform the particular role. For example; a post on a female only ward might specify an essential criterion that applicants must be female.
- 7.4 Any procedure for selecting and recruiting staff, promoting, transferring and redeploying employees and resignations/voluntary redundancies of employment will need to be fair and consistent (please see Trust Recruitment and Selection policy and guidance).
- 7.5 Staff leaving the Trust will be asked to complete an on-line form or may request a 1:2:1 exit interview, these will be opportunities to provide feedback and/or discuss any equality and diversity issues.

## **8.0 Grievance and Disputes Policy and Disciplinary Policy and Procedure**

- 8.1 Grievance  
All staff have the right to seek redress for their grievances. Grievances must be treated equally and fairly and not subjected to assumptions about the personal sensitivity of the employee expressing the grievance (please see Grievance and Disputes Procedure for details).

## 8.2 Disciplinary Policy

This Disciplinary Policy is in place to ensure that all employees are aware of and maintain the high standards of conduct required by this Trust. It describes clearly the process for reporting, investigating and managing allegations of misconduct and ensures all employees are treated fairly and consistently.

## 9.0 People (other than employees) Working for the Trust

9.1 Contractors, agency staff, partners, stakeholders and students on placement within the Trust who are providing services are required to adhere to the equality principles outlined in this policy. Appropriate action will be taken against contractors, agency staff and students who fail to adhere to the policy.

## 10.0 Patients, Service Users, Carers and Visitors

10.1 Patients, service users, carers and visitors will be expected to recognise and comply with the principles set out in this policy whilst on the Trust's premises or whilst receiving care originating from the Trust. Every effort will be made by the Trust to ensure all relevant information is available in a suitable format to achieve this aim.

10.2 Patients, service users, carers and visitors are expected to be respectful to all staff and other patients.

10.3 Patients, service users, carers and visitors who are verbally or physically abusive or who make derogatory statements that are of a discriminatory nature to any staff or other patients should be aware that they will be challenged about their behaviour. Where appropriate, the Trust may consider limiting or withdrawing the provision of services to, patients, service users, carers and visitors and may seek to prosecute individuals where it deems necessary (please

10.4 The Trust will consider issues such as non-capacity and any learning disability at this time before any action is taken such as a service being removed or reduced.

## 11.0 Equality, Diversity and Inclusion Strategy

11.1 The Trust's Equality, Diversity and Inclusion Strategy 2021 - 2025 has been designed and developed to improve service delivery to the broader community and meet our public sector equality duty. The Trust will also aim to extend its focus to reduce the health inequalities and associated socio-economic factors. The objectives and any associated action plans for the next four years will focus on activity that improves outcomes for those most disadvantaged.

## 12.0 Staff Support Networks

12.1 The Trust strongly supports the establishment of Staff Support Groups for staff. The groups provide an opportunity for staff who share one or more aspects of their identity, (protected characteristics) or who wish to champion/support/learn about any protected group to communicate, network, meet and support each other. In

turn, the Staff Support Groups help the Trust to break down barriers and improve equality outcomes. Further information can be found on Staffnet.

### **13.0 Involving, Engaging and Consulting**

13.1 The Trust will involve, engage and consult with local communities, employees, trade unions and anyone receiving our services, to develop and put in place strategies, policies and services that are appropriate to our diverse communities. The Trust will assess the effect of strategies, policies and services on all communities to ensure that needs are understood and met.

### **14.0 Hate Crime and Incidents**

14.1 Hate Crime is about victims in our communities (internal/external) who are targeted because of who they are, what they are or what people think they are. These incidents are motivated by offenders who have a hatred of their victims for example due to their, race, colour, ethnic or national origins, religion or belief, disability, sexual orientation, gender or gender identity, this list is not exhaustive. Hate crimes come in many forms including physical attacks, threats of violence or verbal abuse such as insults.

14.2 As part of the Trusts commitment to tackling hate crime a dedicated online resource is available to support staff and service users (please refer to Hate Crime webpage on Staffnet for further details). One initiative to help tackle hate crime is the facilitation of third party reporting.

14.3 Third party reporting takes away the need for a victim to attend a police station or to have any visible police presence at their home. Instead, victims or witnesses can report incidents confidentially and anonymously.

14.4 There are also trained staff who deal with third party reports in a manner that will ease any apprehension. These staff can also provide support, advice and potentially act as a link between victims and police.

### **15.0 Procurement**

15.1 Effective procurement to ensure a range of choice and equitable provision

15.2 The idea of fairness for all is at the heart of the NHS, and is reflected in the NHS Constitution. We make every effort to guarantee that the organisations from which we commission health services offer equitable access to all within Leicester, Leicestershire and Rutland, irrespective of any protected characteristic or equality group.

15.3 The Trust has an obligation to pass on our equality duties to contractors, such as the collection of equality monitoring data in order to allow the assessment of equal access and outcomes by protected characteristics. Equality duties relevant to the provider must be explicitly and clearly stated within the organisation's contracts.

