

Equality, Diversity and Human Rights Strategy & Implementation Plan 2013 - 2017

This document sets out Vale of York Clinical Commissioning Group's commitment to advancing equality, diversity and human rights. It outlines our equality objectives and how we will achieve these.

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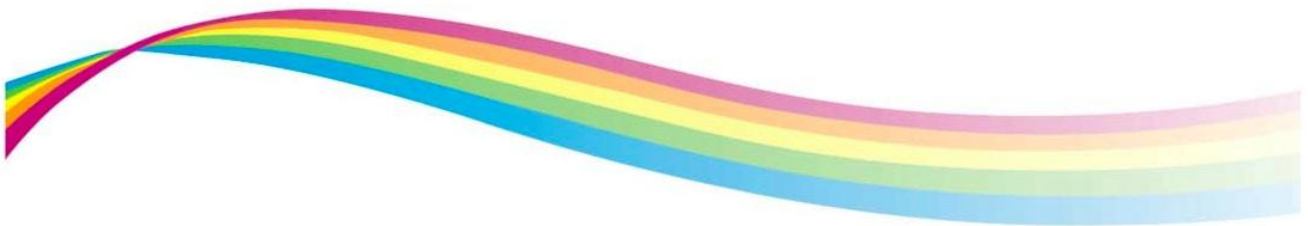


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Supporting Documents:

Attachment 1 – Equality Delivery System Assessment September 2013

Attachment 2 – Population and Health Inequalities Data

Attachment 3 – Equality Delivery System Assessment

Attachment 4 – Human Rights Act 1998 and Health

Attachment 5 – Implementation Plan

1 Foreword

NHS Vale of York Clinical Commissioning Group (CCG) is proud to introduce its Equality, Diversity and Human Rights Strategy and Implementation Plan.

Underpinned by our vision, mission and values; this strategy highlights and supports our guarantee to promote equality throughout the planning and development of service commissioning; whilst appreciating and respecting the diversity of our local community and staff.

This strategy will support our commitment to give everyone in the community the opportunity to be heard and give their opinions about local healthcare services. It will also allow us to continue to have open, honest and two-way conversations – at times and in ways that are appropriate for our stakeholders.

Dr Mark Hayes
Chief Clinical Officer

Rachel Potts
Chief Operating Officer

2 Accessibility

This document contains information about how we will meet our equality duties. If you need this information in another format or language, please phone: 01904 555870 or email valeofyork.contactus@nhs.net

Ten dokument zawiera informacje o tym, jak będziemy spełniać nasze obowiązki na rzecz równości. Jeśli informacje te są potrzebne w innym formacie lub języku, prosimy o telefon: 01904 555870 lub email valeofyork.contactus@nhs.net.

There is also an easy read version of this document available at **to be entered on publication**

3 Introduction

This Equality, Diversity and Human Rights Strategy will set out how Vale of York Clinical Commissioning Group (CCG) will meet its public sector equality duties under the Equality Act 2010. It will describe:

- The definitions we use for equality, diversity and human rights
- Why we have developed this strategy
- Our understanding of our legal duties
- How we apply these duties in the context of our organisation
- Our understanding of the population we commission services for, including a demographic breakdown of the population by protected characteristic and an overview of health inequalities faced by people who share protected characteristics
- Our approach to identifying our equality objectives, including the use of the Equality Delivery System
- Our equality objectives and implementation plan
- How we will work with partners, patients and communities and other stakeholders such as HealthWatch to ensure that our equality objectives and approach are sound and to be accountable for performing against these objectives
- How we will monitor and report back on our performance

4 Definitions

Equality is ensuring individuals or groups of individuals are treated fairly and equally and no less favourably, specific to their needs. It may also mean treating people more favourably based on their needs (making services more accessible for people with disabilities).

Diversity aims to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture for all.

Inclusiveness describes how people from all backgrounds are involved in an organisation, how their perspectives are valued, and how their needs are understood.

