NPSA Equality and Diversity

Agency action plan 2011-2012

Introduction

The aim of this action plan is to ensure that the NPSA embeds equality and diversity into its day to day activities thereby fulfilling the requirements of the Equality Act 2010 and the public sector Equality Duty. The Equality Duty came into force on 5 April 2011 it has three aims. It requires public sector organisations to have due regard to the need to:

- *Eliminate unlawful discrimination*, harassment , victimisation and other conduct prohibited by the Act;
- *Advance equality of opportunity* between people who share protected characteristics and people who do not share it; and
- *Foster good relations* between people who share protected characteristics and people who do not share it

This is action plan is based on the following principles and assumptions:

- The focus for the Agency in 2011/12 will be on transition of functions and divisions to receiving host organisations resulting in significant change to the organisation during the financial year
- Equality and diversity forms an integral part of the Agency's and divisions decision making processes
- Our Equality and Diversity duty is a continued duty; the actions contained within this plan will be reviewed on a regular basis.
- As part of the dissolution of the NPSA, Corporate Services Division will have responsibility for agency wide actions; the divisions will take full responsibility for developing divisional specific Equality and Diversity actions plans during the transition period. These plans will transfer with them when they move to their new hosting arrangements
- The divisions will have a lead owner responsible for ensuring the development and implementation of divisional specific Equality and Diversity action planning

Action 1&2: Employment Monitoring

Outcomes	Evidence Required	Actions	Responsible Lead	Comment
To have a recruitment process where no barriers to particular equality groups exist and are free from discrimination. NPSA considers ways to positively promote equality and diversity	Monitoring outcomes by specific job grade level within NPSA (as well as Board members): Job applicants, short listed, unsuccessful, and offered according to equality categories. Evidence of action taken where issues of discrimination or disadvantage highlighted.	Monitoring to include equality categories: 1. Monitoring at recruitment and in employment to be by job grade 2. Take action where any issues of discrimination or barriers to equal access identified 3. The annual Equal Opportunities monitoring report will be published in Jan and June 2012.	Kate Row (Head of HR)	Corporate Services led,Agency wide action
NPSA uses temporary recruitment agencies that operate their recruitment practices in line with best practice equality and diversity standards. NPSA considers ways to positively promote equality.	Alignment of recruitment agencies to the PASA/OGC to the Department of Health "Single Equality Scheme". Agencies used for recruitment will be subject to an ongoing review of how they sift applicants and their monitoring processes	The NPSA to use the OGC procurement framework when using recruitment agencies, monitoring through BMS.	Dave Bell (Finance Director)	Corporate Services led Agency wide action.

Action 3: Employment and Training and Development

Outcomes	Evidence Required	Actions	Responsible Lead	Comment
All staff and managers trained to understand/practice equality and diversity Equality and diversity embedded into day to day work activities	Evidence of all staff having received equality and diversity training.	1. Diversity and Equality training for all employees via the NHS Core Learning Unit on-line Equality and Diversity programme. 2. Detailed training guidance provided for managers responsible for recruiting staff to ensure they understand fair recruitment and selection. 3. Key policy holders provided with information to enable them to conduct Equality Impact Assessments	Kate Row (Head of HR)	Corporate Services led, Agency wide action A number of staff and managers have been trained on Equality Impact Assessments; however some of these staff have since left the Agency due to organisational change. We therefore need to ensure that current policy holders have received *Equality Impact Assessment training*

Action 4: Equality Impact Assessments:

Outcomes	Evidence Required	Actions	Responsible Lead	Comment
NPSA will assess all of its policies, projects, functions and activities (whether documented or not) to identify any discrimination or disadvantage (or risks of the same) and ways to positively promote equality to race, gender, disability, sexual orientation, religion/belief system and age.	*1. Equality Impact Assessments* for all NPSA Policies, procedures and functions including *action plans where applicable* 2 Completed *Initial Screening* documentation indicating that assessments have revealed no equality risks (within the equality categories and other equality groups) to the project, service or function assessed.	Each Division will be responsible for ensuring all new policies, projects and functions have had EIA's undertaken on them and action plans produced as applicable Divisions to perform *Initial Screenings* on all new and reviewed NPSA policies, projects and functions. Where the *Initial Screening* process indicates likely equality implications, conduct a full *Equality Impact Assessment*. Report progress to the Senior Management Group on a quarterly basis Identify divisional managers responsible for completing assessments Managers provided with information to enable them to conduct Equality Impact Assessments Agreed timescales for completion of screenings and assessments	Jit Patel (Transition Director) - Corporate Services. Kevin Hunt (Associate Director) – NCAS Suzette Woodard (Director of Patient Safety) – Patient Safety	Divisional specific action. Divisions to be responsible for EIA action planning including undertaking Initial Screening on all new policies, procedures, projects and activities and Full Equality Impact Assessments are completed where required.

		by Senior Management Group.		

