



Sheffield Teaching Hospitals **NHS**
NHS Foundation Trust

In hospital and in the community
proud to make a difference

Sheffield Teaching Hospitals Annual Equality and Human Rights Report 2012 – 2013

Main Report





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Introduction

The Trust is committed to a culture where those working for the Trust are valued and appreciated for the skills and talents they bring to the organisation and where the needs of those using our services are understood and respected. The Trust is committed to treating everyone who visits or works in its services with respect and as individuals taking into account individual differences, personal values and perspectives.

The Public Sector Equality Duty and the NHS Equality Delivery System are frameworks which support this commitment.

Each year the Trust publishes information about activities that have taken place which support the Public Sector Equality Duty and information about people such as patients and staff who are affected by our policies and practices. We use this information to inform our priorities. This detailed information can be found in the **Annual Equality and Human Rights – Supplementary Information** document – this is available on our web site alongside this main report.

- **The Public Sector Equality Duty**

Everyone is different but sometimes differences can mean that people are disadvantaged because of that difference. Equality law protects people or groups who share characteristics that may lead to disadvantage. These characteristics are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

The 'Public Sector Equality Duty' is a legal duty which applies to most public organisations. The 'Public Sector Equality Duty' means that the Trust needs to consider three key areas, these are:

- To **eliminate unlawful discrimination, harassment, victimisation** and any other conduct prohibited by the Equality Act 2010.

- To ‘take forward (advance) equality of opportunity’ between people who share a protected characteristic and people who do not share it; and
- To ‘foster good relations’ between people who share a protected characteristic and people who do not share it.

This means the Trust must consciously think about these three areas in the way the Trust acts as an employer, develops and reviews policy and designs delivers and evaluates its services, including where this involves purchasing services from other parties.

- **The NHS Equality Delivery System**

The NHS Equality Delivery System (EDS) is a toolkit for NHS organisations to support them in meeting the aims of the Public Sector Equality Duty. The EDS has four main goals:

- Better health outcomes for all
- Improved patient access and experience
- Empowered engaged and included staff
- Inclusive leadership

This report describes what the Trust has done between the 1st of April 2012 and the 31st of March 2013 to support the aims of the Public Sector Equality Duty and the goals of the NHS Equality Delivery System.

This report should be read in conjunction with other reports that the Trust produces which reflect the Trusts activities and plans which are also relevant to Equality and Human Rights, for example;

- The Trust Annual Report ,
- The Trust Quality Report,
- The Trust Five Year Strategy – ‘Making a Difference’.

What we did in 2012/13 to eliminate unlawful discrimination, harassment, and victimisation

The Trust has a range of policies which aim to ensure that the Trust does not discriminate as an employer or when providing services. The Trust aims to keep its policies up to date and introduce new policies from time to time.

All new and updated policies are reviewed for their impact on groups protected under equality legislation. Many Trust policies directly support equal opportunity, respect for

diversity and the elimination of discrimination. A list of current Trust policies which support elimination of discrimination can be found in appendix A.

- **Implementing the Trust Equality Impact Analysis Policy**

In 2011/12 the Trust produced a new Equality Impact Analysis policy. The purpose of this policy is to ensure that Trust written policies and the decisions the Trust makes do not discriminate and promote equality. In 2012/13 we took action to implement this policy:

- Forty-eight senior staff received training to support implementation of this policy.
- A new reporting structure was introduced. The Trust Equality and Human Rights Operational Leads now complete reports on how Equality Impact Analysis has been considered in key projects and developments in their areas of responsibility.

- **Trust Interpreting and Translation Policy and Guidance**

In 2012 /13 the Trust developed a new policy and guidance on Interpreting and Translation. This will be ratified in 2013 following consultation.

- **Supporting Gender Reassignment in the Workplace Policy**

This policy is currently being drafted and the Trust plans to introduce this policy and guidance in spring 2013.

What we did in 2012/13 to move forward equality of opportunity between people who share a protected characteristic and people who do not share it

The Equality Act 2010 states that having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to

- Minimise disadvantage experienced by people who have a protected characteristic.
- Meet the needs of people who share protected characteristics that are different from the needs of people who do not including taking account of disabled people's disabilities.
- Encourage people with relevant protected characteristic to participate in public life.