Human Rights are the basic rights that people are entitled to. These are broadly captured by the FREDA principles:

Fairness, **R**espect, **E**quality, **D**ignity, **A**utonomy

5 Why have we developed this strategy?

We know that we have a public sector duty under the Equality Act 2010 to promote equality and eliminate discrimination and foster good relations. We also understand that equality is a core principle of the NHS Constitution and embedded into the Health and Social Care Act. Appendix 1 provides the detail of our duties.

We understand that the spirit of these duties is to improve our understanding of the population we commission services for, listen to the people who use the services we commission, work in partnership with community groups, local authorities, HealthWatch and providers of healthcare so that together we can make services accessible and appropriate and that all patients have the best information possible about managing their health. Developing this strategy helps us to review where we are now, develop stronger relationships with our partners, patients and communities, identify our objectives and make sure that we deliver.

We know we cannot achieve this without the commitment of our staff and this strategy also provides an opportunity for us to make sure we are an inclusive employer, with well-supported, engaged and empowered staff.

6 About Us

The CCG's Integrated Operational Plan 2013-14 sets out our function, our vision, mission and values and information about our governance structure. This document is available online at: <http://www.valeofyorkccg.nhs.uk/data/uploads/governing-body-papers/4-april-2013/item-6-operational-plan.pdf> or telephone 01904 555870 if you do not have internet access.

Reducing health inequalities is one of our strategic objectives and being an inclusive organisation is reflected in our values.

6.1 Our staff

As a CCG, we only directly employ 41 staff. We are committed to attracting, retaining and developing a diverse and skilled workforce. We routinely collect equality data for our workforce which is submitted to NHS Employers.

We actively work to remove any discriminatory practices in our work, eliminate all forms of harassment and promote equality of opportunity in our recruitment, training, performance management and development practices.

Policies and processes in place to support this include:

- The Performance Development Review Policy
- Induction Policy
- Bullying and Harassment Policy
- NHS Code of Conduct for Managers
- Job descriptions (including statements regarding equality and diversity expectations)
- Annual appraisals with staff

We also routinely provide Equality and Diversity training which is mandatory for all our staff. Enhanced training is available, as appropriate to individual staff roles.

6.2 Our Population

The Joint Strategic Needs Assessment (JSNA) provides is our primary source of data about the population we serve. We refer to the York JSNA 2012 as well as the North Yorkshire JSNA 2012 reports as our registered patient population of 332,665 extends beyond the city of York to include Selby, Easingwold, Pocklington and parts of Ryedale.

The CCG receives a monthly Public Health Report, however we do recognise the challenge of understanding the needs of all of our population, as this is not co-terminus with local authorities. We need to work with Public Health to improve the quality of data we receive for the Vale of York Population.

City of York Council refer to communities of identity, which include people who share protected characteristics based on evidence of particular inequalities:

- Older People, Older People with disabilities
- Those with disabilities (learning and physical)
- Those with mental illness
- Families out of work
- Lone Parents, Pregnant women, Teenage mums
- 16-24 year olds
- Young People with mental health issues, learning disabilities
- Young People Living in Care
- Looked After Children
- Children in Poverty on Free school meals, Children with Special Educational Needs, Gypsy and Traveller Children
- Gypsy and Travellers
- Black, Asian and Minority Ethnic Community
- Lesbian, Gay, Bisexual, and Transgender community
- Carers

A detailed analysis of our population by protected characteristic is given at Appendix 2. This includes an overview of health inequalities associated protected characteristics.

7 Our Approach to Promoting Equality

7.1 Leadership and Governance

The Governing Body accountability for Equality and Diversity sits with the Chair of the CCG. The Chief Operating Officer is the Executive Lead for Equality, with the Head of Integrated Governance as the Corporate Lead and the Executive Nurse as the Clinical Lead. Our leadership approach will ensure that there is fairness in our commissioning decisions and that business is planned and conducted in to meet our equality duties.

Our Quality and Performance Committee will monitor our performance against our equality objectives, with annual reporting to the Governing Body.