## **16.0 Performance and Contract Management**

16.1 The Trust has a legal obligation to monitor the impact of commissioned services on people from different equality groups. The health needs of disadvantaged groups cannot be accurately identified without access to data that is appropriately disaggregated, nor can we evidence progress towards improving access and health outcomes and reducing health inequalities.

## **17.0 Service Delivery**

17.1 The Trust will endeavour to ensure that its services are non-discriminatory, enabling equality of access and provision and meeting the requirements of the Equality Act 2010.

17.2 The Trust will make every effort to prioritise its services and set them according to the health and social care needs of all diverse groups within the community. The Trust recognises the importance of seeking views from the community it serves and working cohesively to identify and improve services that help to tackle health inequalities.

## **18.0 Complaints**

18.1 The Trust will endeavour to actively involve and engage with all communities in order that they can influence and shape services. It is committed to fostering a culture where patients can approach a member of staff and raise a concern about their human rights. Any concerns/issues will be considered and discussed with them and resolved where possible.

18.2 If members of staff have a complaint they should contact the Human Resources Team or the Equality, Diversity and Inclusion Service. All grievances and complaints will be treated seriously and with sensitivity. Further information can be obtained from the Human Resources Team or by viewing the relevant policies on our Staffnet website.

## **19.0 Equality, Diversity and Inclusion Service**

19.1 The Equality, Diversity and Inclusion Service will work in partnership with service users and staff to reduce barriers. The Service will provide support and guidance on equality to the board, chief executive, directors, senior managers, leads and all staff, as required.

19.2 The Service will provide or make provision for the delivery of training that is appropriate to ensuring that equality principles are applied for promoting, embedding and mainstreaming equality into everything we do.

19.3 To contact the EDI Service, please e-mail us at [equality@leicspart.nhs.uk](mailto:equality@leicspart.nhs.uk)

## **20.0 Reviewing**

- 20.1 An essential part of this policy is the monitoring of equality related outcomes and measures. The Trust will monitor activity and highlight any equality concerns that are identified. This will enable us to take appropriate action to address any issues identified.
- 20.2 The Human Resources Director (who champions the equality agenda) with the support of the other directors will have the lead responsibility and accountability to ensure that this policy document is reviewed with respect to changes in legislation and/or at any time where it can be shown the needs of either the Trust or its employees are not being met.

## **21.0 Responsibility for Document Development**

- 21.1 The responsibility for the development of this policy rests with the Head of EDI and the EDI Workforce Group chaired by the Director of HR.

## **22.0 Duties within the Organisation/Key Duties**

- 22.1 The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.
- 22.2 The Trust Policy Committee is mandated on behalf of the Trust Board to adopt policies
- 22.3 As stated above the EDI Workforce Group has responsibility for this Policy.
- 22.4 Directors and Heads of Service are responsible for:
- Adherence to this Policy
  - Ensuring that this policy is communicated to and made known to all staff and where appropriate patients, service users and members of the public.
- 22.5 Managers and Team leaders are responsible for:
- Adherence to this Policy
  - Ensuring that this policy is communicated to and made known to all staff and where appropriate patients, service users and members of the public.
- 22.6 Responsibility of Staff
- Adherence to the policy
  - Awareness of its contents and their legal obligations
  - Advancement of the policy in line with their legal responsibilities.

## **23.0. Training needs**

There is a need for training identified within this policy. In accordance with the classification of training outlined in the Trust Learning and Development Strategy this training has been identified as mandatory training.

## 24.0 Monitoring Compliance and Effectiveness

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
All	Reporting of workforce and user demographic data to the EDI workforce Group and the EDI Patient Experience and Involvement Group	Production of reports	Submission and publication of reports on Trust website	Head of EDI EDI Workforce Group EDI Patient Experience and Involvement Group	Annual

## 25.0. Standards / Performance Indicators

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission registration standards (outcome 14) <i>Supporting Workers</i> (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 <a href="#">CQC essential standards</a> )	The trust maintains compliance with CQC registration standards, this policy supports outcome standards 14

## 26.0. References and Bibliography

N/A as the policy has been reviewed in light of relevant legislation and existing policy.



## Appendix 1

### Training Needs Analysis

<b>Training topic:</b>	Equality and Diversity Basic Training
<b>Type of training:</b> (see study leave policy)	<input checked="" type="checkbox"/> Mandatory (must be on mandatory training register) <input type="checkbox"/> Role specific <input type="checkbox"/> Personal development
<b>Directorate (s) to which the training is applicable:</b>	<input checked="" type="checkbox"/> Adult Mental Health & Learning Disability Services <input checked="" type="checkbox"/> Community Health Services <input checked="" type="checkbox"/> Enabling Services <input checked="" type="checkbox"/> Families Young People Children <input checked="" type="checkbox"/> Hosted Services
<b>Staff groups who require the training:</b>	Everybody
<b>Regularity of Update requirement:</b>	3 years
<b>Who is responsible for delivery of this training?</b>	Head of EDI
<b>Have resources been identified?</b>	Yes
<b>Has a training plan been agreed?</b>	Yes
<b>Where will completion of this training be recorded?</b>	<input checked="" type="checkbox"/> ULearn <input type="checkbox"/> Other (please specify)
<b>How is this training going to be monitored?</b>	Through uLearn and reporting to TED