In 2012/13 The Trust did this in a number of ways but in particular through:

- The work of the HR Equality and Diversity Group
- Working in partnership with stakeholders

- Improving Trust services by considering the needs of people who use Trust services
- Training and staff development

The Work of the HR Equality and Diversity Group

This group is led by the HR lead for Equality and Diversity and has a membership of key lead people from the Trust HR and Workforce services. The group has developed objectives and actions based on reviewing staff information. In 2012/13 the group progressed the following action:

- **Staff information refresh**

This action was linked to the Trust Equality Objectives and involved asking all staff in the Trust to update the information that the Trusts keeps on its electronic staff record system. The Trust has several thousand staff so this project has taken a while however the refresh is almost complete and information about our staff is more accurate because of this. Staff are also now asked to refresh information as part of the induction process. The number of records where data is unknown has dropped significantly in a number of areas; this is highlighted in the supplementary information report. This is important because it means we have better information about staff which we can use to identify trends in particular areas and identify action.

- **The Stonewall Workplace Equality Index 2013 benchmarking exercise**

The Trust is a member of Stonewall which is a nationally recognised organisation working for Lesbian Gay and Bisexual Equality. Stonewall undertake an annual benchmarking exercise known as the Stonewall Workplace Equality Index, the Trust were involved in the index in 2012 and received results in early 2013. The results have been reviewed and these indicated a number of areas where the Trust could make improvements; an action plan is being developed and progress will be reported in our 2013/14 report.

- **Community engagement plan**

This plan was developed to support diversity in recruitment, working in conjunction with the Sheffield Health Care Academy to develop and promote the Trusts image as an employer within local communities. Specific action taken focuses on;

- The diversity of people involved with the Trust apprenticeship programme
- The Trust recruitment service developing links with the Sheffield Employment Forum which represents groups which support applicants who may be applying for posts in the Trust.

- **Quarterly equality data report**

Quarterly employment data is now being reviewed by the group. As noted above this information is now more accurate and the group is able to review the data to identify trends and action.

- **Review of distribution of BME groups across the workforce**

The distribution of black and minority ethnic groups across the workforce has been reviewed and this information is available in the supplementary information report. The action identified above to support the community engagement plan is part of the action identified to respond to this. Further action will be considered in 2013/14.

- **Provision of manager training to accompany new policies**

This is now being planned for 2013/14.

- **Detailed analysis to review the impact of disciplinary and recruitment process on BME groups.**

This is on-going and part of the quarterly review process.

Working in Partnership with Stakeholders

The Trust works in partnership to support maintaining quality services for all patients, the following are some examples of partnership working.

- **The Sheffield Equality Engagement Group**

The Trust is a member of the Sheffield Equality Engagement group; this group is a partnership of representatives from protected groups, NHS organisations in Sheffield and other stakeholders. The group has developed a rolling action plan to respond to areas raised by members of the group. Examples of action identified include agreeing how easy read books for women with learning Disabilities who are pregnant could be provided; sharing information and good practice regarding reporting hate incidents or hate crime and raising awareness of information available on health screening for people who have undergone or are undergoing gender reassignment.

- **Sheffield LGBT Multiagency group**

The Trust is a member of the Sheffield Multiagency group which works in partnership to take forward action which supports the lesbian gay bisexual and transgender community in Sheffield.

- **Dementia and Mental Health**

The Trust works in partnership with Sheffield Health and Social Care NHS Trusts to ensure that it is able to respond effectively to the needs of people with Dementia or Mental Health Conditions.

- **Learning Disability Partnerships**

Each area in the Trust has a champion for Learning Disability and the Trust lead for learning disability engages regularly with citywide learning disability partnerships.

Domestic Violence and Abuse Seminar

In November 2012 the Trust held a Domestic Violence and Abuse Seminar to raise awareness of Domestic Abuse experienced by patients or staff – this was planned and delivered in a partnership with

- The Sheffield Domestic Abuse Partnership
- The Sheffield Sexual Abuse Referral Centre
- The Police Public Protection Unit

Improving Trust services by considering the needs of people who use Trust services

Improving Trust services for people in protected groups is supported by listening to the views of patients and their relatives and friends and to Trust staff to consider the specific needs of people who share protected characteristics:

Improving Nutrition for Muslim Patients

A Trust user group indicated a potential problem in satisfaction of Muslim patients with the quality of hospital food.

Chaplaincy and Catering worked together and undertook a snapshot audit of all Muslim patients in the Trust on a single day.

The outcome was a revised menu with the following improvements:

- A wider choice
- Authenticated Halal dishes
- Access to the Trust vegetarian menu
- Clearer food description - for example different patients enjoy different levels of spiciness – for the first time, the menu indicates level of spiciness.