7.2 NHS Equality Delivery System

We have used the Equality Delivery System (EDS) in the development of this strategy to provide us with a baseline assessment. The assessment was done as workshop with a cross section of staff to help provide an initial impression of where the strengths and areas for development are. As part of the implementation of this strategy, we will work with stakeholders to widen out the assessment process so that we can do an annual assessment to help us measure our progress and also to provide accountability to our stakeholders that we are doing what we have committed to do and making progress.

An overview of the EDS as well as the assessment outcomes for stage 1 of our assessment is given at Appendix 2.

7.3 Equality Impact Analysis

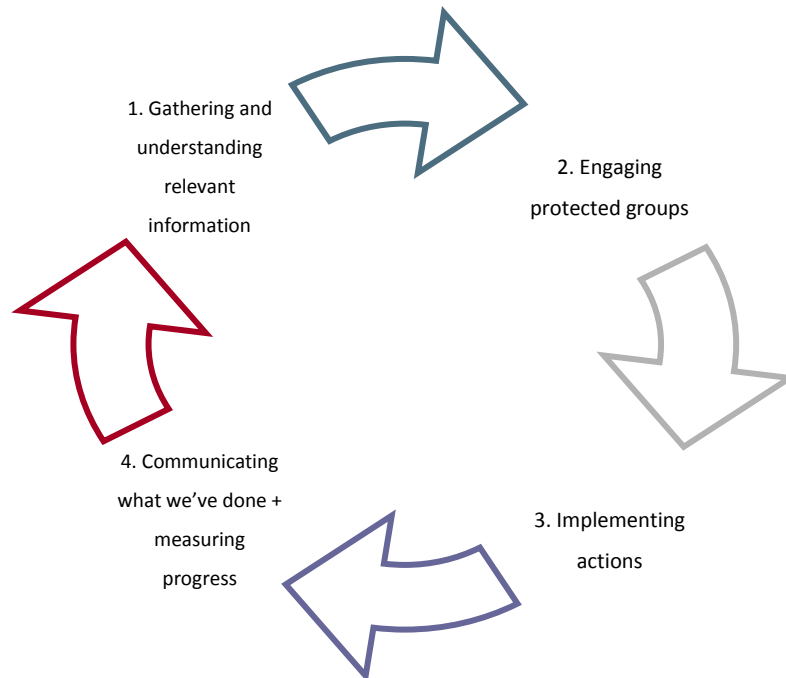
Equality impact analysis means thinking about how people with particular characteristics may be affected (either positively or negatively) by the decisions we make. Equality analysis should be embedded as part of normal business processes. This includes our approach as an employer and as a commissioner of health services. Thinking about equality impact should be a natural part of the thought process in making decisions, rather than a bolt-on process.

7.3.1 As a Commissioner

The role of the CCG is primarily to commission health services, so we will need to think about how people from the protected groups may be affected for each step of the commissioning cycle:

- When we decide our strategy and priorities
- When we re-design services
- When we plan how we will shape supply and manage demand
- When we procure services from providers
- When we decide how we will monitor and evaluate performance

In each of these circumstances, we will look to analyse relevant information and understand views from communities themselves. We will then consider and implement actions to make sure no groups are unfairly disadvantaged, and monitor the effectiveness of what we've done. This is shown in the cycle below:



In order to stimulate and demonstrate our thought processes, for each of the circumstances outlined on the previous page, we will write down answers to:

1. *How might this affect people from the protected groups in different ways to others?*
2. *What information and engagement with communities have you used to make this judgement?*
3. *What are you going to do to remove or minimise any disadvantage?*

7.3.2 As an Employer

We recognise the need to pay due regard to equality in the decisions we make as an employer. All our policies include an equality impact analysis, which shows how we have considered the impact of our policies on our staff.