## The NHS Constitution

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services

<b>Shape its services around the needs and preferences of individual patients, their families and their carers</b>	<input type="checkbox"/> √
<b>Respond to different needs of different sectors of the population</b>	<input type="checkbox"/> √
<b>Work continuously to improve quality services and to minimise errors</b>	<input type="checkbox"/> √
<b>Support and value its staff</b>	<input type="checkbox"/> √
<b>Work together with others to ensure a seamless service for patients</b>	<input type="checkbox"/> √
<b>Help keep people healthy and work to reduce health inequalities</b>	<input type="checkbox"/> √
<b>Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance</b>	<input type="checkbox"/> √

## Appendix 3

### Stakeholders and Consultation

#### Key individuals involved in developing the document

Name	Designation
Haseeb Ahmad	Head of Equality, Diversity and Inclusion

#### Circulated to the following individuals for comment

Name
Directors / Heads of Service and Direct Reports
Operational HR Team
Equalities Team
Staffside
Workforce Organisational Development Wellbeing Group

## Due Regard Screening Template

Section 1	
<b>Name of activity/proposal</b>	Reviewing of Equality, Diversity & Inclusion Policy
<b>Date Screening commenced</b>	2 <sup>nd</sup> July 2021
<b>Directorate / Service carrying out the assessment</b>	EDI Service
<b>Name and role of person undertaking this Due Regard (Equality Analysis)</b>	Haseeb Ahmad, Head of Equality, Diversity & Inclusion
<b>Give an overview of the aims, objectives and purpose of the proposal:</b>	
<b>AIMS:</b> To ensure that the Equal Ops Policy meets all current legal and statutory requirements in line with equality legislation in discharging its functions under the Equality Act 2010.	
<b>OBJECTIVES:</b> To ensure the EO Policy meets its statutory requirements under the Equality act To ensure that the EO Policy provides the necessary framework to guide staff (at all levels), patients, service users and the public in discharging their legal, business and moral obligations in relation to equality, diversity and inclusion.	
Section 2	
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details
Age	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery
Disability	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery
Gender reassignment	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery
Marriage & Civil Partnership	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery
Pregnancy & Maternity	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery
Race	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery
Religion and Belief	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery

Sex	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery
Sexual Orientation	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery
Other equality groups?	Positive, this policy is intended to advance equality of opportunity and eliminate discrimination for all people with protected characteristics in relation to all aspects of employment and service delivery.

### Section 3

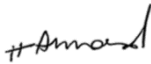
**Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please tick appropriate box below.**

		No	
High risk: Complete a full EIA starting click <a href="#">here</a> to proceed to Part B		Low risk: Go to Section 4.	√

### Section 4

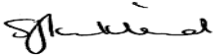
**If this proposal is low risk please give evidence or justification for how you reached this decision:**

This policy is aimed at the promotion of equality of opportunity.

<b>Signed by reviewer/assessor</b>		<b>Date</b>	2 <sup>nd</sup> July 2021
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
<b>Head of Service Signed</b>	Kathryn Burt	<b>Date</b>	July 2021

## Appendix 5

### DATA PRIVACY IMPACT ASSESSMENT SCREENING

<p><b>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</b></p> <p><b>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</b></p>		
<b>Name of Document:</b>	<b>Equality, Diversity and Inclusion Policy</b>	
<b>Completed by:</b>	<b>Haseeb Ahmad</b>	
<b>Job title</b>	<b>Head of Equality, Diversity &amp; Inclusion</b>	<b>Date 2<sup>nd</sup> July 2021</b>
<b>Screening Questions</b>	<b>Yes / No</b>	<b>Explanatory Note</b>
<b>1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.</b>	No	N/A
<b>2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.</b>	No	N/A
<b>3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?</b>	No	N/A
<b>4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?</b>	No	N/A
<b>5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.</b>	No	N/A
<b>6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?</b>	No	N/A
<b>7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.</b>	No	N/A
<b>8. Will the process require you to contact individuals in ways which they may find intrusive?</b>	No	N/A
<p><b>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via <a href="mailto:Lpt-dataprivacy@leicspart.secure.nhs.uk">Lpt-dataprivacy@leicspart.secure.nhs.uk</a></b></p> <p><b>In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</b></p>		
<b>Data Privacy approval name:</b>	<b>Sam Kirkland, Head of Data Privacy</b> 	
<b>Date of approval</b>	<b>18.08.21</b>	

Acknowledgement: This is based on the work of Princess Alexandra Hospital NHS Trust