Retinitis Pigmentosa (RP) Support Group

Retinitis Pigmentosa (RP) is the name given to a group of hereditary disorders that affect a layer of the retina. The retina slowly deteriorates and the eye loses its ability to transmit pictures to the brain. Previously, patients who attended clinic were given devastating news and then discharged back to their General Practitioner with no support.

Karen Dolling a Nurse Practitioner for Visual Impairment at the Trust set up a support group for RP patients in partnership with Mr Acharya (Consultant Ophthalmologist) and the Sheffield Royal Society for the Blind (SRSB). The group meets at SRSB and have speakers from all walks of life and always have tea and cake. Last year the group invited Prof Graham Black from Manchester Eye Hospital who gave a fantastic talk on Genetics.

Karen says “thanks to everyone’s help this is a lovely group.”

New Learning Disability Midwife

As more people with learning disability (LD) live independent lives, with aspirations to become parents, a need has been identified to improve access to maternity services in Sheffield. A midwife with a special interest has been appointed to develop services within the Trust, taking into account the unique nature of maternity services. This role has been in place since October 2012 and is developing rapidly.

New systems are being developed to identify women with LD. This will mean that individual care pathways can be developed to meet individual need with action such as extended appointment times, care by the city wide 1-1 midwifery team in a women’s own home and more easily accessible information in different formats.

Links have been forged with other local services such as Sheffield Health and Social Care to provide continuity and support opportunities for families. As a consequence of this work funding was secured through the local authority to purchase a number of copies of the CHANGE easy read resource pack, “My Pregnancy, My Choice” which will be available to each midwifery team to facilitate communication and care provision for women. Easy read visual information leaflets are in development which will mirror information currently in circulation.

Training and Staff Development

- **Mandatory training**

In 2011 one of the Trust aims was to improve the numbers of staff receiving mandatory equality and human rights training. The Trust has started to use the new NHS Equality and Diversity eLearning modules and developed an updated equality and diversity training leaflet.

The results of the staff survey 2012 have show year on year improvements in the number of staff saying they have received Equality and Human Rights training however other Trusts have also improved in this area so this remains a priority for this organisation.

In areas completing reports on mandatory training 81.5% of staff due to undertake Equality and Diversity E learning had undertaken this in the financial year.

- **Leadership development**

Two sessions of the Equality and Diversity module for leaders were delivered to staff in 2012/13. Development of a new module for leaders focused on workforce and HR Equality and Diversity will take place in 2013/14.

- **Annual update**

Staff receive an annual Equality and Human Rights update through the Trust mandatory training update system.

- **Induction**

Changes to elements of the Trust induction program delivered by HR were made to improve relevance to Equality and Diversity.

Working in Partnership

The Neurology outreach team increasingly work with people who have non organic illness whose symptoms are caused by psychological problems relating to torture and trauma. Links were made with the charity 'Freedom From Torture', from this, collaborative training has been planned, this will facilitate an exchange of education, benefitting both patients and staff.

What we did in 2012/13 to foster good relations between people who share a protected characteristic and people who do not share it.

The Equality Act 2010 says that fostering good relations means taking action which tackles prejudice and promotes understanding between people who share a protected characteristic and others.

The Trust is responsible for a significant number of health services provided in the community so this is an important area for the Trust, the Trust also recognises and celebrates the diversity of its staff and aims to ensure that services to patients recognise the diversity of the communities that people come from.

- **Sheffield Pride 2012**

STH was represented at Sheffield Gay Pride for the second year running alongside colleagues from Sheffield Health and Social Care and NHS Sheffield. The focus this year was on health promotion.

- **Trust Membership**

STH is a Foundation Trust which has over 7,000 members from local communities across Sheffield. The Trust aim is that members reflect the diversity of the communities which use Trust services.

Trust Membership by ethnicity 2012/13			
	Patient Members	Public Members	Sheffield Population (Census 2011)
White	92.8%	84.2%	83.7%
Black	0.9%	3.9%	3.6%
Asian	1.8%	6.2%	6.7%
Mixed	0.7%	1.9%	2.4%
Other	0.3%	1.1%	3.5%
Unknown	3.5%	2.8%	0.0%
Trust Membership by Sex 2012/13			
	Patient Members	Public Members	Sheffield Population
Women	54.2%	67.2%	51%
Men	45.5%	32.2%	49%
Not specified	0.2%	0.1%	0.0%
Prefer not to say	0.1%	0.5%	0.0%

Trust Equality Objectives - Progress 2012/13

In 2011/2012 the Trust identified four Equality Objectives which were taken forward in 2012/13. This section explains the progress that has been made in 2012/13.