7.3.3 Making sure it happens

To make sure we have the capacity to do effective equality analysis we have developed and implemented tools and guidance for use by staff to help with their analysis. Specific training has been provided to our staff so that they are able to do this effectively and to our Governing Body so that they understand their role in seeking assurance that an effective equality analysis has been undertaken. All papers that go before the Governing Body must include an equality impact analysis and Governing Body members understand that it is the substance of the analysis that is important rather than just the completing the paperwork.

Equality analysis supporting Business Cases for commissioning decisions is included in consultation material so that equality issues raised in consultations can be noted and fed back into the decision making process.

7.4 Communications and Engagement

Vale of York CCG have established two key mechanisms for facilitating engagement with patients and the public:

Public & Patient Engagement Steering Group monitors and oversees engagement and provides guidance to CCG on appropriate and effective use of engagement methods.

Public & Patient Forum is open to the public, stakeholder and patient reference groups and held twice a year. It receives reports from the Steering Group on work being undertaken by CCG, as well as being encouraged to contribute to discussions on CCG activities.

We are committed to transparency and openness and recognise that individual members of the public and sections of the community may experience barriers in accessing information and services. Our Engagement Strategy encourages the use of a wide range of communication methods to promote access to information and will ensure the engagement process is open and accessible to all. The Strategy sets out how we will establish mechanisms for:

- Engaging with, and listening to, patients, carers, diverse groups and other stakeholders
- Having a means of ensuring that patients' experiences are taken into account when commissioning decisions are made.
- Communicating with stakeholders to ensure that people are kept informed of developments and have access to information they need, when they need it.
- Engaging with the public on our equality objectives and held to account on our performance

We are committed to fully involving all sections of the community in the development of our objectives and associated action plans. We will continue to strive to give every opportunity to our key stakeholders to comment on health services in Vale of York to inform priorities for action. This includes:

- Finding out what barriers people face and taking steps to remove them.
- Asking if people are satisfied with health services e.g. through surveys, focus groups.
- Setting priorities and planning changes.
- Monitoring and reviewing current data and provision.
- Reviewing and revising this plan.
- Providing feedback on how people's views have influenced our decisions and actions.

One of our equality objectives is to maximise engagement in our equality impact analysis to ensure that the services we commission are inclusive, accessible and appropriate.

7.4.1 Engagement on our equality objectives

We are legally required to have identified our equality objectives by 13 October 2013. We have used the results of previous engagement findings and internal assessment (using the Equality Delivery System) to identify our objectives. *We will consult with stakeholders, patients and the public until 13 January 2013 on this strategy and our objectives. We will*

also be working with local interest groups to help us assess our performance against our equality objectives.

A list of stakeholders is given below. If you would like to be included in this list please contact: ☎01904 555870, email: valeofyork.contactus@nhs.net

- Patient and Public Engagement Forum
- Patient and Public Engagement Steering Group
- City Of York Council + the Equality Advisory Group
- HealthWatch York
- York Teaching Hospitals NHS Foundation Trust
- Leeds and York Partnership NHS Foundation Trust
- York Health and Wellbeing Board
- North Yorkshire County Council Health and Wellbeing Board

7.5 Partnerships

The CCG recognises the importance of working in partnership to promote equality. This means providing leadership and also making the most of existing forums, such as the Equality Advisory Group hosted by City of York Council.

The CCG is a member of the following Health and Wellbeing Boards:

- North Yorkshire
- City of York
- East Riding

The CCG will work together with the Health and Wellbeing Boards to reduce health inequalities and collaborate where possible on delivering shared equality objectives.

We also work in partnership with our providers and other health organisations to identify shared objectives relating to equality data, access and engagement. These will be reflected in performance and quality indicators managed through the contracting process.

See Figure 1 - Defining shared equality objectives (page 14)

7.6 Publishing Information

We are committed to publishing a range of equality information to help our local residents gain a greater understanding of the decisions we are making and why they are being taken. In line with good practice, we will aim to ensure our published equality information:

- Is available online and up-to-date.
- Is easy to find, clearly linked together and (ideally) available in one place.
- Covers both potential and actual service users.
- Provides information on the core functions of the organisation.
- Includes evidence on how equality impact is assessed, particularly with regard to the most relevant functions and policies.
- Is accessible to everyone and available in relevant alternative formats and languages, where required.