Action 5: Involvement of employees from different Equality Groups / Consultation

Outcomes	**Evidence Required**	**Actions**	**Responsible lead**	**Comments**
Increased involvement of employees from different equality categories leading to NPSA having a greater awareness of different equality groups and their needs.	Employees from different equality backgrounds involvement in: Equality and Diversity Assurance Group Staff Council EIA documentation for service changes and staff consultations. Evidence of consultation with those that are being provided a service to and with employees in regard to all policies and practices which directly or indirectly affect them. Annual business report to include Equality actions and progress.	Looking at ways to work together in identifying needs of different equality groups. Monitor, evaluate communicate with Board, CE and Senior Team EIA's conducted to ensure transparent membership and participation in groups Annual business report will be prepared for end of June 2012.	Jit Patel (Transition Director) - Corporate Services	Corporate Services led , Agency wide action Divisions responsible for ensuring. Equality Impact Assessments are conducted for all change management processes throughout the Agency.

Action 6: Access to Information

Outcomes	Evidence Required	Actions	Responsible Lead	Comment
Electronic and non electronic information to be accessible to all equality groups and action taken to remove barriers to access,	EIA documentation to indicate assessment of barriers to access and provide details of action taken.	Each Division to have responsibility for ensuring electronic and non electronic information is accessible. Divisional specific action plans to be produced Involve minority communities to understand what their access to information needs are Review of products and services on an annual basis. Review external and internal communications and tools to remove any barriers.	Jit Patel (Transition Director) - Corporate Services. Kevin Hunt (Associate Director) – NCAS Suzette Woodard (Director of Patient Safety) – Patient Safety	Divisional specific action. Divisions responsible for ensuring they have actions plans and EIA are carried out accordingly

Action 7: Procurement

Outcomes	Evidence Required	Actions	Responsible Lead	Comment
A procurement policy and process which embeds equality and diversity principles and actions	Demonstrate we have a procurement policy which transparent and open to equality groups creating a fair and equal tender process. This process will remove any potential adverse impacts as well as positively promoting equality.	Monitor procurement process via equality categories Consistency in procurement processes and equality across the agency Suppliers/Contractors to provide evidence; a policy or statement, of Equality and Diversity awareness.	Dave Bell (Finance Director)	Divisions will need to ensure during the transition phase they have procurements processes and policies that embed equality and diversity principles

Action 11: Patient Safety Actions

Outcomes	Evidence Required	Actions	Responsible Lead	Comment
Complete 2 Equality and Diversity Impact Assessments, on to cover the NRLS system and its data outputs, the other to cover the Patient Safety Division's business as usual activities	Two completed drafts by March 2012	Next steps to be derived from Impact Assessments	Michael Wilbur (Patient Safety Business Manager)	

Action 12: NCAS				
Outcomes	**Evidence Required**	**Actions**	**Responsible Lead**	**Comment**
To ensure compliance of all NCAS activity with the Equality Act and that this occurs on the provision of any new services or activity. To ensure NCAS has an action plan for this activity which will ensure the requirements for due diligence are adhered to before the transfer takes place in financial year 2011 – 2012.	Completion of EqIAs and engagement with Management Team, staff and external groups where appropriate.	Review the processes and activities linked to NCAS services including education, assessment development and operations, case management (including Back on Track activities). This is being done as part of the due diligence to the interim host. EqIAs were also conducted on the physical move to the new office location in London (Skipton House) and on the transition work stream activity. Revive the Equality and Diversity Reference Group which will include Heads of Service.	Claire McLaughlan, Kevin Hunt, Pauline McAvoy Lynn Hugo	NCAS responsible for producing divisional specific action for 2011-12