Equality Objective 1

Improve the range of information the Trust has about Patients in protected groups and how this is used.

- **Progress 2012/13**

We set an initial target for 2012 – 2013 that by the 31st of March 2013 we would have a good picture of gaps in information about patients in protected groups and have an action plan in place to improve how information is collected.

We reviewed the information we have about patients in protected groups:

- We found that levels of recording in areas such as ethnicity could be improved.
- We identified gaps in knowledge about the types of Disability that patients using our services have.

In 2012/13 we improved levels of ethnicity recording; more detail about progress can be found in the supplementary information document published alongside this report.

Priority 2013/14

Undertake a pilot project which will include a process for improving recording of sight impairment on our patient information systems and the provision of accessible information.

Equality Objective 2

Share equality objectives with local Health and Social Care organisations, specifically

- To work together to look at information that might help to identify actions to improve the health of people who share protected characteristics and who may experience poor health for other reasons such as poverty.*
- To raise awareness of what equality means for patients across health organisations*

- **Progress 2012/13**

Progress has been delayed in taking forward this objective due to key staff changes. Towards the end of 2012/13 progress was starting to move forward:

The Trust is a member of the Sheffield Equality Engagement group – this group now has a rolling action plan where issues that are raised by group members are logged and action agreed. A number of action areas have been addressed through this process.

Priority 2013/14

A meeting is due to take place in Spring 2013 to identify how information can be used collectively by health organisations to identify health inequalities and action to address these.

Equality Objective 3

To find out if patients in some protected groups fail to attend appointments more often, have delays in discharge from hospital or spend longer in hospital.

- **Progress 2012/13**

We set an initial target for 2012 – 2013 that by the 31st of March 2013 we would have looked at information broken down by age, sex and ethnicity and reviewed this to identify any differences for these groups compared to others and agreed action to find out the reasons for these differences.

We identified that patients in Black Asian and Minority Ethnic groups failed to attend appointments more often than patients in White British groups. We planned to work with Sheffield Hallam University (SHU) to explore this in more detail.

In 2012/13 SHU received funding to run focus groups with members of three Sheffield communities to discuss the reasons why they might not attend appointments. The results are currently being written up and the researchers plan to present and discuss the results with the Trust in spring 2013.

Priority 2013/14

Support Sheffield Hallam University to submit a proposal for research funding for a more in depth project building on the initial findings from the community focus groups.

Identify and action any 'quick wins' identified as a result of discussion of the findings of the community focus groups.

Equality Objective 4

To make sure the Trust maximizes the information available about the diversity of staff in the organisation and uses this to set annual actions and targets

- **Progress 2012/13**

We set an initial target for 2012 – 2013 that by the 31st of March 2013 we would have improved the information we have about staff in protected groups and have started to develop systems so that managers and teams can use this information.

We have achieved this target and made the following progress:

- There has been improvement in staff reporting rates for Sexual Orientation, Disability and Religion; this can be seen in the data tables in the supplementary information document.
- The HR Equality and Diversity Group have started to review quarterly recruitment reports.
- The improved information is now being used in team's reports.

Priority 2013/14

The initial objective has been achieved; our priority for 2013/14 is therefore to review our improved data set to identify one or more new specific Equality Objectives relevant to the workforce and to achieve the priorities identified by the HR Equality and Diversity operational group.

Supplementary Information

The supplementary Information document published alongside this report contains the following information:

- Local population information
- Patient data and Information
- Staff data and information

The information in this document complements this report and should be read in conjunction with this report.

Appendix A

Trust Policies Which Support the Public Sector Equality Duty

- Animals and Pets in Hospital Guidance
- Bullying and Harassment Policy and Procedures
- Breastfeeding at Work Policy
- Breastfeeding Policy
- Capability Procedures And Policies
- Dress Code Policy
- Deprivation of Liberty Policy and Procedure (DOLS)
- Disciplinary Procedure
- Equal Opportunity in Employment Policy
- Equality Impact Analysis Policy
- Flexible Working Policy
- Grievance and Dispute Procedure
- Learning Disability Alert on PAS Guidance
- Maternity Leave Policy
- Mental Capacity Act Policy and Procedures
- Parents Keeping Babies / Children With Them Guidance
- Retirement Policy
- Recruitment and Selection Policies and Procedures
- Safeguarding Vulnerable Adults Policy
- Sickness Absence Policy and Procedures
- Single Sex Accommodation Policy
- Special Leave Policy
- Work Related Stress Policy