We will undertake a review of our published information at least annually.

8 Our Equality Objectives

The development of our equality objectives have been formulated through the self-assessment of our EDS and the initial engagement work we have already undertaken to develop our commissioning priorities. We will consult on our equality objectives and this strategy until 13 January 2013.

Our equality objectives are:

1. To provide accessible and appropriate information to meet a wide range of communication styles and needs
2. To improve the reporting and use of equality data to inform equality analyses
3. To strengthen stakeholder engagement and partnership working
4. To be a great employer with a diverse, engaged and well supported workforce
5. Ensure our leadership is inclusive and effective at promoting equality

We will develop an implementation plan to show how we will realise and measure these objectives. The figure below shows how we will seek to collaborate with others to achieve these objectives.

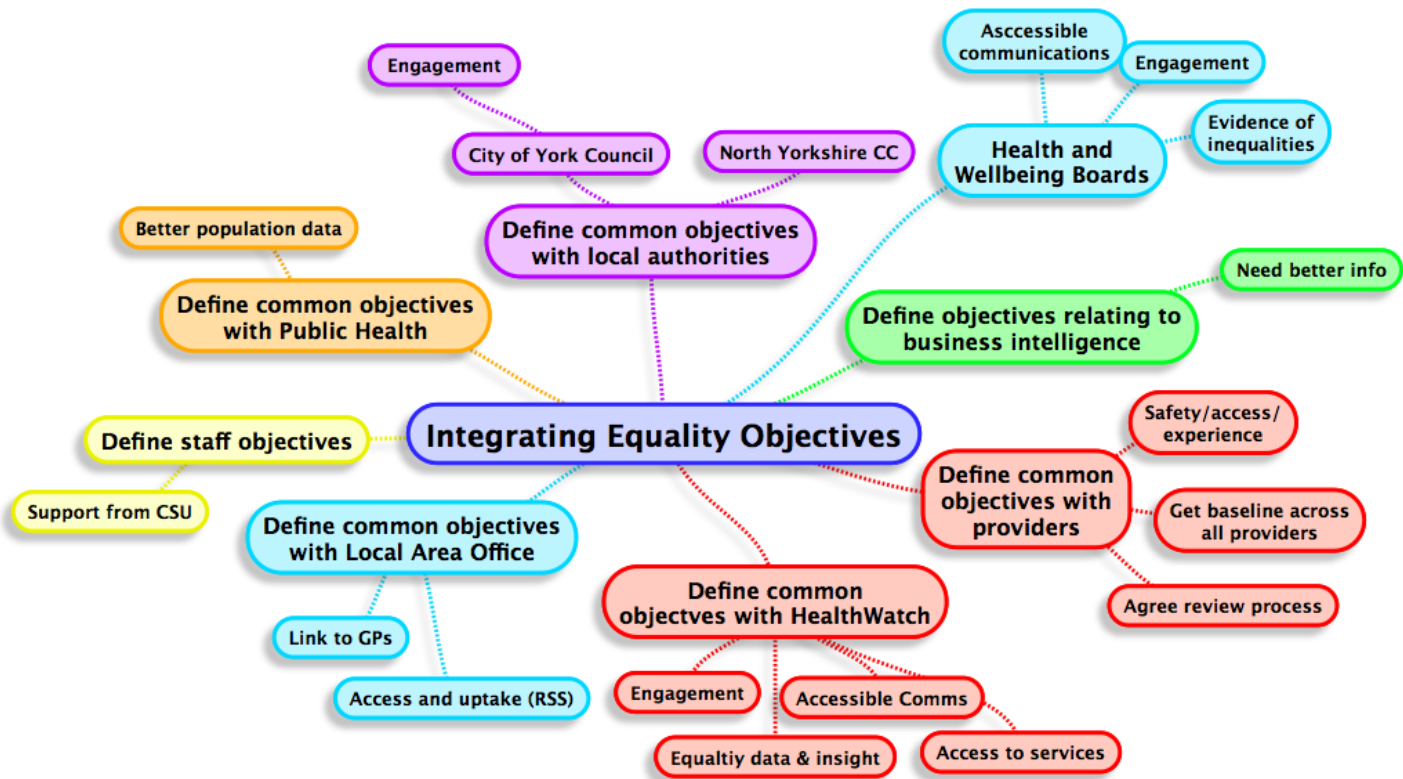


Figure 1 - Defining shared equality objectives

8.1 Monitoring and Review

The Quality Performance Committee will monitor on a quarterly basis the delivery of our Equality Objectives and action plan, providing an annual progress report to the Governing Body and the public, ensuring it is made available in accessible formats.

The Quality and Performance Committee will oversee and challenge our approach to engagement activities to ensure our work is inclusive of the population we serve.

The Quality and Performance Committee will also ensure that relevant information is published in accordance with the Specific Duties of the Equality Act 2010.

We will review our equality objectives bi-annually.

9 References

Title	Weblink
1. City of York Health and Wellbeing Strategy, 2013 – 2015	http://www.york.gov.uk/downloads/file/8439/health_and_wellbeing_strategy
2. Health and Wellbeing in York, Joint Strategic Needs Assessment 2012	http://www.york.gov.uk/downloads/file/1116/health_and_wellbeing_in_york_the_joint_strategic_needs_assessment_2012
3. North Yorkshire JSNA 2012	http://www.northyorks.gov.uk/CHttpHandler.ashx?id=18685&p=0
4. Vale of York Integrated Operational Plan, 2013	http://www.valeofyorkccg.nhs.uk/data/uploads/governing-body-papers/4-april-2013/item-6-operational-plan.pdf
5. JSNA Topic Summaries: Physical and Sensory Impairment Physical Disabilities	http://www.northyorks.gov.uk/CHttpHandler.ashx?id=19143&p=0
6. City of York Local Account for Adult Social Care 2012	http://www.york.gov.uk/site/scripts/google_results.aspx?q=health+local+account&btnG=Search
7. Vale of York Public Health Report, July 2013	http://www.valeofyorkccg.nhs.uk/data/uploads/governing-body-papers/4-july-2013/item-6-public-health-report.pdf
8. The York Gypsy, Roma and Traveller Strategy , 2013- 2018	http://democracy.york.gov.uk/documents/s81363/York%20Gypsy%20Roma%20and%20Traveller%20Strategy%202013-18%20CMT%2023.05.13.pdf
9. Topic Summaries Lesbian, Gay, Bisexual and Transgender communities	http://www.northyorks.gov.uk/CHttpHandler.ashx?id=18942&p=0
10. Prescription for Change: Lesbian and bisexual women's health check 2008	http://www.healthylives.stonewall.org.uk/lgb-health/lesbian-and-bisexual-women/#findings

11. Mapping rapidly changing minority ethnic populations: a case study of York by the Joseph Rowntree Foundation <http://www.jrf.org.uk/sites/files/jrf/ethnicity-population-change-york-full.pdf>
12. York LGBT Health and Wellbeing Document 2013 - 2017 (local drive)
13. Health Profile of Selby 2012 https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&ved=0CC0QFjAA&url=http%3A%2F%2Fwww.apho.org.uk%2Fresource%2Fview.aspx%3FRID%3D117083&ei=Pfo-UpXGPOaK0AXTqIHwDQ&usg=AFQjCNHM894eqXRQZaOQ_7ESI3EUuu1YQw&bvm=bv.52434380,d.d2k
14. Selby Migration Profile 2012 <http://www.migrationyorkshire.org.uk/userfiles/attachments/pages/609/selby-lmpsummary-nov2012.pdf>
15. Selby District Council Traveller Needs Assessment, 2013 http://www.selby.gov.uk/upload/130821_Selby_GTAA.pdf